

COSCA TRAINER ACCREDITATION

GUIDELINES & CRITERIA

Transferring from Certificate to Diploma Level

Please refer to www.cosca.org.uk – Accreditation – Trainer for the Application to Transfer from Certificate to Diploma Level Trainer Accreditation. Applicants are required to use the current Guidelines and Application Forms

Contents

PART I	Introduction
PART II	Criteria and Evidence
	2.1 Membership of COSCA
	2.2 Application Form
	2.3 Counselling Qualifications
	2.4 Counselling Training Experience: Trainers Delivering Diploma Courses in Counselling
	2.5 Counselling Training Experience: Trainers Delivering Specialist Courses (Diploma Level)
	2.6 Professional Development
	2.7 Supervision of Training Practice
	2.8 Trainer Qualifications
PART III	Accreditation Procedures
	3.1 Verification of the Application
	3.2 Submission of Applications
	3.3 Accreditation Fee
	3.4 Consideration of Applications, Outcomes and Notification to Applicants
	3.5 Appeal
	3.6 COSCA Directory of Accredited Trainers
	3.7 Annual Renewal of Accreditation
	3.8 Application Fee
PART IV:	Appendices
	Appendix 1: List of Other Appropriate Awarding Bodies
	Appendix 2: Trainer Qualifications
	Appendix 3: Alternative Trainer Qualifications

PART 1: INTRODUCTION

COSCA, the professional body for counselling and psychotherapy in Scotland, seeks to advance all forms of counselling and psychotherapy and the use of counselling skills in Scotland by promoting best practice and through the development of a range of sustainable services.

COSCA has developed criteria and procedures to accredit trainers involved in the delivery of COSCA validated courses. It has done so to ensure that counsellors and users of counselling skills are adequately trained by competent trainers. The criteria and procedures used in this accreditation system enable COSCA, and subsequently other stakeholders, to identify trainers with the necessary skills to train counsellors and users of counselling skills.

COSCA accredits trainers at counselling skills certificate and counselling diploma level. This set of guidelines and criteria are for trainers who are currently accredited at Certificate Level, who wish to transfer to Diploma Level of Accreditation.

To help you decide whether you are eligible to apply for Diploma Level Accreditation you can firstly look below at the core counselling/counselling skills qualifications you will need to apply for accreditation.

Applicants for accreditation at counselling diploma level need a diploma in counselling or its equivalence i.e. 400 hours training in counselling and must hold Practitioner or Accredited Counsellor/Psychotherapist Membership of COSCA.

An application for diploma accreditation is required and is available on www.cosca.org.uk – Accreditation – Trainers.

If your accreditation at Certificate Level has lapsed for more than two years you will need to re-submit the sections in the Application Form on both professional development and trainer qualifications.

Training experience offered in evidence need not be exclusively counselling training, but should be concerned with training in personal and human services. The range of settings in which the training has been carried out can be extensive, e.g. health, education, social work, voluntary organisation, community education, and can be from formal and informal settings.

If you need clarification or support in preparing your application please contact the Development Officer (Individuals/Courses) at the COSCA Office for help and/or information.

One original application form with signatures and four copies of it should be submitted to the COSCA office – BOUND IF POSSIBLE.

This document supersedes all COSCA documents referring to Criteria and Procedures for the Accreditation of Trainers. The criteria and procedures outlined in this document will be used by COSCA's Trainer Accreditation Panel to assess Trainer Accreditation applications.

COSCA looks forward to receiving your application and welcoming you as a COSCA Accredited Trainer at Diploma Level.

PART II: CRITERIA AND EVIDENCE

2.1 Membership of COSCA

2.1.1 Criteria

Applicants must hold Practitioner or Accredited Counsellor/Psychotherapist Membership of COSCA

2.1.2 Evidence

State COSCA Practitioner or Accredited Counsellor/Psychotherapist Membership number on the Application Form. (See **Appendix A** in the Application Form: **Application Elements Checklist**.)

2.2 Application Form

2.2.1 Criteria

Applicants must complete and submit a completed Trainer Accreditation Application Form for transferring from Certificate to Counselling Diploma Level.

2.2.2 Evidence

Submit a completed Trainer Accreditation Application Form.

2.3 Counselling Qualifications

2.3.1 Criteria

Applicants must have a COSCA diploma in counselling or equivalent and be a Practitioner Member or an Accredited Member of COSCA. You are encouraged, but not required, to hold accreditation as a counsellor/psychotherapist from COSCA or another appropriate professional body. (See Appendix 1 in this document: List of Other Appropriate Awarding Bodies.)

