

# **COSCA TRAINER ACCREDITATION**

## **GUIDELINES FOR APPLICATION FOR ACCREDITATION**

### **Trainers Delivering: Diploma Courses in Counselling Specialist Courses (Diploma Level)**

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## 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 Level. COSCA also accredits trainers at Diploma Level – trainers delivering Diploma Courses in Counselling or Specialist Courses (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. Applicants for accreditation at diploma level need a diploma in counselling or its equivalence i.e. 400 hours training in counselling and must hold Practitioner or Accredited Counsellor/Psychotherapist membership of COSCA. An application for diploma accreditation can be found on [www.cosca.org.uk](http://www.cosca.org.uk) – Accreditation – Trainer.

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 Criteria and Procedures for the Accreditation of Trainers. The criteria and procedures 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 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 Practitioner or Accredited Counsellor/Psychotherapist Membership of COSCA and maintain one of these categories of COSCA membership while Accredited as a Trainer (Diploma Level).

#### 2.1.2. Evidence

State COSCA Practitioner or Accredited Counsellor/Psychotherapist Membership number on the Application Form. (See **Appendix B** in the Application Form: **Application Elements Checklist.**)

### 2.2 Application form

#### 2.2.1 Criteria

Applicants must complete and submit a completed Trainer Accreditation Application Form (Counselling Diploma Level).

#### 2.2.2 Evidence

Submit a completed Trainer Accreditation Application Form.

## 2.3 Counselling Qualifications

### 2.3.1 Criteria

Applicants must have a COSCA diploma in counselling or equivalent and be a Practitioner Member or an Accredited Member of COSCA. You are encouraged, but not required, to hold accreditation as a counsellor/psychotherapist from COSCA or another appropriate professional body. (See **Appendix 1** in this document: **List of Other Appropriate Awarding Bodies.**)

Please note: that equivalence to COSCA accreditation as a counsellor, agreed by the Trainer Accreditation Panel, will be for the purpose of Trainer Accreditation only and is not transferable to other accreditation systems within COSCA.

### 2.3.2 Evidence

COSCA diploma in counselling or equivalent, and Practitioner or Accredited Membership of COSCA. All applicants are required to submit a statement from their counselling supervisor testifying that they are currently practising as a counsellor/psychotherapist.

## 2.4 Counselling Training Experience: Trainers Delivering Diploma Courses in Counselling

### 2.4.1 Criteria

Applicants must have had a significant involvement in the delivery of a COSCA validated diploma course in counselling or equivalent (or such a course under-going initial validation by COSCA or another similar professional body). This involvement must have included a significant number of hours working with one or more cohorts of participants over the last five years, and having the main responsibility for large group facilitation.

You must evidence that you carried out all of the nine elements listed below, five of which must meet the minimum number of required hours within the context of a COSCA validated diploma.

You must state the number of hours spent carrying out each element and what you actually did under each element. In the event that you did not carry out a particular element you must explain why you did not do so. If you do not meet the number of hours required for the above core five elements by 10% you can carry over excess hours from one or more of the other core five elements to supplement the short-fall.

A typical diploma course of say 450 tutor contact hours given 120 CATS points in the University system anticipates around 1200 hours of work for the student. In stating your hours of involvement with a course, you are expected to include hours other than those contact hours.

The hours stated for each element below are based on a tutor's contact hours with students and hours of preparation, marking, consultation out-with the course and administration, for example.

For each element, you should provide evidence of yourself as a reflective trainer by providing no more than 2 examples of how your training practice meets each element, outlining what you do as a trainer, how you do it, and the significance of this to your development as a trainer

1. Writing and managing the programme (including selection of the syllabus) (178 hours)
2. Teaching theory (in 'classroom' conditions) (45 hours)
3. Leading skills training sessions (e.g. Triads) (60 hours)
4. Tutoring (e.g. for written assignments), including marking (120 hours)
5. Delivering group counselling supervision with one or more cohorts of participants and co-ordinating counselling supervisors for participants (150 hours)
6. Co-ordinating or organising placements and relating to managers (50 hours)
7. Co-ordinating experiential groups which are an integral part of the course (90 hours)
8. Taking part in formal assessment procedures (192 hours)
9. Giving continuous feed-back on personal and professional development to participants (120 hours)

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

#### **2.4.2 Evidence**

- ✓ Submit the number of hours completed for each of the nine elements (at least five of which must meet the minimum number of required hours)
- ✓ Provide reflective accounts for each of the nine elements (maximum 300 words per element/using no more than 2 examples per element)
- ✓ Demonstrate in 500 words the formal and informal support available as a counselling trainer and the reflection conducted on the support given.

See **Appendix B** in the Application Form: Counselling Training Experience: Trainers Delivering Diploma Courses in Counselling

## **2.5 Counselling Training Experience: Trainers Delivering Specialist Courses (Diploma Level)**

### **2.5.1 Criteria**

Applicants must have had significant involvement in the delivery of a COSCA validated Specialist Course (or such a course under-going initial validation by COSCA). This involvement must have included a significant number of hours working with one or more cohorts of participants on the Specialist Course over the last five years.

You must evidence that you carried out at least 5 of the nine elements listed below and that you have sufficient experience in them. Evidence of carrying out the above elements can be drawn from the delivery of the Specialist Course and from previous training experience over the last five years.

You must evidence that you have spent at least 400 hours in carrying out the elements below. It should be emphasised that the required 400 hours in respect of carrying out the 9 elements is not only contact hours with students but can be evidenced by non-contact hours. Evidence of spending these hours can be drawn from the delivery of the Specialist Course and from previous training experience over the last five years.

