

COSCA COURSE VALIDATION

COSCA VALIDATED COURSES

APPLICATION FOR BLENDED DELIVERY

COSCA allows, but does not require, the blended delivery of the following validated courses:

- Diploma in Counselling Courses
- COSCA Counselling Supervision Course (Parts 1 & 2) – (full online delivery is also allowed)
- COSCA Further Steps in Counselling Skills – (full online delivery is also allowed)
- COSCA Group Counselling Skills Course
- Non-COSCA Counselling Supervision Courses – (full online delivery is also allowed)
- Children and Young People Courses
- Specialist Courses delivered at pre-qualifying level and are core training in counselling

Validated training providers with current validation for any of the above courses, and who meet the respective criteria set out in this application form for delivering in this format, will be allowed to deliver the course in a blended format.

Applicants for blended delivery are asked to note that:

- blended delivery allows courses to include some online (real time) training delivery provided that no more than 30% of total tutor contact time is delivered online via in person, synchronous, live methods. The rest of the course must be delivered face-to-face
- for the face-to-face parts of the course, participants are required to attend physically in person and in the training room in real time
- for the online parts of the course, participants are required to attend in person the live, synchronous online delivery
- participants must meet the COSCA attendance requirement for each of the above delivery methods
- up to 30% of supervised counselling practice sessions on practice placements can be delivered remotely
- courses which allow participants to deliver counselling remotely as part of the counselling practice placement are required to train participants in remote counselling and/or signpost them to relevant training courses
- COSCA Accredited and Approved trainers whose participants can work remotely with clients during counselling practice placements are required to evidence that they are competent to train participants in working remotely as counsellors.

1. The Validated Training Provider	
Name of COSCA Validated Provider	
Contact Person within the Organisation:	
Address for communication:	
Post Code	
Telephone No.	
Email Address:	
Title of Validated Course:	
Current Venue of Face-to-Face Delivery of Course:	

2. Additional Participant Support, Online (Real Time) Environment, Course Content, and Assessment

2.1 Support for Participants and Participant Online (Real Time) Environment

Please describe:

- how participants will be supported during the online (real time) delivery part of the course and how peer support will be included as part of the delivery to avoid participants feeling isolated
- the additional support mechanisms that will be put in place to ensure participant retention and engagement.
- how a similar virtual environment will be created for: large group, small group, triads, and pairs, and how this will preserve the experiential environment
- how you will ensure the same depth of connection/interaction/group dynamics as face-to-face delivery
- how the trainer(s) will be involved in each context: group/triads/pairs etc. and where they will be located
- the online platform that will be used and your experience of using it
- how the safety of the virtual participant environment will be ensured e.g. confidentiality/privacy etc.
- the measures in place for dealing with and supporting a participant who becomes distressed during online (real time) delivery.

2.2 Course content delivered online (real time)

In the delivery of the blended course, please describe:

- how at least 70% of the course will be delivered face to face and up to 30% of the course will be delivered online (real time). (The ratio of at least 70% face to face delivery and up to 30% online (real time) is a requirement for blended courses.)
- how all online content will be delivered in real time and provide the details of how you plan to do this e.g. timetable for delivery of online and face to face training sessions
- your plans for producing online materials based on the course
- the theoretical approach(s) you will be delivering and the methods by which this approach and its associated theory will be delivered online (real time)
- how the course content / additional reading materials etc. will be made available for the participants e.g. via a portal, on their website, or by email
- how the additional support needs of participants will be considered in relation to the delivery of the course content e.g. via the distribution of written materials in advance of the training session.

2.3 Assessment and Moderation of Online Skills Practice Sessions

Please describe:

- how all counselling skills practice sessions held online (real time) will be observed within a digital provision
- how you will assess skills/knowledge/self-awareness (formative and summative) observed online
- how you will deal with shortcoming in participants' abilities in online sessions e.g. if you cannot ask to speak face to face after class
- how you provided feedback to participants and the methods you will use to do this
- the systems in place to ensure that counselling skills practised and learned are transferable from practice online (real time) to a face to face environment

3. Selection of Participants

Please describe:

- why you have identified a need for online (real time) learning for your course participants
- the selection criteria you will use to assess the suitability of applicants for the course e.g. their technological abilities/needs, their access to a private/confidential space etc
- how you will screen or interview applicants for the course
- how you will check that applicants have the required level of spoken and written language

4. Selection, Competence and Ratio of Trainers

Please describe the criteria you will use to select trainers to ensure that they are technically ready/experienced/competent in online (real time) training approaches.

