

COSCA TRAINER ACCREDITATION

GUIDELINES FOR APPLICATION

Counselling Skills Certificate Level

Contents

PART I Introduction

PART II Criteria and Evidence

- 2.1 Membership of COSCA
- 2.2 Application Form
- 2.3 Counselling/Counselling Skills Related Qualifications
- 2.4 Counselling Skills Training Experience
- 2.5 Awareness of Group Dynamics/Process
- 2.6 Supervision of Training Practice
- 2.7 Post Training Supervised Counselling/Counselling Skills Practice
- 2.8 Reflection on Counselling/Counselling Skills Practice
- 2.9 Professional Development
- 2.10 Trainer Qualifications

PART III Accreditation Procedures

- 3.1 Verification of the Application
- 3.2 Submission of Applications
- 3.3 Accreditation Fee
- 3.4 Consideration of Applications, Outcomes and Notification to Applicants
- 3.5 Appeal
- 3.6 Listing of Accredited Trainers
- 3.7 Diploma Accreditation
- 3.8 Annual Renewal of Accreditation
- 3.9 Annual Renewal of Accreditation Fee

PART IV Appendices

- Appendix 1: Alternative Counselling/Counselling Skills Qualifications/Awards**
- Appendix 2: Trainer Qualifications**
- Appendix 3: Alternative Trainer Qualifications**

PART I: INTRODUCTION

COSCA, the professional body for counselling and psychotherapy in Scotland, seeks to advance all forms of counselling and psychotherapy and the use of counselling skills in Scotland by promoting best practice and through the development of a range of sustainable services.

COSCA has developed criteria and procedures to accredit trainers involved in the delivery of COSCA validated courses. It has done so to ensure that counsellors and users of counselling skills are adequately trained by competent trainers. The criteria and procedures used in this accreditation system enable COSCA, and subsequently other stakeholders, to identify trainers with the necessary skills to train counsellors and users of counselling skills.

COSCA accredits trainers at counselling skills certificate and counselling diploma level. You need to decide which level is appropriate for you. You can do this by firstly looking below at the core counselling/counselling skills qualifications you will need to apply for accreditation at counselling skills certificate level.

Applicants for accreditation at counselling skills certificate level must hold membership of one of the following categories:

- Associate
- Counsellor
- Practitioner
- Accredited Counsellor/Psychotherapist

Applicants for accreditation at counselling diploma level need a diploma in counselling or its equivalence i.e. 400 hours training in counselling and must hold one of the following categories of membership:

- Practitioner
- Accredited Counsellor/Psychotherapist

A separate application for diploma accreditation is required and can be found on www.cosca.org.uk – Accreditation – Trainers.

If you do not hold qualifications to evidence your experience, COSCA can provide signposting and advice on how to obtain the necessary qualifications or their equivalence.

If you need clarification or support in preparing your application, please contact the Development Officer (Individuals/Courses) at the COSCA Office for help and/or information.

One original application form with signatures and four copies of it should be submitted to the COSCA office – BOUND IF POSSIBLE.

There are two submission dates per year, the end of March and the end of September. If the submission date falls on a Saturday or Sunday, the application needs to be submitted on the Friday beforehand.

This document supersedes all COSCA documents referring to Guidelines and Criteria for the Accreditation of Trainers. The guidelines and criteria outlined in this document will be used by COSCA's Trainer Accreditation Panel to assess Trainer Accreditation applications.

COSCA looks forward to receiving your application and welcoming you as a COSCA Accredited Trainer.

PART II: CRITERIA AND EVIDENCE

Criteria and Evidence

The trainer accreditation guidelines and criteria are designed so that you can demonstrate your skills and experience and provide a reflective account of your training work throughout your application. You are encouraged to attend to each section within this application with this in mind.

You should provide evidence of yourself as a *reflective* trainer and you are invited to demonstrate that you are incorporating the reflection of your development of your work as a counselling skills or counselling trainer by writing about what you do, how you do it *and* the significance of this in your development as a trainer.