You must state the number of hours spent carrying out each element cited and what you actually did under each element. In stating your hours spent carrying out the above elements, you are expected to include hours other than only contact hours, including, for example, the hours spent on preparation, marking, consultation out-with the course and administration.

For each element, you should provide evidence of yourself as a reflective trainer by providing no more than 2 examples of how your training practice meets each element, outlining what you do as a trainer, how you do it, and the significance of this to your development as a trainer

#### **9 Elements:**

1. Writing and managing the programme (including selection of the syllabus)
2. Teaching theory (in 'classroom' conditions)
3. Leading skills training sessions (e.g. Triads)
4. Tutoring (e.g. for written assignments), including marking
5. Delivering group counselling supervision with one or more cohorts of participants and co-ordinating counselling supervisors for participants
6. Co-ordinating or organising placements and relating to managers
7. Co-ordinating experiential groups which are an integral part of the course

8. Taking part in formal assessment procedures
9. Giving continuous feed-back on personal and professional development to participants

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

### 2.5.2 Evidence

- ✓ Submit the number of hours completed for your selected elements (at least 400 hours for a minimum of five elements is required)
- ✓ Provide reflective accounts your training practice for each of the elements (maximum 300 words per element/using no more than 2 examples per element)
- ✓ Demonstrates in 500 words the formal and informal support available as a counselling trainer and the reflection conducted on the support given

See **Appendix C** in the Application Form: Counselling Training Experience: Trainers Delivering Specialist Courses (Diploma Level)

## 2.6 Professional Development

### 2.6.1 Criteria

Applicants must show the relationship between continuing professional development undertaken over the past two years and the trainer's role.

### 2.6.2 Evidence

- ✓ Records attendance at a minimum of one COSCA trainers' events or equivalent in the past two years
- ✓ Submits an account of a minimum of 3 days (18 hours) of continuing professional development in each of the two years (see **Appendix D** in the Application Form: Professional Development), and a statement (400-500 words) showing the relationship of this continuing professional development to your trainer's role.

## 2.7 Supervision of Training Practice

### 2.7.1 Criteria

Applicants must demonstrate how they receive supervision for their work as trainers. For trainers delivering diploma courses in counselling, not less than 12 hours per annum is required. For trainers delivering specialist courses (diploma level), not less

than 8 hours per annum is required. 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.

### 2.7.2 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.

## 2.8 Trainer Qualifications

### 2.8.1 Criteria

Applicants must be skilled and experienced trainers.

### 2.8.2 Evidence

- ✓ Demonstrates successful completion of the trainer qualifications outlined in Appendix 2 in these Guidelines for Applicants (**see Appendix 2** in this document: **Trainer Qualifications**).

or

- ✓ Submit copies of alternative trainer qualifications. Please see **Appendix 3** in this document: **Alternative Trainer Qualifications** for the list of alternative qualifications.

## PART III: ACCREDITATION PROCEDURES

### 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 E** 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 (Diploma Level), to the Development Officer (Individuals/Courses), COSCA, 16 Melville Terrace, Stirling FK8 2NE.

### 3.3 Accreditation Fee



The accreditation fee for trainer accreditation (diploma level) can be found on [www.cosca.org.uk](http://www.cosca.org.uk) - Costings.

### 3.4 Consideration of Applications, Outcomes and Notification to Applicants

A Trainer Accreditation Panel 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. [www.cosca.org.uk](http://www.cosca.org.uk) – COSCA Complaints Procedure – Appeals section.

### 3.6 COSCA Directory of Accredited Trainers

COSCA maintains a Directory of Accredited Trainers on [www.cosca.org.uk](http://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](http://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 Annual Renewal of Accreditation

As a professional responsibility to assure the public of trainers' continued fitness to practice, COSCA annually renews the accreditation of trainers.

Please submit the **Application for Annual Renewal of Accreditation** Training Record annually [www.cosca.org.uk](http://www.cosca.org.uk) - Accreditation - Trainer with your COSCA membership renewal.

### 3.8 Annual Renewal of Accreditation Fee

The annual renewal of accreditation fee for trainer accreditation is available on [www.cosca.org.uk](http://www.cosca.org.uk)- Costings.

### 3.9 Payment

The fee for this application can be found on [www.cosca.org.uk](http://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: OTHER APPROPRIATE AWARDING BODIES**

Recognition of the counsellor/psychotherapist accreditation awarded by other appropriate professional bodies listed below is for the purpose of Trainer Accreditation only and is not transferable to counsellor accreditation.

- Association of Child Psychotherapists
- Association of Christian Counsellors
- British Association of Art Therapists
- British Association for Behavioural and Cognitive Psychotherapists
- British Association for Counselling and Psychotherapy
- British Association for Sexual and Relationship Therapy
- British Association for the Person-Centred Approach
- British Confederation of Psychotherapists
- British Infertility Counselling Association
- British Psychological Society
- COSCA (Counselling and Psychotherapy in Scotland)
- Counsellors in Primary Care
- Employment NTO
- Federation of Drug & Alcohol Professionals
- Irish Association for Counselling and Psychotherapy
- Play Therapy UK
- Qualifications and Curriculum Authority

- Royal College of Psychiatrists
- Tavistock Society of Psychotherapists and Allied Professionals
- UK Association of Humanistic Psychology Practitioners
- UK Council for Psychotherapy

## 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