If participants are permitted to deliver remote counselling as part of their counselling practice placement(s), please describe the criteria you will use to ensure that trainers are competent to train participants in working remotely as counsellors

Please provide information on the trainer/participant ratio on the course, and confirm that this meets COSCA's requirements which are the same as for face-to-face delivery.

Please provide the names of the core trainer(s) involved in the online (real time) delivery of the course and indicate if they are accredited by COSCA or an equivalent professional body as trainers and/or counsellors

You are required to indicate which level the trainers are accredited e.g. Certificate, Diploma. Any trainers not accredited with COSCA need to be accredited within the time scales laid down in the Validation Guidelines

It should also be noted that any trainers not accredited will need to be approved by COSCA prior to delivering training – www.cosca.org.uk – Validation – General – Non COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated Course

5. Remote Counselling Practice Placement(s) (if applicable)

Please describe:

- how the delivery of the remote counselling practice hours will be organised, approved, and monitored. (On courses requiring supervised counselling practice placement(s), participants are required to successfully complete at least 70% face to face supervised counselling practice sessions and up to a maximum of 30% of counselling sessions of remote counselling practice hours.)
- the support that is made available to participants on remote counselling practice placements
- how the development of participants on remote counselling practice placements will be assessed
- the supervision arrangements in place for the remote counselling practice placement and the approval system in place for the appointment of supervisors
- the arrangements in place for the safe, secure and GDPR (data protection) compliant submission of case studies on the course which involve remote counselling
- how the associated ethical and other risks involved in remote counselling practice placements will be assessed and mitigated

6. Attendance of Participants

Please describe the arrangements in place for ensuring that participants:

- attend in person the live, synchronous online delivery part of the course
- meet the COSCA attendance requirement for both face to face and online (real time) delivery parts of the course

7. Training in Remote Counselling

When participants are allowed to deliver counselling remotely on their counselling practice placement, please describe:

- the arrangements for training the participants in remote counselling and/or signposting them to relevant training courses

8. Evaluation of the Online (Real Time) Delivery Part of the Course

Please describe:

- the arrangements for evaluating the delivery of the online (real time) part of the course.

9. Fee for Change of Delivery to Blended Delivery

The fee for applying for blended delivery is: £100. The revalidation fee for blended delivery is £50, payable at the same time as the course revalidation fee for face-to-face delivery.

Direct Payments to COSCA (Counselling & Psychotherapy in Scotland).
COSCA prefers you to submit the fee by direct payment to COSCA's bank.
Please see below for information in order to process this.

Name of Bank: Clydesdale Bank PLC, Murray Place, Stirling FK8 2BX

Sort Code: 82 68 05

Account No.: 70174110

Account Name: COSCA (Counselling & Psychotherapy in Scotland)

Please give your name when paying via your bank. If this does not happen it could be that your payment is not recorded against your personal payment change of delivery.

Please tick the appropriate box(s):

I am paying direct to the bank:

Date paid:

I am enclosing a cheque made payable to COSCA:

I require an invoice (£2.00 charge):

Total amount:

10. DECLARATION

I declare that:

- The above-named organisation applies for the COSCA Course Validation, which it currently holds for the above-named course, to be changed as detailed above
- The above-named organisation agrees to abide by the current COSCA's Course Validation Guidelines and Procedures for the delivery of the above course
- To the best of my knowledge and belief the information provided in this application is correct
- I understand that a failure to disclose relevant information in this application, during the process or during the period of validation can lead to termination of the course validation by COSCA
- I have the authority of the above-named organisation to apply to COSCA for this extension of its validation

Please submit this application by email to Rozanne Luty, Course Validation Secretary:
rozanne@cosca.org.uk

Signature:

Please Print Name:

Designation within Organisation:

Date: