



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
t: 01786 475 140 f: 01786 446 207
e: jenny@cosca.org.uk w: www.cosca.org.uk

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 relevant 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.

Jenny McLintock
COSCA Recognition Scheme Development Officer
jenny@cosca.org.uk
01786 475140



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COSCA RECOGNITION SCHEME FOR ORGANISATIONS

ANNUAL MONITORING FORM

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

Period of Monitoring Covered by this form:	
From: <input type="text"/>	To: <input type="text"/>
Name of Recognised Organisation:	
Named section/part of the Organisation that has been awarded COSCA Recognition:	
Address of Organisation	
Post Code:	
Name of Contact Person:	
Designation within Organisation:	
Telephone No:	<input type="text"/>
Email:	<input type="text"/>
Website:	<input type="text"/>

For Office Use Only:

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

CRITERIA	NO CHANGES <i>(Please tick if there are no changes in this section)</i>	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED <i>(Please tick if documentation is enclosed)</i>
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Section 1. (Page 10 of Recognition Scheme Handbook)			
MANAGEMENT STRUCTURE			
STAFF ACCOUNTABILITY			
ROLE DESCRIPTIONS			
STAFF CHANGES			

Section 2. (Pages 10 & 14 of Recognition Scheme Handbook)			
RECRUITMENT PRACTICE			

Section 3. (Page 4 of the Recognition Scheme Handbook)			
COUNSELLING/PSYCHOTHERAPY/COUNSELLING SKILLS ORGANISATIONS			
Please indicate the number within your organisation of:			
Counsellors			
Psychotherapists			
Counselling Skills Users			

CRITERIA	NO CHANGES <i>(Please tick if there are no changes in this section)</i>	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED <i>(Please tick if documentation is enclosed)</i>
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Section 4. (Page 10 of the Recognition Scheme Handbook)			
HEALTH & SAFETY			
Section 5. (Pages 10 & 18 of Recognition Scheme Handbook)			
CONFIDENTIALITY GUIDELINES			
Section 6. (Page 10 of Recognition Scheme Handbook)			
EQUAL OPPORTUNITIES			

Section 7. (Pages 11, 19-20 of Recognition Scheme Handbook)			
COMPLAINTS PROCEDURES			
Complaints Procedure			
<p>Please attach your Organisation's Complaints Procedure</p> <p>Attached – please tick <input data-bbox="523 1570 636 1630" type="checkbox"/></p> <ul style="list-style-type: none"> ✓ Your organisation's Complaints Procedure must comply with COSCA's Standards for Complaints Procedures – www.cosca.org.uk – Complaints. ✓ Please mark the number of each Standard as met on your Complaints Procedure. ✓ If your organisation has a website, your Complaints Procedure must be referenced on it. 			
Appeals Procedure			
Grievance Procedure			
Disciplinary Procedures			

CRITERIA	NO CHANGES <i>(Please tick if there are no changes in this section)</i>	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED <i>(Please tick if documentation is enclosed)</i>
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Section 8. (Page 11 of Recognition Scheme Handbook)

INSURANCE ARRANGEMENTS			
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Section 9. (Page 11 of Recognition Scheme Handbook)

FINANCIAL MANAGEMENT			
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Section 10. (Page 11 of Recognition Scheme Handbook)

REFERRAL PROCEDURES			
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Section 11. (Page 11 of Recognition Scheme Handbook)

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

PUBLICITY MATERIALS			
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CRITERIA	NO CHANGES <i>(Please tick if there are no changes in this section)</i>	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED <i>(Please tick if documentation is enclosed)</i>
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Section 12. (Page 14-15 of Recognition Scheme Handbook)

Section 12. (Page 14-15 of Recognition Scheme Handbook)			
TRAINING & PERSONAL DEVELOPMENT POLICY & PROVISION			

Section 13. (Pages 15 – 17 of Recognition Scheme Handbook)

Section 13. (Pages 15 – 17 of Recognition Scheme Handbook)			
SUPERVISION ARRANGEMENTS (INTERNAL & EXTERNAL)			

Section 14. (Page 17-18 of Recognition Scheme Handbook)

Section 14. (Page 17-18 of Recognition Scheme Handbook)			
RECORD KEEPING PRACTICES			

Section 15. (Page 11 of Recognition Scheme Handbook)

Section 15. (Page 11 of Recognition Scheme Handbook)			
NETWORKING			

CRITERIA	NO CHANGES <i>(Please tick if there are no changes in this section)</i>	CHANGES/DEVELOPMENTS	UPDATED DOCUMENTATION ATTACHED <i>(Please tick if documentation is enclosed)</i>
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Section 16. (Page 21 of Recognition Scheme Handbook)

OUTCOMES & RESEARCH Please outline the following:			
What key performance outcomes has your organisation achieved?			
What impact has your organisation had in meeting the needs of your stakeholders e.g. service users, staff and the wider community?			
Which areas do you believe require further action within your organisation?			

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

Thank you for completing the Annual Monitoring Form.