



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
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COSCA MEMBERSHIP RENEWAL CHANGES FROM 1 APRIL 2017

Currently, membership of COSCA is renewed by the submission of the membership fee and the signed and fully completed membership renewal application form. With a view to making it easier for members to renew their membership, the changes outlined below have been made to the renewal system.

With effect from 1 April 2017, members will not be required to submit the above completed membership renewal application form. Instead, members will receive three weeks in advance of their membership renewal date, the following:

- a membership renewal letter
- COSCA Membership Renewal Terms & Conditions and Information

Members will then be able to renew their membership by the submission of the appropriate membership fee and by agreeing to the above terms and conditions prior to their membership expiry date. The submission of the membership renewal fee is a statement that members have read, understood and agree to the COSCA Membership Renewal Terms & Conditions and Information document. There will be no need to send any forms back to COSCA to renew your membership.

In accord with the terms and conditions document, please follow the guidelines for making your membership fee payment.

On receipt of the membership fee, membership will be renewed and, if Registrants, their names will continue to be listed on the Register of Counsellors and Psychotherapists.

On www.cosca.org.uk – Membership – Individuals, you will find the COSCA Membership Renewal Terms & Conditions and Information generic document for individual members. On www.cosca.org.uk - Membership – Organisations, you will find the COSCA Membership Renewal Terms & Conditions and Information generic document for organisational members. Three weeks in advance of your membership renewal date, you will receive a specific Terms & Conditions document relevant to your category of membership.

Regarding the annual renewal of accreditation as a counsellor and/or trainer, accredited members (counsellors and trainers) will still be required to submit their annual renewal of accreditation form. However, the submission date for this will be one month in advance of their membership renewal date to allow time for checking the evidence submitted.

Brian Magee, COSCA Chief Executive



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COSCA MEMBERSHIP RENEWAL TERMS & CONDITIONS and INFORMATION

This is a generic document. The document you will receive prior to renewing Individual membership will be tailored to your category of membership.

This Terms & Conditions document tells you the terms and conditions on which you can renew your membership of COSCA (Counselling & Psychotherapy in Scotland) and provides other information relevant to COSCA membership.

Please read these Terms & Conditions carefully and make sure that you understand them before renewing your membership. Please note that by submitting your membership fee, you are automatically agreeing to the declaration below.

Failure to disclose relevant information could result in your suspension or removal from the COSCA Register of Counsellors and Psychotherapists/from membership. Please advise COSCA if you are unable to make the following declaration:

DECLARATION:

I agree to:

- comply with the information contained in the Terms & Conditions document
- abide by COSCA's Constitution and Statement of Ethics and Code of Practice
- comply with COSCA's requirements for Complaints Procedures – www.cosca.org.uk – Complaints – COSCA Standards for Complaints Procedures
- Inform COSCA of any criminal civil, complaint or disciplinary proceedings brought against me relevant to my involvement with counselling/psychotherapy
- Inform COSCA if I am unable to practise effectively with clients due to personal problems, for example, illness, stress, etc. and abide by the COSCA Policy on Declaring Medical Conditions – www.cosca.org.uk – Members Info - **Policy on the Declaration of Medical Conditions by Applicants and Members**

I confirm that I:

- ✓ have the relevant current practice base hours
- ✓ have the relevant client-work supervision ratio
- ✓ am committed to the relevant number of CPD hours per annum. If unable to meet the required level of CPD for membership renewal, please submit to COSCA an explanation for this. Please see www.cosca.org.uk – Members Info – **Continuing Professional Development Protocol**
- ✓ have current relevant indemnity insurance cover for my practice
- ✓ have submitted my Annual Renewal application for Counsellor and/or Trainer Accreditation (if relevant)

- ✓ have informed COSCA of membership of statutory regulators and/or other professional bodies
- ✓ am not currently the subject of any professional complaint
- ✓ have submitted the relevant fee.

INFORMATION

➤ **COSCA Register of Counsellors and Psychotherapists**

- ✓ If you are a Registrant of COSCA, your name will be listed as a Registrant on the COSCA Register of Counsellors and Psychotherapists. The COSCA Register is accredited by the Professional Standards Authority.
- ✓ Individual members who are listed as Registrants on the COSCA Register of Counsellors and Psychotherapists are required to clearly show that they are on a register that is accredited by the PSA. They are required to do this by making use of the PSA Accredited Registers logo on their printed and online materials.
- ✓ The Guidelines to Registrants on Accredited Registers Programme are available on www.cosca.org.uk – Counsellors.
- ✓ Registrants of COSCA are asked to check that the information given for the Register of Counsellors and Psychotherapists is up to date and correct. You, employers and members of the public can check your current registration status. www.cosca.org.uk – Find a Therapist. Any changes required to a Registrant’s profile should be made on the form Profile of COSCA Registrant. www.cosca.org.uk - COSCA Register.

