

Introduction to the Quality Manual

by Vicki de Klerk-Rubin, CVM, Executive Director of the Validation Training Institute, VTI Board Secretary

The VTI Quality Manual began with the development of the AVO Guidelines in 1998. By 2004, *Quality Maintenance for Teachers* and *Quality indicators for Institutions* were added. Each year brought new ideas for spreading the Validation method – with quality. Each idea was authorized by Naomi Feil and VTI. The number of documents was growing and became difficult to manage. In 2010 the 1st Quality Manual, encompassing documents relating to quality in Validation training, certification, AVO development and AVO procedures, was published. The Education Committee was established with one function being, the authorization of all new materials relating to the contents of the Validation method. The VTI Board maintained authorization of all guidelines and criteria for the spreading of the Validation method.

These guidelines and criteria help the Validation method stand out amongst other methods because they maintain the integrity of the method while also allowing the method to grow and mature with time. This Quality Manual provides answers to questions, procedures and materials to Validation Presenters, Teachers, Masters and AVOs. The growth, development and quality of Validation do not lie in the hands of one or two individuals, but in the collective expertise of the Validation community. As of this writing, that community is over 9,000 individuals, world-wide.

It is a maturing document and will remain, a ‘work in progress’. As new ways of teaching are developed, as problems arise and find solutions, this Manual will be continually revised and expanded.

By placing this Quality Manual online and available to individuals authorized to use it, VTI hopes to make it more accessible. By using the new format, we hope to make the QM easier to use. By having links between documents that relate to each other, we hope Teachers and AVOs will find it easier to maintain quality standards.

VTI thanks Thomas Schelzky, Hedwig Neu, Kathia Munsch, our first working group which was formed at the 2008 EVA Teacher Meeting (Rita Altman, Andrea Fink, Marie-Claire Giard, Benno Meichtry, Francesco Mosetti, Guy Mullez, Kathia Munsch, Hedwig Neu, Ulli Praschl, Cinzia Siviero, Angelica Soula, Gunvor Sramek, Hannes Weber) and the many other Validation Teachers who poured their time, energy and experience into this Quality Manual over the years as volunteers.

As always, suggestions, corrections and updates are encouraged. Please send your ideas to:

vdeklerk@vfvalidation.org

jana@vfvalidation.org

any certified Validation Master or VTI Board member