



COSCA (Counselling & Psychotherapy in Scotland)  
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## COSCA RECOGNITION SCHEME FOR ORGANISATIONS

### ANNUAL MONITORING PROCESS

Monitoring of COSCA Recognised Organisations is carried out annually. The information below is offered to help you to complete the Annual Monitoring Form (AMF).

#### **It is a requirement of continued Recognition status that Recognised Organisations:**

- ✓ complete all sections of the AMF and submit this to COSCA (the AMF is sent to Recognised Organisations annually)
- ✓ submit copies of all updated and new documentation

#### **The Annual Monitoring Form:**

- ✓ updates COSCA on any changes and developments
- ✓ provides a means of ensuring that the standards originally met are maintained
- ✓ enables organisations to re-evaluate their internal policies and procedures
- ✓ allows for the information supplied to be variable

#### **COSCA will undertake the following on receipt of the completed AMF and supporting evidence:**

- ✓ acknowledge receipt of the AMF
- ✓ review the information provided
- ✓ if clarification is required, this will be requested to be submitted by a mutually agreed deadline
- ✓ a letter confirming satisfactory Annual Monitoring will be issued

#### **Recognised Organisations are required to note the following:**

- ✓ if a Recognised Organisation fails to maintain the standard required by Annual Monitoring and/or to provide requested information/evidence within the agreed deadline, continuation of Recognition will be deferred and the entry on the COSCA Directory of Recognised Organisations will be amended to reflect this
- ✓ failure to provide the requested information with a period of 3 months following deferral will require reapplication for COSCA Recognition, incurring appropriate fees

You are encouraged to contact the Recognition Scheme Development Officer, who will be happy to discuss all aspects of Annual Monitoring with you.

Jenna Fraser  
COSCA Recognition Scheme Development Officer  
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## COSCA RECOGNITION SCHEME FOR ORGANISATIONS

### ANNUAL MONITORING FORM

You are requested to complete and to return this form to COSCA.

<b>Period of Monitoring Covered by this form:</b>	
<b>From:</b> <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Name of Recognised Organisation:</b>	
<b>Named section/part of the Organisation that has been awarded COSCA Recognition:</b>	
<b>Address of Organisation</b>	
<b>Post Code:</b>	
<b>Name of Contact Person:</b>	
<b>Designation within Organisation:</b>	

<b>Telephone No:</b>	<input style="width: 100%;" type="text"/>
<b>Email:</b>	<input style="width: 100%;" type="text"/>
<b>Website:</b>	<input style="width: 100%;" type="text"/>

For Office Use Only:

Date Received	<input style="width: 100%;" type="text"/>
AMF & documentation checked	<input style="width: 100%;" type="text"/>
Membership checked	<input style="width: 100%;" type="text"/>
Further evidence required	<input style="width: 100%;" type="text"/>
Visit requested. £100 fee paid	<input style="width: 100%;" type="text"/>
Annual Monitoring complete/Organisation advised	<input style="width: 100%;" type="text"/>

CRITERIA	NO CHANGES (Please tick if there are no changes in this section)	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED (Please tick if documentation is enclosed)
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**Section 1.** (Page 4 of the Recognition Scheme Handbook)

**COUNSELLING/PSYCHOTHERAPY/COUNSELLING SKILLS ORGANISATIONS**

Please indicate the number within your organisation of:

<b>Counsellors</b>			
<b>Psychotherapists</b>			
<b>Counselling Skills Users</b>			

**Section 2.** (Page 9 of Recognition Scheme Handbook)

<b>MANAGEMENT STRUCTURE</b>			
<b>STAFF ACCOUNTABILITY</b>			
<b>ROLE DESCRIPTIONS</b>			
<b>STAFF CHANGES</b>			

**Section 3.** (Page 9 of the Recognition Scheme Handbook)

<b>HEALTH &amp; SAFETY</b>			
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CRITERIA	NO CHANGES (Please tick if there are no changes in this section)	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED (Please tick if documentation is enclosed)
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**Section 4.** (Page 9 of Recognition Scheme Handbook)

INSURANCE ARRANGEMENTS			
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**Section 5.** (Page 9 of Recognition Scheme Handbook)

FINANCIAL MANAGEMENT			
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**Section 6.** (Page 10 of Recognition Scheme Handbook)

NB: Where an organisation has a website, COSCA membership **must be** displayed there.

PUBLICITY MATERIALS			
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**Section 7.** (Page 10 of Recognition Scheme Handbook)

NETWORKING			
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**Section 8.** (Page 11 of Recognition Scheme Handbook)

RECRUITMENT PRACTICE			
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CRITERIA	NO CHANGES (Please tick if there are no changes in this section)	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED (Please tick if documentation is enclosed)
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**Section 9.** (Page 11 of Recognition Scheme Handbook)

<b>TRAINING &amp; PERSONAL DEVELOPMENT POLICY &amp; PROVISION</b>			
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**Section 10.** (Pages 12-14 of Recognition Scheme Handbook)

<b>SUPERVISION ARRANGEMENTS (INTERNAL &amp; EXTERNAL)</b>			
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**Section 11.** (Page 15 of Recognition Scheme Handbook)

<b>CHILDREN AND YOUNG PEOPLE (if applicable)</b>			
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**Section 12.** (Page 16 of Recognition Scheme Handbook)

<b>EQUAL OPPORTUNITIES</b>			
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**Section 13.** (Page 17 of Recognition Scheme Handbook)

<b>REFERRAL PROCEDURES</b>			
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CRITERIA	NO CHANGES (Please tick if there are no changes in this section)	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED (Please tick if documentation is enclosed)
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**Section 14.** (Pages 17-19 of Recognition Scheme Handbook)

<b>RECORD KEEPING PRACTICES</b>			
<b>PROVISION FOR CYBER ATTACKS</b>			

**Section 15.** (Page 19 of Recognition Scheme Handbook)

<b>CONFIDENTIALITY GUIDELINES</b>			
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**Section 16.** (Pages 19-23 of Recognition Scheme Handbook)

<b>COMPLAINTS PROCEDURES</b>			
<p><b>Please attach your Organisation's Complaints Procedure and accompanying COSCA Standards document</b></p> <p>Complaints Procedure <input type="checkbox"/> Attached – please tick</p> <p>COSCA Standards <input type="checkbox"/> Attached – please tick</p> <ul style="list-style-type: none"> <li>✓ Your organisation's Complaints Procedure must comply with COSCA's Standards for Complaints Procedures – <a href="http://www.cosca.org.uk">www.cosca.org.uk</a> – Complaints.</li> <li>✓ Please reference on the Standards Document were your Complaints Procedure meets each standard.</li> <li>✓ If your organisation has a website, your Complaints Procedure must be referenced on it.</li> </ul>			
<b>Appeals Procedure</b>			

CRITERIA	NO CHANGES (Please tick if there are no changes in this section)	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED (Please tick if documentation is enclosed)
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Grievance Procedure			
Disciplinary Procedures			

Section 17. (Page 24 of Recognition Scheme Handbook)			
<b>ACHIEVEMENT &amp; PERFORMANCE</b>  Please outline the following:			
<b>What key performance outcomes has your organisation achieved?</b>			
<b>What impact has your organisation had in meeting the needs of your stakeholders e.g. service users, staff and the wider community?</b>			
<b>Which areas do you believe require further action within your organisation?</b>			

**ADDITIONAL CHANGES AND DEVELOPMENTS - please describe**

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**I confirm that the information supplied is current and up to date:**

**Signature (on behalf of the Organisation)**

**Designation within the Organisation**

**Please print name**

**Date**