



**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)

# COSCA VALIDATION OF DIPLOMA COURSE IN COUNSELLING/PSYCHOTHERAPY VALIDATION APPLICATION

Please note that Applicants require to use the current Guidelines and Application Forms for submission for Validation [www.cosca.org.uk](http://www.cosca.org.uk) – Validation.

<b><i>Please complete the following:</i></b>
Organisation applying for Validation
Address
Post Code
Contact Person
Designation
Telephone Number
Email Address
Website
COSCA Membership No: <i>(Organisational Membership is a requirement)</i>
Title of Course
Theoretical Orientation of Course
Academic Validation (if appropriate)

	Date Received	
Office Use	Payment	

How many cohorts of participants have completed the course to be validated to date?

Please refer to the **COSCA Validation and Revalidation of Diploma Courses in Counselling / Psychotherapy – Guidelines and Procedures** and provide detailed information about the course to be validated.

**You may submit either:**

- An application which extracts and evidences from your course handbook/material the criteria required to be met in the COSCA Guidelines and Procedures for Validation

**Or**

- Your course handbook/material - in which case **you must detail page and section references on this form** which evidence how the course meets the COSCA criteria required to be met in the COSCA Guidelines and Procedures for Validation.

**Section 1: BACKGROUND INFORMATION**  
Please evidence how you comply with the following:

COSCA Guidelines reference	Your submitted Documentation, Page and Section references		
	Documents	Page reference(s)	Section reference(s)
1.1 Introduction			
1.2 Basic Pre-requirements			
1.3 Organisational Pre-requirements			

**Section 2: Diploma Course Requirements**  
Please evidence how you comply with the following:

COSCA Guidelines reference	Your submitted Documentation, Page and Section references		
	Documents	Page reference(s)	Section reference(s)
<b>2.1 Ethics and Code of Practice</b>			
<b>2.2 Publicity of Course and Recruitment of Trainers</b>			
<b>2.2.1 Publicity of Course</b>			
<b>2.2.2 Recruitment of Trainers</b>			
<b>2.3 Course Aim and Objectives</b>			
<b>2.4 Course Structure</b>			
<b>2.4.1 Duration of the Course</b>			
<b>2.4.2 Balance of the Course</b>			
<b>2.5 Selection of Participants</b>			
<b>2.5.1 Counselling Experience</b>			
<b>2.5.2 Counselling Training</b>			
<b>2.5.3 Accreditation of Prior / Experiential Learning (APL/APEL)</b>			
<b>2.5.4 Individual Suitability</b>			
<b>2.5.5 Selection Procedure</b>			

COSCA Guidelines reference	Your submitted Documentation, Page and Section references		
	Documents	Page reference(s)	Section reference(s)

<b>2.6 Core Course Content</b>			
<b>2.6.1 Skills and Counselling Process</b>			
<b>2.6.2 COSCA's Core Competencies</b>			
<b>2.6.3 Theory</b>			
2.6.3.1 Relevance & application of theory to client / counsellor relationships			
2.6.3.2 Counselling process and theories informing counselling practice and counselling approaches			
2.6.3.3 Core theoretical base available and information on course orientation and its inclusion in delivery and structure			
2.6.3.4 Balanced and broadly based theoretical content			
2.6.3.5 Counselling process conceptualised as required			
2.6.3.6 Multiple perspectives on human development and developmental problems			
2.6.3.7 Teaching and assessing of knowledge of different models of psychopathology			
<b>2.6.4 Self Awareness and Personal Development</b>			
<b>2.6.5 Professional Responsibilities</b>			
<b>2.6.6 Supervised Counselling Practice</b>			
<b>2.7 Counselling Practice Supervision</b>			
2.7.1 Criteria for Supervisors			
2.7.2 Recognition of Supervisors			
2.7.3 Ratio of Supervision to Counselling Practice			
2.7.4 Group Supervision			
2.7.5 Supervisor Contracts			

COSCA Guidelines reference	Your submitted Documentation, Page and Section references		
	Documents	Page reference(s)	Section reference(s)
<b>2.8 Staffing: Trainers, Supervisors and Personal Tutors</b>			
2.8.1 Staffing			
2.8.2 Staff Meetings			
2.8.3 Staff Support			
2.8.4 Recognition of Trainers			
2.8.5 Annual Monitoring Form			
2.8.6 Theoretical Base of Trainers and Supervisors			
2.8.7 Personal Tutors			
2.8.8 Ratio of Trainers : Participants			
<b>2.9 Optional Course Content</b>			
2.9.1 Specification of Optional Content			
2.9.2 Time Allocation to Optional Components			

COSCA Guidelines reference	Your submitted Documentation, Page and Section references		
	Documents	Page reference(s)	Section reference(s)
<b>Section 3: Participant Assessment</b>			
3.1 Organisation's External Assessor			
3.2 Core Components			
3.2.1 Skills and Counselling Process			
3.2.2 Theoretical Knowledge			
3.2.3 Self Awareness and Personal Development			
3.2.4 Professional Responsibilities			
3.2.5 Supervised Counselling Skills Practice			
3.3 Optional Component			
3.4 Assessment			
3.5 Attendance of Participants			
3.6 Discontinuation of Participants			
3.7 Participant's Course Evaluation			

**Declaration**

**I declare that:**

- To the best of my knowledge and belief the information provided in this application is an accurate reflection of the training provided by this organisation/agency.
- I accept responsibility for this organisation/agency abiding by the current and any future updated Guidelines and Procedure for the Validation and Revalidation of the specified course.
- I understand that a failure to disclose relevant information on application, during the process or the period of revalidation can lead to termination of the course validation.
- I understand that omitting to inform the CVP of any changes to and development of the course may result in validation being withdrawn.
- I understand that if our COSCA Organisational Membership lapses, or is terminated for any reason, COSCA Validation will cease in respect of this application.
- I will submit the Annual Monitoring Form annually.

**Name of Contact Person**

**Signature of Contact Person**

**Designation**

**Organisation/Agency**

**Date**

Please note that five signed copies of your complete application must be submitted to the COSCA office together with the Validation fee prior to the consideration of the application.

Application submission dates are available on [www.cosca.org.uk](http://www.cosca.org.uk) – Validation – General.  
Application fee is available on [www.cosca.org.uk](http://www.cosca.org.uk) – Costings.

Validation application submission dates are on [www.cosca.org.uk](http://www.cosca.org.uk) – Validation – General.

FIVE signed copies of your complete application must be submitted to the COSCA office together with the Validation Fee.

Validation Fees are available on [www.cosca.org.uk](http://www.cosca.org.uk) - Costings.

## Payment

I am paying the Validation fee of:

### Direct to Bank:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account Number: 70174110

### Cheque enclosed

**Invoice required**

*Please add £2.00 service charge*

**Please note that payment requires to be received before the Panel meeting date.**

*Please give invoice details if different from your own details.*