



COSCA (Counselling & Psychotherapy in Scotland)
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COSCA RECOGNITION SCHEME FOR ORGANISATIONS **ANNUAL MONITORING PROCEDURE**

Annual Monitoring is an opportunity for organisations to provide relevant information and **evidence** of any changes and developments throughout the previous year.

- The **1st** Annual Monitoring will take place 12 months from the date on which your organisation has been granted Recognition. The Development Officer will send you an '**Annual Monitoring Form**', which you will need to complete within the specified deadline which is one month from receipt of form. The form will focus particularly on recommendations from the Assessment, on changes/developments over the previous 12 months and on the knowledge of and implementation of any legislative changes, while maintaining all the standards from the original Assessment. A covering letter will detail any recommendations from the Assessment. You will have 1 month to complete the '**Annual Monitoring Form**' and each Annual Monitoring will be unique for each organisation.
- The **2nd** Annual Monitoring will be 12 months following the first Annual Monitoring. You will be sent the '**Annual Monitoring Form**' and asked to complete it. This monitoring will pick up on any outstanding recommendations and any further changes and developments.
- The **3rd** Annual Monitoring will be 12 months following the second Annual Monitoring. You will receive a '**3rd Annual Monitoring Form**' 12 months after the second Annual Monitoring. The completed form, fee and any accompanying evidence of changes and developments should be returned to COSCA within one month of receiving the Monitoring Form. On receipt of the completed Monitoring Form, a date for the '**3rd Annual Monitoring Visit**' to the Recognised Organisation will be arranged by the Development Officer. The Development Officer and an Assessor will liaise with your organisation to arrange and carry out the 3rd Annual Monitoring visit.
- The 3rd Annual Monitoring fee will be £100 with effect from 31st January 2012, until further notice. This fee also applies to any subsequent Monitoring visits made by COSCA (see page 27 of the Recognition Scheme Handbook; **Post 3rd Annual Monitoring and visit**)
- This 3rd visit will not be as extensive as the original Assessment, and the only paperwork to be examined will be the three '**Annual Monitoring forms**' (with accompanying evidence/paperwork). There will also be discussions with staff and volunteers. The Assessor will focus on the original recommendations, changes and developments and compliance with legislation.
- There will be no Independent Verification. From this '**Annual Monitoring Assessment Visit**', a report will be written and approved by the Assessor. Following successful verification, you will then receive a certificate stating that the organisation is continuing to meet the Recognition Scheme criteria for Counselling/Counselling Skills organisations.

Post 3rd Annual Monitoring and Visit

- On the third year after the 3rd Annual Monitoring and visit, and every 3 years thereafter, the completed '**Annual Monitoring Form**', along with the previous 2 Annual Monitoring forms (with accompanying evidence/paperwork and evidence of changes and developments) will be forwarded by COSCA to an Assessor for checking.
- The Assessor will then submit a report and recommendations to COSCA. The Recognised Organisation will be advised in writing of the outcome and whether a visit is required. A fee of £100 will be due prior to COSCA's visit to the Recognised Organisation. If a visit is required, the Development Officer will make arrangements with you for a visit alongside a COSCA Assessor.
- Monitoring visits will be made on a 3 yearly basis thereafter only if there have been changes and developments deemed as significant by COSCA such as,
 - Management structure and staffing of Managerial roles
 - Counsellor Supervision provision (internal and external)
 - Change(s) or addition(s) to the original counselling and/or counselling skills support provided

Or any other changes and developments deemed to be significant by COSCA and covered by the original criteria and/or the standards within the COSCA Recognition Scheme for Organisations.

General Information on Annual Monitoring

- Where circumstances prevail, and COSCA and the Recognised Organisation agree, technology will be used to conduct a Monitoring visit.
- In the event of a Recognised Organisation being unable to complete the '**Annual Monitoring Form**', notification of this should be made in advance of this to the Development Officer as soon as possible. If appropriate, the Development Officer will arrange an extended deadline for the submission of the '**Annual Monitoring Form**'.
- 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 within a period of 3 months following deferral will require reapplication for COSCA Recognition, incurring appropriate fees.