➤ **Audit of Registrants on the COSCA Register**

COSCA will carry out annual audits to check that registrants have met all the annual renewal requirements. If selected, you will be required to submit further evidence of your compliance with COSCA’s standards for membership including, if relevant, complaint investigation, practice, CPD, supervision and insurance.

You will also be required to submit evidence of passing on information about COSCA’s Complaints Procedure to clients. Please see www.cosca.org.uk – COSCA Register – **Audit of Registrants on the COSCA Register of Counsellors and Psychotherapists.**

➤ **Specialisms:**

You are required to review the specialisms listed in your profile in the COSCA Register of Counsellors and Psychotherapists. Only specialisms for which you have been specifically and fully trained to deliver should be listed in your profile. Listing specialisms out with the above is not acceptable under COSCA’s Statement of Ethics and Code of Practice.

- **Membership of COSCA** - Members who have their own online presence are expected to clearly show that they are members of COSCA. The COSCA logo can be used for this purpose. COSCA Logo – Acceptable Use Policy – www.cosca.org.uk – Members Info. The COSCA logo can be requested from the COSCA office.

➤ **Complaints Procedure**

COSCA recommends that you read the COSCA Complaints Procedure to familiarise yourself with its contents and requirements as a COSCA individual member www.cosca.org.uk – Complaints. If individual members have their own Complaints Procedure they are required to pass on information about their own procedure to all their clients. Their own procedure needs to be fully compliant with COSCA Complaints Procedure and include reference to it. (Refer to COSCA Standards for Complaints Procedures – www.cosca.org.uk – Complaints.)

If you do not have your own Complaints Procedure, then you are required to pass information onto your clients about COSCA’s Complaints Procedure.

All individual members with an online presence and who have their own Complaints Procedure must make it accessible online and/or via their website. Those members who do not have their own Complaints Procedure and who do have a website or online presence are required to clearly refer to the COSCA Complaints Procedure and indicate clearly that this procedure should be used in the event of a complaint against them.

➤ **COSCA Privacy Policy** - is available on www.cosca.org.uk – Members Info. This gives information on data protection and the sharing of information.

➤ **Career Break from Practice**

- ✓ You may apply for a Career Break from Practice for up to one year – you require to submit an Application for Career Break from Practice form.
- ✓ If you wish to renew/continue your Career Break, you require to resubmit an Application for Career Break from Practice form.
- ✓ If you are returning to practice following a career break, you require to submit an Application to Return to Practice Following a Career Break form.

The above forms can be found on www.cosca.org.uk – Membership – Individuals.

➤ **Payment of your membership fee: you can pay:**

by cheque/postal order/cash – cheques to be made payable to ‘COSCA (Counselling & Psychotherapy in Scotland)’

If paying direct to the COSCA bank, the required information is:

Clydesdale Bank PLC

Sort Code: 82 68 05

Account No. 70174110

Account name: COSCA (Counselling & Psychotherapy in Scotland).

A bank payment reference is required to help us to easily identify the payment of your membership fee. You should use the following to show in the COSCA Bank Statement:

Your name; your membership number; and the word ‘membership’.

- **Certificate of Membership:**
You may request a certificate of membership by emailing marilyn@cosca.org.uk or danielle@cosca.org.uk

- **Changes to Members' Information held by COSCA:**
 - ✓ Changes to your contact details should be notified to COSCA.

 - ✓ **Changes to the Register of Counsellors and Psychotherapists:**
Because of data protection, any changes you wish to be made to your profile on the COSCA Register of Counsellors and Psychotherapists require to be either submitted on the Profile of COSCA Registrant (www.cosca.org.uk – COSCA Register) or emailed to the COSCA office clearly indicating that the change(s) require to be made to your profile on the Register.

- **Donations:**
COSCA welcomes donations from its members and benefactors. Please find enclosed a Gift Aid Declaration Form together with further information on donating through Gift Aid.

- **The COSCA Statement of Ethics and Code of Practice**
All members of COSCA are required to abide by the COSCA Statement of Ethics and Code of Practice – www.cosca.org.uk – Ethics.

- **The COSCA Constitution – The COSCA Memorandum and Articles of Association and Standing Orders** may be requested from the COSCA office.

- **The COSCA Journal – *Counselling in Scotland***
The COSCA website – www.cosca.org.uk – Journal – contains extracts and Journals more than 2 years old, which you may find of interest. You may request a copy of the current Journal from the COSCA office. This is free. A charge of £2.00 is made for p&p which should be submitted with your request for the current Journal. You will receive the next published Journal by post.

COSCA (Counselling & Psychotherapy in Scotland) reserves the right to amend these Terms & Conditions at any time.

Brian Magee
COSCA Chief Executive

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