



**COSCA (Counselling & Psychotherapy in Scotland)**  
**16 Melville Terrace | Stirling | FK8 2NE**  
**t: 01786 475 140 f: 01786 446 207**  
**e: [info@cosca.org.uk](mailto:info@cosca.org.uk) w: [www.cosca.org.uk](http://www.cosca.org.uk)**

## **Reasonable Adjustments for Students on COSCA Validated Courses**

According to the Equalities Act 2010, students who have an identified learning difficulty/disability are legally eligible for 'Reasonable Adjustments'. These are changes that will allow them to fulfil their potential without extra stress and may include arrangements for:

- Written assignments
- Assessments
- Study skills support
- Assistive technology e.g. provision of a Kindle, I-Pad, laptop, access to a computer etc.
- Electronic version of the course handbook
- Copies of additional session notes/slides in advance, if available
- Help with taking notes during training sessions
- Note takers
- Permission to record lectures
- Photocopying
- Counselling practice placements

Finding out the nature of the specific difficulties students have is the best starting point in identifying what reasonable adjustments to consider. The next step is to consider whether making any identified reasonable adjustments are appropriate and necessary.

COSCA is pleased to consider applications from validated training providers for electronic versions of its own course materials. Requests must be submitted using the attached application form.

Brian Magee  
Chief Executive  
COSCA (Counselling & Psychotherapy in Scotland)



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### REQUEST FORM FOR ELECTRONIC VERSION OF COSCA HANDBOOKS

Those requesting the above should note the following:

- There is a time limit for storing this electronic version of the COSCA handbook. It requires to be deleted from the validated training provider's IT system within one month of receiving it from COSCA.
- The person requesting the electronic version must send confirmation to COSCA that the file has been deleted from the IT system one month following the completion of the delivery of the Module.
- The electronic version is not to be copied onto any other IT system or device apart from that belonging to the validated training provider and used by the participant within the training venue.

Please tick:

COSCA Counselling Skills Certificate:

- Module 1
- Module 2
- Module 3
- Module 4
- COSCA Further Steps in Counselling Skills (Volume 1)
- COSCA Counselling Supervision Certificate
- COSCA Group Counselling Skills

Name of COSCA Validated Provider	
Contact Person/Person requesting the electronic version of handbook	

Telephone number of the contact person	
Email address of the contact person	

Reason for the request, including an explanation of why this particular participant requires the electronic version	
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Signature of Person making the request	
Please print name	
Date	

For office use:

Outcome of Request	
Date Handbook sent by email	
Date confirmation of deletion from the IT system received from the training provider	