



**COSCA (Counselling & Psychotherapy in Scotland)**  
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## **Overview of COSCA Validation Requirements- for Newly Validated Training Providers**

During the period of Full Validation, validated providers must adhere to the validation guidelines pertinent to the level of their course delivery.

This overview does not supersede the existing guidelines. It aims to provide a summary of ongoing validation requirements and to cover the most frequently asked questions by providers.

The course provider and associated trainers must ensure to pay careful attention to the following requirements:

### **Administrative**

- Training Providers must continue in '**Organisational Membership**' of COSCA
- Ashleigh Greechan (COSCA Administrator) is your link for membership enquiries [ashleigh@cosca.org.uk](mailto:ashleigh@cosca.org.uk) Ashleigh will send a reminder when your membership renewal is due.
- Course Handbooks for the Certificate, Supervision, Further Steps and Group Counselling courses can be ordered from [ashleigh@cosca.org.uk](mailto:ashleigh@cosca.org.uk) (electronic copies are being issued only as a response to COVID-19 on a licence fee basis- hard copies can still be ordered). The '**Course Handbook Order Form**' can be found on our website under the headings '*Course Validation/General*'. Orders for hard copies of the handbooks should be submitted 3 weeks in advance.
- A full list of **COSCA's fees** associated with course validation can be found on our website [www.cosca.org.uk](http://www.cosca.org.uk) under the headings *About us/Fees*.

### **Participants:**

- Training providers must submit '**Participant Registration forms**' detailing participants who have completed their courses. These can be found on our website under the headings '*Course Validation/General*'.
- For the 'COSCA Counselling Skills Certificate' registration forms are to be submitted at the end of each module. These should go to our Course Validation Secretary [rozanne@cosca.org.uk](mailto:rozanne@cosca.org.uk) . These enable participants to be registered on the database and for COSCA to issue our certificates if you require.

March 9<sup>th</sup> 2021

- ‘**Participant Evaluation forms**’ as included in our handbooks should be distributed to participants and upon completion submitted to the Development Officer for review [jenny@cosca.org.uk](mailto:jenny@cosca.org.uk)
- Where the ratio of participants falls below the minimum (9) required, the Development Officer should be contacted for further guidance.
- Where the attendance of individual participants falls below the required 85% the Development Officer should be contacted for further guidance.

### **Trainers and Accreditation Requirements:**

- Training Providers must ensure that at least one member of the core training team is **COSCA Trainer Accredited** (at the appropriate level required for the course) and that all other trainers are working towards COSCA Trainer Accreditation.
- For Accreditation purposes applicants require an eligible ‘**Training for Trainers**’ qualification- please see the relevant accreditation guidelines for a list of suitable qualifications which can be found on our website under accreditation/ trainer.
- **Individual Membership** of COSCA is also required; please see the associated accreditation guidelines for requirements. All enquiries regarding COSCA membership should be directed to Ashleigh who oversees the membership process, with the exception of at ‘Counsellor Accreditation level’ where queries should be submitted to the Development Officer. Membership applications are reviewed on a quarterly basis; you can find guidance, application forms and deadlines for submission on our website under the headings ‘*Join COSCA/Individual Membership*’
- Where your qualification is not listed, please contact the Development Officer for further advice on its eligibility
- Diploma courses require at least two trainers on the core delivery team

### **Non-Accredited Trainers**

- Trainers must be approved as a ‘**Non-Accredited Trainer**’ prior to delivery on the course and must be working towards accreditation within 2 years of their approval date. All trainers approved for 2 or more years to deliver by the time of course revalidation must be accredited.
- Non-Accredited Trainers delivering at Diploma level must have an appropriate Diploma level qualification and at least 2 years post qualifying experience, (including a present counselling practice base). Certificate level trainers must have at least one year’s post skills qualifying experience.
- ‘**Non-Accredited Trainer Approval**’ forms should be submitted to the Development Officer for review. The application form can be found on our website under the headings *Course Validation/General*