Please note: that equivalence to COSCA accreditation as a counsellor, agreed by the Trainer Accreditation Panel, will be for the purpose of Trainer Accreditation only and is not transferable to other accreditation systems within COSCA.

2.3.2 Evidence

COSCA diploma in counselling or equivalent and Practitioner or Accredited Membership of COSCA. All applicants are required to submit a statement from their counselling supervisor testifying that they are currently practising as a counsellor/psychotherapist.

2.4 Counselling Training Experience: Trainers Delivering Diploma Courses in Counselling

2.4.1 Criteria

Applicants must have had a significant involvement in the delivery of a COSCA validated diploma course in counselling or equivalent (or such a course under-going initial validation by COSCA or another similar professional body). This involvement must have included a significant number of hours working with one or more cohorts of participants over the last five years, and having the main responsibility for large group facilitation.

You must evidence that you carried out all of the nine elements listed below, five of which must meet the minimum number of required hours within the context of a COSCA validated diploma.

You must state the number of hours spent carrying out each element and what you actually did under each element. In the event that you did not carry out a particular element you must explain why you did not do so. If you do not meet the number of hours required for the above core five elements by 10% you can carry over excess hours from one or more of the other core five elements to supplement the short-fall.

A typical diploma course of say 450 tutor contact hours given 120 CATS points in the University system anticipates around 1200 hours of work for the student. In stating your hours of involvement with a course, you are expected to include hours other than those contact hours. The hours stated for each element below are based on a tutor's contact hours with students and hours of preparation, marking, consultation out-with the course and administration, for example.

1. Writing and managing the programme (including selection of the syllabus) (178 hours)
2. Teaching theory (in 'classroom' conditions) (45 hours)
3. Leading skills training sessions (e.g. Triads) (60 hours)
4. Tutoring (e.g. for written assignments), including marking (120 hours)
5. Delivering group counselling supervision with one or more cohorts of participants and co-ordinating supervisors for participants (150 hours)
6. Co-ordinating or organising placements and relating to managers (50 hours)
7. Co-ordinating experiential groups which are an integral part of the course (90 hours)
8. Taking part in formal assessment procedures (192 hours)
9. Giving continuous feed-back on personal and professional development to participants (120 hours)

Applicants must also have some formal and informal support on a regular basis as a counselling trainer and have reflected on the support given.

2.4.2 Evidence

- Submit the number of hours completed for each of the nine elements (at least five of which must meet the minimum number of required hours)
- Provide evidence of your training practice for each of the nine elements (maximum 300 words per element)
- Demonstrate in 500 words the formal and informal support available as a counselling trainer and the reflection conducted on the support given.

See **Appendix B** in the Application Form: Counselling Training Experience: Trainers Delivering Diploma Courses in Counselling

2.5 Counselling Training Experience: Trainers Delivering Specialist Courses (Diploma Level)

2.5.1 Criteria

Applicants must have had significant involvement in the delivery of a COSCA validated Specialist Course (or such a course under-going initial validation by COSCA). This involvement must have included a significant number of hours working with one or more cohorts of participants on the Specialist Course over the last five years.

You must evidence that you carried out at least 5 of the nine elements listed below and that you have sufficient experience in them. Evidence of carrying out the above elements can be drawn from the delivery of the Specialist Course and from previous training experience over the last five years.

You must evidence that you have spent at least 400 hours in carrying out the elements below. It should be emphasised that the required 400 hours in respect of carrying out the 9 elements is not only contact hours with students but can be evidenced by non-contact hours. Evidence of spending these hours can be drawn from the delivery of the Specialist Course and from previous training experience over the last five years.

You must state the number of hours spent carrying out each element cited and what you actually did under each element. In stating your hours spent carrying out the above elements, you are expected to include hours other than only contact hours, including, for example, the hours spent on preparation, marking, consultation out-with the course and administration.

Nine Elements

:

1. Writing and managing the programme (including selection of the syllabus)
2. Teaching theory (in 'classroom' conditions)
3. Leading skills training sessions (e.g. Triads)
4. Tutoring (e.g. for written assignments), including marking
5. Delivering group counselling supervision with one or more cohorts of participants and co-ordinating counselling supervisors for participants
6. Co-ordinating or organising placements and relating to managers
7. Co-ordinating experiential groups which are an integral part of the course
8. Taking part in formal assessment procedures
9. Giving continuous feed-back on personal and professional development to participants

Applicants must also have some formal and informal support on a regular basis as a counselling trainer and have reflected on the support given.