2.1 Membership of COSCA

2.1.1 Criteria

Applicants must hold Associate, Counsellor, Practitioner or Accredited Counsellor/Psychotherapist membership of COSCA and maintain one of these categories of COSCA membership while Accredited as a Trainer (Certificate Level).

2.1.2 Evidence

States COSCA membership number on the Application Form.

2.2 Application Form

2.2.1 Criteria

Applicants must complete and submit a completed Trainer Accreditation Application Form (Counselling Skills Level). **(See Appendix A in the Application Form: Application Elements Checklist.)**

2.2.2 Evidence

Submits a completed Trainer Accreditation Application Form.

2.3 Counselling/Counselling Skills Related Qualifications

2.3.1 Criteria

Applicants must possess acceptable counselling/counselling skills related qualifications.

2.3.2 Evidence

Shows successful completion of either of the following qualifications:

- ✓ COSCA Certificate in Counselling Skills **or**
- ✓ Other awards or qualifications, which the applicant considers to be equivalent to the COSCA Certificate (**See Appendix 1** in this document: **Alternative Counselling/Counselling Skills Qualifications/Awards**).

2.4 Counselling Skills Training Experience

2.4.1 Criteria

Applicants must have been involved in delivering at least 120 hours of COSCA's counselling skills training or equivalent during a period of no more than two years, preferably to one cohort of participants.

This must have included single-handed delivery of a section of a counselling skills training course of at least 12 hours' duration.

Applicants must also have some formal and informal support on a regular basis as a counselling skills trainer and have reflected on the support given.

2.4.2 Evidence

Submits a statement (400 - 500 words) that:

- ✓ Records involvement in the delivery of the above training, specifying the period when the training was carried out.
- ✓ Gives a reflective account of single-handed delivery of a 12-hour section of a counselling skills training programme.
- ✓ Describes the referral system used for dealing with personal issues raised by participants during the delivery of the course.
- ✓ Demonstrates the formal and informal support available as a counselling skills trainer and the reflection conducted on the support given.

2.5 Awareness of Group Dynamics/Process

2.5.1 Criteria

Applicants must be aware of group dynamics/process

2.5.2 Evidence

Submits a statement (400 - 500 words) that:

- describes a real life example from your experience of being a counselling skills trainer that illustrates several important group dynamics in a group in which you were the trainer.
- on referring to the example above, assesses how particular group member's actions affected the group.
- assesses how these group interactions affected particular group members.
- discusses how you dealt with this example, including self-reflection on your role and the outcome.
- describes the group dynamics theory that helped you to understand these processes.

2.6 Supervision of Training Practice

2.6.1 Criteria

Applicants must demonstrate that they have received 8 hours of supervision for their work as trainers. This must take place over a period of the 2 years in which the 120 hours of counselling skills training was delivered. The supervision of training practice should be focused on the training process per se. The training supervisor must have relevant experience of delivering counselling training or equivalent.

2.6.2 Evidence

States the one-to-one, group or peer arrangements for supervisors and, where appropriate, the name of an individual supervisor. (Applicants should note that all hours of group or peer supervision may be offered without division by group numbers.) Please describe the benefits of your training practice supervision.

2.7 Post Training Supervised Counselling/Counselling Skills Practice

2.7.1 Criteria

Applicants must have a minimum of two years post training supervised counselling/counselling skills practice during two consecutive years over the last five years.

Counsellors/psychotherapists currently accredited by COSCA, BACP or other named professional bodies do not need to provide this evidence (please contact COSCA for information concerning other acceptable professional bodies).

2.7.1 Evidence

Gives a reflective account (400 - 500 words) of supervised counselling/counselling skills practice during 2 consecutive years over the past 5 years that:

- ✓ describes the work setting
- ✓ gives the average number of hours per week for the chosen 2-year period
- ✓ records the range of presenting problems experienced in that 2-year period and how they have impacted on your training practice
- ✓ describes personal development that you have gained through being a counsellor/counselling skills user
- ✓ states arrangements for supervision of counselling/counselling skills work during the two years for which evidence is given.