### **Support towards Trainer Accreditation:**

- COSCA run **Trainer Accreditation workshops** twice per year- Summer and November/December approximately. The Development Officer also supports trainers towards the process. They should make contact with her directly should they require support
- The deadlines for trainer accreditation applications are **March the 30<sup>th</sup> and September the 30<sup>th</sup>** each year. Applications are reviewed by our Trainer Accreditation Panel. Electronic applications may be submitted as a response to COVID-19.
- Trainer Accreditation Guidance and application forms can be found on our website under the headings **Accreditation/Trainer Accreditation**
- Trainer Accreditation Applications should be submitted to the Development Officer, Jenny Bell [jenny@cosca.org.uk](mailto:jenny@cosca.org.uk)

### **Other Trainer Requirements:**

- Training Providers must also submit the necessary '**Non COSCA Accredited Trainers Observation Report of Trainer Competence**' within 6 months of the trainer being approved to deliver. This report on their delivery should be completed by an appropriate trainer (e.g., course leader) and sent to the Development Officer. The report template can be found on our website under the headings *Course Validation/General*
- Trainers should demonstrate that they are involved in self development and networking with other training providers such as attending '**COSCA's 'Annual Trainers Event'**'-please see our website under the heading '*Events*' for further details of this year's event

### **Course Monitoring**

- Submit the **COSCA Annual Monitoring Form**- Please ensure that it covers all of the courses delivered and is specific to each course (e.g., the delivery team for each course) if using the same form for all.
- This is due by **October the 31<sup>st</sup>** each year
- You will be sent a reminder for your 'Annual Monitoring' form by our administrator Ashleigh Greechan. The Development Officer reviews this and approves whether it has met our standards or whether more evidence is required; in which case she will contact you regarding this. Ashleigh will confirm completion of this process [ashleigh@cosca.org.uk](mailto:ashleigh@cosca.org.uk)
- You should engage an **External Assessor** to produce a report that should be submitted alongside the 'Annual Monitoring Form'. The organisation's External Assessor is required to visit the COSCA validated course to observe and assess its delivery and to speak to the course participants to offer a view

March 9<sup>th</sup> 2021

as to how the course is being delivered. Alternately an internal evaluation report may be submitted, alongside the monitoring form however an external assessment should regularly be submitted as part of the monitoring process

- To assist with the completion of the **External Assessor's Report**, please see our '**Guide to the appointment of an External Assessor**' which can be found on our website under *Course Validation/General*
- A template of the External Assessor's report can be found on our website under *Course Validation/General*

### **Revalidation:**

- This is required every 5 years from the date of your initial validation
- You should note your revalidation date however the Development Officer will issue you with a reminder that you need to apply for revalidation. She will indicate the corresponding deadline for submission of your application for review by the Course Validation Panel
- The Course Validation Panel meets 3 times yearly with deadlines of April the 30<sup>th</sup>, August the 30<sup>th</sup> and December the 30<sup>th</sup> each year respectively.
- The revalidation form should be accompanied by a recent **external assessor's report** for the course and an internal evaluation form commenting on the development of the course over the last 2 years.
- We have recently updated our revalidation application form; you can find guidance on revalidation and our application form on our website under *Validation/ General* and within the guidelines specific to the course category you are applying for revalidation under.

### **Change of Delivery**

- The '**Application to Make Changes to Existing Validation**' form should be used by validated course providers who wish to make application to change their existing course validation e.g., delivery, setting, course content.
- You can find this form on our website under *Course Validation/General*.
- It should be submitted to the Development Officer who will submit it for review at the next upcoming Course Validation Panel.

### **Publicity**

- Requests for COSCA advertising of training, events or vacancies associated with course validation should be directed to Ashleigh Greechan [ashleigh@cosca.org.uk](mailto:ashleigh@cosca.org.uk)