2.5.2 Evidence

- Submit the number of hours completed for your selected elements (at least 400 hours for a minimum of five elements is required)
- Provide evidence of your training practice for each of the elements (maximum 300 words per element)
- Demonstrates in 500 words the formal and informal support available as a counselling trainer and the reflection conducted on the support given

See **Appendix C** in the Application Form: Counselling Training Experience: Trainers Delivering Specialist Courses (Diploma Level)

2.6 Professional Development Application Form

If applicants are currently COSCA accredited as a trainer at Certificate Level, please omit this section. Please state in the application form that your accreditation at Certificate Level is currently valid.

If applicants' trainer accreditation at Certificate has lapsed, this section needs to be submitted.

2.6.1 Criteria

Applicants must show the relationship between continuing professional development undertaken over the past two years and the trainer's role.

2.6.2 Evidence

- Submits a statement (500 words maximum) that evidences how the continuing professional development undertaken over the last two years relates to your trainer's role
- records attendance at a minimum of one COSCA trainers' events or equivalent in the past two years
- Submits an account of a minimum of 3 days (18 hours) of continuing professional development in each of the past two years (see **Appendix D** in the Application Form: Professional Development).

2.7 Supervision of Training Practice

2.7.1 Criteria

Applicants must demonstrate how they receive supervision for their work as trainers for not less than 12 hours per annum.

2.7.2 Evidence

States the one-to-one, group or peer arrangements for supervisors and, where appropriate, the name of an individual supervisor. (Applicants should note that all hours of group or peer supervision may be offered without division by group numbers.)

2.8 Trainer Qualifications

If applicants are currently COSCA accredited as a trainer at Certificate Level, please omit this section.

If applicants' trainer accreditation at Certificate Level has lapsed for more than two years they will be required to submit this section.

2.8.1 Criteria

Applicants must be skilled and experienced trainers.

2.8.2 Evidence

- Demonstrates successful completion of the trainer qualifications outlined in Appendix 2 in these Guidelines for Applicants (see **Appendix 2** in this document: Trainer Qualifications).

Or

- Submit copies of alternative trainer qualifications. Please see **Appendix 3** in this document: Alternative Trainer Qualifications for the list of alternative qualifications.

PART III: ACCREDITATION PROCEDURES

3.1 Verification of the Application

The complete application for trainer accreditation must be verified by a course consultant or trainer who is familiar enough with the applicant's work to state that the submission accurately reflects her/his knowledge, skills and experience. (See **Appendix E** in the Application Form: **Verification of Application.**)

3.2 Submission of the Application

All applications must be submitted, using the COSCA Application Form for trainers transferring from Certificate to Diploma Level of accreditation, to the Development Officer (Individuals/Courses), COSCA, 16 Melville Terrace, Stirling FK8 2NE.

3.3 Accreditation Fee

The fee for COSCA Trainer Accreditation (Counselling Diploma Level) and the fee for transferring from COSCA Accreditation at Counselling Skills Level to Diploma Level can be found on www.cosca.org.uk - Costings.

3.4 Consideration of Applications, Outcomes and Notification to Applicants

A Trainer Accreditation Panel appointed by COSCA will consider applications.

The Panel will have 4 options:

1. **Accreditation**
2. **Conditional accreditation pending requirements being met**
3. **Referral back to applicant with requirements for re-submission**
4. **No accreditation with no re-submission of application**

Applicants will be informed in writing of the Panel's decision within 12 weeks of the submission deadline and be contacted when this cannot be carried out.

3.5 Appeal

You can appeal against the decision of the Panel through the COSCA appeals procedure within three months of the decision being made. (Copies of the Appeals Procedure are available from the COSCA Office).

3.6 COSCA Directory of Accredited Trainers

COSCA maintains a Directory of Accredited Trainers on www.cosca.org.uk – Trainers.

It is mandatory for all COSCA Accredited Trainers to have their profile entered on this Directory. There is an Opt Out Policy – www.cosca.org.uk – COSCA Register.

It is intended that this Directory will be a resource for people wishing to identify suitable counselling/counselling skills trainers.

3.7 Annual Renewal of Accreditation

As a professional responsibility to assure the public of trainers' continued fitness to practice, COSCA annually renews the accreditation of trainers.