2.8 Reflection on Counselling/Counselling Skills Practice

2.8.1 Criteria

Applicants must be able to reflect on the counselling/counselling skills practice detailed in paragraph 2.7 above.

Counsellors/psychotherapists currently accredited by COSCA or other named professional bodies do not need to provide this evidence (please contact COSCA for information concerning other acceptable professional bodies).

2.8.1 Evidence

Using at least 2 examples of professional encounters/personal experience, write a statement of between 400 – 500 words that:

- ✓ demonstrates your awareness of how you are with your clients or how you use your counselling skills
- ✓ demonstrates your awareness of how the way your client/speaker interrelates has an impact on your training practice
- ✓ shows your understanding of the therapeutic process that occurs
- ✓ with at least one of these examples, record how your use of supervision affects the process and relationship/encounter
- ✓ demonstrates your understanding and use of boundary settings in counselling/counselling skills practice.

2.9 Professional Development

2.9.1 Criteria

Applicants must have developed professionally as a counselling/counselling skills trainer over the past two years.

2.9.2 Evidence

Submits a statement (between 400 - 500 words) that:

- ✓ declares 18 (or more) hours of continuous professional development a year for the past two years (see **Appendix B** in the Application Form: **Professional Development**)
- ✓ describes how professional development has impacted on your work as a trainer, giving at least two examples to demonstrate this
- ✓ records attendance at a minimum of one COSCA trainers' event or equivalent in the past two years

2.10 Trainer Qualifications

2.10.1 Criteria

Applicants must be qualified trainers.

2.10.2 Evidence

- :
- ✓ Demonstrates successful completion of the trainer qualifications outlined in **Appendix 2: Trainer Qualifications** or **Appendix 3: Alternative Trainer Qualifications**

Please contact the Development Officer to discuss your training qualifications.

PART III: ACCREDITATION PROCEDURES

3.1 Verification of the Application

3.1 Verification of the Application

The complete application for trainer accreditation must be verified by a course consultant or trainer who is familiar enough with the applicant's work to state that the submission accurately reflects her/his knowledge, skills and experience. (See **Appendix C** in the Application Form: **Verification of Application.**)

3.2 Submission of the Application

All applications must be submitted, using the COSCA Application Form for Trainer Accreditation at Counselling Skills Certificate Level, to the Development Officer (Individuals and Courses), COSCA, 16 Melville Terrace, Stirling FK8 2NE.

3.3 Accreditation Fee

The accreditation fee for trainer accreditation can be found on www.cosca.org.uk - Costings”.

3.4 Consideration of Applications, Outcomes and Notification to Applicants

A Trainer Accreditation Panel of 3 people appointed by COSCA will consider applications.

The Panel will have 4 options:

- 1. Accreditation**
- 2. Conditional accreditation pending requirements being met**
- 3. Referral back to applicant with requirements for re-submission**
- 4. No accreditation with no re-submission of application**

Applicants will be informed in writing of the Panel's decision within 12 weeks of the submission deadline and be contacted when this cannot be carried out.

3.5 Appeal

You can appeal against the decision of the Panel through the COSCA appeals procedure within three months of the decision being made. (Copies of the Appeals Procedure are available from the COSCA Office).

3.6 COSCA Directory of Accredited Trainers

COSCA maintains a Directory of Accredited Trainers on www.cosca.org.uk – Trainers.

It is mandatory for all COSCA Accredited Trainers to have their profile entered on this Directory. There is an Opt Out Policy – www.cosca.org.uk – COSCA Register.

It is intended that this Directory will be a resource for people wishing to identify suitable counselling/counselling skills trainers.

3.7 Counselling Diploma Accreditation

After being awarded accreditation as a trainer at counselling skills certificate level you may wish to apply at a later date for accreditation as a trainer at counselling diploma level. Please refer to www.cosca.org.uk – Accreditation – Trainer – Upgrade from Counselling Skills Level to Diploma Level Trainer or contact the Development Officer at the COSCA office.

