

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 which offer detailed guidance on the criteria required. These can be found on the COSCA website www.cosca.org.uk under Validation/Diploma.
- Applications must be submitted electronically to the COSCA Development Officer jenny@cosca.org.uk Any supplementary evidence such as the course handbook or publicity material must also be submitted electronically, either as attached Word or PDF files, shared folder or Zip file format. Any additional evidence must be clearly titled, indicating which of the application criteria it corresponds with.
- The deadline for validation submissions is April the 30th, August the 30th and December the 31st each year. The Development Officer can complete a technical check on request on applications and provide feedback if they are submitted at least four weeks in advance of the submission date. The Development Officer cannot comment on whether the standards have been met for validation to be awarded but can advise of any technical criteria that may have been missed.
- The Course Validation Panel will review your application at the next corresponding Course Validation Panel.
- Please note that you require to be a COSCA Organisational Member before being eligible to apply for Course Validation. Membership applications are reviewed on a quarterly basis; guidance on the process including application forms and submission deadlines can be found on the COSCA website under: Join COSCA/Organisational membership.
- For guidance or any queries in relation to the validation application process and criteria, please contact the COSCA Development Officer.

Please complete the following:

Organisation applying for Validation

Address

Post Code

Contact Person

Designation

Telephone Number

Email Address

Website

COSCA Membership No:
(Organisational Membership is a requirement)

Title of Course

Theoretical Approach of Course

Please detail if academic validation has been awarded or applied for, specifying the academic level and awarding institution:

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** for detailed guidance on each of the criteria required. You must provide sufficiently detailed information about the course to be validated, in relation to each of the criteria identified.

You may submit either:

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

Or

- Your course handbook/material/policies and procedures - 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 Diploma Validation.

Please note that the Course Validation Panel must determine that your course handbook, course material and supporting evidence, including policies and procedures as required, have sufficiently met the criteria as below, prior to an award of Initial Validation being granted.

Please see the Validation Guidelines on the COSCA website under Validation/Diploma for detailed guidance on the application review and assessment process.

Section 1: BACKGROUND INFORMATION			
Please evidence how you comply with the following:			
COSCA Guidelines reference	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	Documents	Page reference(s)	Section reference(s)
2.1 Ethics and Code of Practice			

2.2 PUBLICITY OF COURSE AND RECRUITMENT OF TRAINERS

2.2.1 Publicity of Course			
2.2.2 Recruitment of Trainers			
2.3 Course Aim and Objectives			

2.4 COURSE STRUCTURE

	Documents	Page reference(s)	Section reference(s)
2.4.1 Duration of the Course			
2.4.2 Balance of the Course			

2.5 SELECTION OF PARTICIPANTS

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.5.1 Counselling Experience			
2.5.2 Counselling Training			
2.5.3 Accreditation of Prior / Experiential Learning (APL/APEL)			
2.5.4 Individual Suitability			
2.5.5 Selection Procedure			

2.6 CORE COURSE CONTENT

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.6.1 Skills and Counselling process			
2.6.2 COSCA's Core competencies (<i>including evidencing adherence to COSCA core competencies for working with children and young people if applicable</i>)			
2.6.3 Theory			
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, including neurodiversity and trauma			
2.6.3.7 Teaching and assessing of knowledge of different models of psychopathology			
2.6.4 Self Awareness and Personal Development			
2.6.5 Professional Responsibilities			
2.7 Readiness for Practice Placements Process			
2.8. Practice Placement Hours and Supervision Requirements			
2.8.1 Criteria for Supervisors			
2.8.2 Recognition of supervisors			

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Diploma in Counselling – Validation Application

2.8.3 Ratio of supervision to counselling practice			
2.8.4 Group Supervision			
2.8.5 Supervisor Contracts			
2.9 Coordination of Practice Placements/ Practice Placement Provider Criteria			
2.10 Roles and Responsibilities of the Training Provider/ Practice Placement(s)/ Student and Supervisor(s): The Four Way Contractual Agreement			

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.11 Staffing: Trainers, Supervisors and Personal Tutors			
2.11.1 Staffing			
2.11.2 Staff Meetings			
2.11.3 Staff Support			
2.11.4 Recognition of Trainers			
2.11.6 Theoretical Base of Trainers and Supervisors			
2.11.7 Personal Tutors			
2.11.8 Ratio of Trainers: Participants			

COSCA Guidelines reference	Documents	Page reference	Section reference
2.12 Optional Course Content			
2.12.1 Specification of Optional Content			
2.12.2 Time Allocation to Optional Components			

SECTION 3: Participant Assessment

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
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			

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
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**

The current payment structure for diploma validation can be found on the COSCA website under 'About Us/ Fees'

Payment

I am paying the Validation fee of:

Direct to Bank:

Virgin Money

Sort Code: 82 68 05

Account Number: 70174110

Date paid:

Cheque enclosed

Invoice required

Please add £2.00 service charge

The current payment structure for diploma validation can be found on the COSCA website under 'About Us/ Fees'

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

Please give invoice details if different from your own details.