Please submit the **Application for Annual Renewal of COSCA Trainer Accreditation Training Record** annually with your COSCA membership renewal. This record covers activities carried out in your previous year of COSCA Accreditation.

3.8 Accreditation Fee

The fee for application to transfer from Certificate Level to Diploma Level Trainer Accreditation can be found on www.cosca.org.uk – Costings.

PART IV: APPENDICES

APPENDIX 1: LIST OF OTHER APPROPRIATE AWARDING BODIES

Recognition of the counsellor/psychotherapist accreditation awarded by other appropriate professional bodies listed below is for the purpose of Trainer Accreditation only and is not transferable to counsellor accreditation.

- Association of Child Psychotherapists
- Association of Christian Counsellors
- British Association for Behavioural and Cognitive Psychotherapists
- British Association for Counselling and Psychotherapy
- British Association for Sexual and Relationship Therapy
- British Association for the Person-Centred Approach
- British Confederation of Psychotherapists
- British Infertility Counselling Association
- British Psychological Society
- COSCA (Counselling and Psychotherapy in Scotland)
- Counsellors in Primary Care
- Employment NTO
- Federation of Drug & Alcohol Professionals
- Irish Association for Counselling and Psychotherapy
- Play Therapy UK
- Qualifications and Curriculum Authority
- Royal College of Psychiatrists
- Tavistock Society of Psychotherapists and Allied Professionals
- UK Association of Humanistic Psychology Practitioners
- UK Council for Psychotherapy

APPENDIX 2: TRAINER QUALIFICATIONS

The following qualification(s) are required to be undertaken:

- SQA Higher National Certificate (HNC): Learning and Development (G7VO 15)

or

- SQA Professional Development Award (PDA): Diploma in Training and Development for Delivery to Groups (GL16 47)

Or all of the following:

- Unit A1 Assessor Award
- Unit L9 Create a Climate that Promotes Learning
- Unit L10 Enable learning through presentation and instruction
- Unit L13 Enable Group Learning

OTHER ACCEPTABLE QUALIFICATIONS (NO LONGER CURRENTLY AVAILABLE)

a) SQA Certificate for Training Practice

The following Modules are **all** required to be undertaken:

- ✓ Module 6190325 **or** EE6W12 Introduction to Trainers Role
- ✓ Module 6191335 **or** EE7012 Identification of Individual Learning Needs
- ✓ Module 6190345 **or** EE6Y12 Plan, Prepare and Deliver Training Sessions
- ✓ Module 6190355 **or** EE6T12 Assess Candidate Competence

Or

b) SQA - SVQ Level III in Training and Development

The following Units are **all** required to be undertaken:

- ✓ Unit D32 Assess Candidate Performance
- Or**
- ✓ Unit D33 Assess Candidate Performance using Diverse Evidence
 - ✓ Unit C23 Facilitate Learning in Groups through Presentations & Activities
- Or**
- ✓ Unit C24 Facilitate Learning in Groups through Demonstrations & Instruction
 - ✓ Unit C21 Create a Climate Conducive to Learning

APPENDIX 3: ALTERNATIVE TRAINER QUALIFICATIONS

COSCA recognises professional training/teaching awards and qualifications not contained in **Appendix 2** of this document: **Trainer Qualifications** above. The recognised alternative qualifications are listed below. Recognition of these qualifications is for the purpose of trainer accreditation only and is not transferable to counsellor accreditation. The list below will be subject to regular review. The most recent information can be obtained from COSCA's Development Officer (Individuals/Courses)

Where an Applicant is offering alternative qualifications, which are not contained in the list below, he/she must supply evidence that his/her qualifications meet the required standard of training for trainers.

Applicants should provide copies of their alternative qualifications.

- Qualified teacher status within primary, secondary and tertiary sectors
- Social Work Practice Teaching Award/Professional Development Award in Practice Learning (Social Services) at SCQF Level 10
- Official trainer status within an organisation, which is a constituent of UKCP
- Adult education and community education qualifications
- Ministry of Defence Training for Trainers Qualification
- Fellow of Higher Education Academy (FHEA)
- PDA Teaching Practice in Scotland's Colleges at SCQF Level 9
- PDA Advanced Diploma in Teaching in Further Education: An Introduction (SCQF Level 9)
- PDA Advanced Diploma in Teaching in Further Education (SCQF Level 9)
- PG Cert. Learning, Teaching and Assessment Practice in HE.