



**COSCA (Counselling & Psychotherapy in Scotland)**  
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## **COSCA TRAINER ACCREDITATION TRAINING RECORD**

### **Annual Renewal Guidelines**

This is the **Guidelines** for the application for **Annual Renewal of COSCA Trainer Accreditation.**

The **Application for Annual Renewal** can be found on – [www.cosca.org.uk](http://www.cosca.org.uk) – Accreditation – Trainer – Annual Renewal Application.

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## **COSCA TRAINER ACCREDITATION TRAINING RECORD**

### **Annual Renewal Guidelines**

#### **Annual Renewal of Trainer Accreditation**

COSCA renews the accreditation of COSCA Accredited Trainers on an annual basis in order to give assurance to the public of the trainers' continued fitness to practice. The criteria for the Annual Renewal of Accreditation is given below along with details of the evidence required under it.

Please submit annually at the date of your COSCA membership renewal.

#### **Criteria**

Applicants must have had continued involvement in the delivery of training at certificate or diploma level. This must have included:

- renewal of Individual Membership of COSCA at the following required levels:
  - ✓ **Certificate Level:**  
Associate, Counsellor, Practitioner or Accredited Counsellor/Psychotherapist
  - ✓ **Diploma Level:**  
Practitioner or Accredited Counsellor/Psychotherapist
- delivery of relevant training practice of a minimum of 30 hours per annum. If your level of training delivery falls below this, please refer to the Career Break from Delivering Training section below

- participation in training activities that support your role as an accredited trainer, including continuing professional development (CPD) and supervision of training activities (minimum 18 hours of CPD per year and 4 hours of training supervision per annum)
- submission of Training Record (see below), completed by the accredited trainer and signed by the trainer's supervisor. This record should be submitted along with the annual renewal of membership application form.
- attendance at COSCA's Annual Trainers Event or similar

If you have not attended COSCA's Annual Trainers Event you will receive an enquiry from COSCA.

If you do not send in your Annual Renewal of Accreditation Training Record, your trainer accreditation will expire within two years.

If you have not been active as a trainer for three years your trainer accreditation will expire at this point, unless you have submitted a Career Break report. After expiry of trainer accreditation a new application for accreditation will be required. If your Accreditation with COSCA as a Trainer has expired for 2 or more years, you will be required to submit a new application.

## Evidence

Signed declaration of:

- Relevant Training Delivered (minimum 30 hours per annum)
- Supervision of Training Practice (minimum of 4 hours per annum)
- Continuing Professional Development (minimum 18 hours per annum and to include COSCA Annual Trainers Event or similar).

## Career Breaks

### ***Career Breaks of Up To One Year***

If you have delivered less than 30 hours training in the last year, you can apply for Annual Renewal of Accreditation by submitting your Training Record and a career break report concerning the break from training. This report should provide evidence of the following:

- a brief explanation of the reason(s) for the career break
- current membership of COSCA
- 12 hours of continuing professional development during the past year, unless there are extenuating circumstances in the above explanation

## ***Career Breaks of More Than One Year***

You can take a break from practising as a trainer for more than one year. To maintain your trainer accreditation you are required to submit your Training Record and career break report for each year of your career break.

At the end of your career break, and having returned to delivering training, you are required to submit a report providing evidence of the following:

- current membership of COSCA
- one year of supervised training practice (30 hours minimum) verified by your training supervisor
- 18 hours of continuing professional development during the past year
- a reflective account of your re-engagement with the training process (900 –1000 word). You are required to specify the number of words used.

## **Retirement from Training**

Some trainers may decide that the time has come when it is appropriate to cease maintaining the status of accredited trainer – retirement for some persons. Then, because of a variety of events, the requests come to participate in training again and perhaps only for a brief period. There is no intention of seeking accreditation status again.

COSCA will accept a seasoned trainer fulfilling this role. The agency managing the training course will need to submit

- the CV of such a person which demonstrates the richness of training experience
- a covering note stating the period for which this person is fulfilling the role of training
- how the person is still connected to the counselling/counselling skills training field
- information on their contact/membership of COSCA (Counselling & Psychotherapy in Scotland).
- details of the circumstances justifying this action

## Process of Annual Renewal of COSCA Trainer Accreditation

1. COSCA will acknowledge receipt of the Annual Renewal of COSCA Accreditation form once it has been received.
2. Annual Renewal forms should be such that COSCA can say, on the basis of what has been submitted, that the applicant has provided sufficient evidence to maintain their accredited status.
3. The Development Officer will review the document against the criteria set and, if all is in order, confirmation of renewal of accreditation will be issued to the Trainer.
4. If the Annual Renewal form does not meet the criteria set out in this document, or requires clarification and/or further information, the Development Officer will contact the Trainer to address this within a set deadline. Once all required information has been received and approved by the Development Officer, confirmation of renewal of accreditation will be issued to the Trainer.
5. If, however, the information provided does not meet the criteria, or is not provided within the deadline set, Trainer Accreditation will not be renewed and the Trainer will be informed in writing.
6. As part of the renewal process, applications are subject to random sampling once a year. The Development Officer will contact those Trainers selected and request, in writing further information on:
  - ✓ their training delivery from the previous year;
  - ✓ the CPD activities for this period;
  - ✓ a brief written account (no more than 500 words) of how these activities have impacted training practice.

The information received will be taken to the Trainer Accreditation Panel Meeting for review.

If the Panel members are satisfied with what is provided, the Trainer will be informed in writing. If, however, the Panel has any concerns or would like clarification on any part of the information, the Development Officer will contact the Trainer for further details. This will then be presented at the next Panel meeting and the Trainer will be informed about the outcome in writing. If the information requested is not provided, Trainer Accreditation will be suspended or terminated.

7. The Chief Executive of COSCA will inform applicants in writing of the Panel's decision.

## Appeals

You can appeal against the decision of COSCA through the COSCA appeals procedure within three months of the decision being made - see [www.cosca.org.uk](http://www.cosca.org.uk) – Complaints – COSCA Complaints Procedure – Appeals section.

## Annual Renewal of Trainer Accreditation Fee

The annual renewal of Trainer Accreditation form requires to be submitted together with your membership renewal application form and the appropriate fee (to be found on the membership renewal application form). A membership renewal package is sent to you 4 weeks prior to membership renewal date.

### **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.