3.8 Annual Renewal of Accreditation

The fee for this application can be found on www.cosca.org.uk – Costings.

Please note that the fee requires to be paid with the submission of the application.

You may pay by cheque or direct to the bank:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account Number: 70174110

If an invoice requires to be submitted, please give details with the application.

Please note that payment requires to be received prior to the award of continued accreditation.

PART IV: APPENDICES

APPENDIX 1: ALTERNATIVE COUNSELLING /COUNSELLING SKILLS QUALIFICATIONS/AWARDS

For the purpose of Trainer Accreditation only and not for counsellor accreditation purposes, COSCA recognises the counsellor/psychotherapist accreditation awarded by a number of other appropriate professional bodies. These bodies are listed below.

- Association of Child Psychotherapists
- British Association for Behavioural and Cognitive Psychotherapists
- British Association for Counselling and Psychotherapy
- British Association for Sexual and Relationship Therapy
- British Confederation of Psychotherapists
- British Infertility Counselling Association
- Irish Association for Counselling and Psychotherapy
- Play Therapy UK
- UK Council for Psychotherapy
- Other awarding professional bodies applicants consider to be equivalent to or above the COSCA Certificate in Counselling Skills

APPENDIX 2: TRAINER QUALIFICATIONS

The following qualification(s) are required to be undertaken:

- SQA Higher National Certificate (HNC): Learning and Development (G7VO 15)

OR

- SQA Professional Development Award (PDA): Diploma in Training and Development for Delivering to Groups (GL16 47)

OR

- SQA Professional Development Award (PDA): Diploma in Training and Development (G7V1 16)

OR

- SQA Scottish Vocational Qualification (SVQ) Level 3: Learning and Development

OR

- Professional Practice Award in Training & Development (SCQF Level 8)

Or all of the following:

- Unit A1 Assessor Award
- Unit L9 Create a Climate that Promotes Learning
- Unit L10 Enable learning through presentation and instruction
- Unit L13 Enable Group Learning

OTHER ACCEPTABLE QUALIFICATIONS (NO LONGER CURRENTLY AVAILABLE)

SQA Certificate for Training Practice

The following Modules are all required to be undertaken:

- ✓ Module 6190325 or EE6W12 Introduction to Trainers Role
- ✓ Module 6191335 or EE7012 Identification of Individual Learning Needs
- ✓ Module 6190345 or EE6Y12 Plan, Prepare and Deliver Training Sessions
- ✓ Module 6190355 or EE6T12 Assess Candidate Competence

APPENDIX 3: ALTERNATIVE TRAINER QUALIFICATIONS

COSCA recognises professional training/teaching awards and qualifications not contained in **Appendix 2 Trainer Qualifications** above.

The recognised alternative qualifications are listed below. Recognition of these qualifications is for the purpose of trainer accreditation only and is not transferable to counsellor accreditation. The list below will be subject to regular review. The most recent information can be obtained from COSCA's Development Officer (Individuals/Courses).

Where an Applicant is offering alternative qualifications, which are not contained in the list below, he/she must supply evidence that his/her qualifications meet the required standard of training for trainers.

Applicants should provide copies of their alternative qualifications.

- Qualified teacher status within primary, secondary and tertiary sectors
- Social Work Practice Teaching Award/Professional Development Award in Practice Learning (Social Services) at SCQF Level 10
- Official trainer status within an organisation, which is a constituent of UKCP
- Adult education and community education qualifications
- Ministry of Defence Training for Trainers Qualification
- Associate or Fellow of Higher Education Academy (FHEA)
- PDA Teaching Practice in Scotland's Colleges at SCQF Level 9
- PDA Advanced Diploma in Teach in Further Education: An Introduction (SCQF Level 9)
- PDA Advanced Diploma in Teaching in Further Education (SCQF Level 9)
- Postgraduate Certificate in Academic Practice
- PG Cert. Learning, Teaching and Assessment Practice in HE