



## TRAINER ACCREDITATION REGISTRATION SCHEME

This Registration Scheme is for the Trainer Accreditation system, and aims to improve contact and support for all counselling trainers working towards COSCA trainer accreditation.

### What is the Registration Scheme for?

Registering is an important aid for everyone involved. It informs COSCA of your intention to accredit and creates a record of when you started the accreditation application process.

It helps the Development Officer to keep in touch with you to provide any support or guidance you may need, and be aware of any timeframe you are working to. This will help you define your aims and stay focused on your personal/professional goals. With this contact established, any potential difficulties or gaps in your experience can be addressed at an early stage. It also helps you keep up-to-date with any changes in the guidelines (they are reviewed regularly and may be subject to change).

### Who can register?

Anyone who is working as a trainer delivering COSCA counselling skills training material, or who is delivering counselling and/or counselling supervision training on a COSCA Validated training course, or who plans to deliver any COSCA Validated training in the future, and meets the required criteria set out in the COSCA Trainer Accreditation Guidelines, or will meet these criteria at the time of submitting an application, can register onto the scheme.

If you are not already a COSCA member, you can apply for this whilst registered on the Trainer Accreditation Registration Scheme. You will need to have a minimum of Associate Membership for Certificate Level Accreditation and Practitioner Membership for Diploma Level Accreditation.

Please contact the COSCA Development Officer if you are not sure whether you are eligible for membership or Registration.

### How to Register onto the Accreditation Registration Scheme

You can download the Registration Form for accreditation from the Accreditation/Trainer link, complete it and return it to the COSCA office with your payment, either via BACs or by cheque.

### What happens next?

The usual stages for Accreditation are:

- Register ~ complete and submit a registration form;
- Attend ~ book yourself onto an Initial Accreditation Workshop;
- Develop ~ create and develop your application for submission;
- Apply ~ submit a Trainer Accreditation application to COSCA.

You can develop your application using the criteria and standards set out in the guidelines for the 'Certificate' or 'Diploma' levels. The 'Certificate' level is designed to help trainers delivering the COSCA Certificate in Counselling Skills reach the accreditation standards and the 'Diploma' level is for those who are delivering training on a COSCA validated Diploma.

Please contact the Development Office if you need clarification of which level is most appropriate for you.

### **How long from Registration to accreditation?**

Registration onto the Scheme declares the intention to accredit and encourages you to do so within a given timeframe.

Working towards Trainer Accreditation should take no longer than 2 years for Certificate level, and between 2 or 3 years for Diploma Level accreditation, but often takes less time than that. It depends on how much experience you have and the amount of work involved in compiling the evidence required and how much time you can give to the process on a regular basis. You will be asked and encouraged to set a submission date that suits you.

### **What are the costs of accreditation?**

Accreditation costs £225 in total. This is made up of £25 for Registration, which includes your first accreditation workshop, and a £200 application fee payable on submission. The £200 fee covers all the costs of processing your application, but not any costs that may be incurred by you (or your supporting organisation, if you have one) in the process of accruing the required evidence and completing the application. Once you are accredited, you will need to renew your COSCA membership and your trainer accreditation annually.

Registration and Initial Workshop:	£25
Optional Developmental Workshops:	£12.50
Accreditation Submission:	£200

This fee structure can also be found on the COSCA website under 'Costings'

### **What help is available?**

COSCA has a Development Officer who offers information and support for everyone working towards becoming accredited as a trainer. There are Initial workshops run 6 monthly, the first one of which is free. You can contact the Development Office to help keep you on track so that you can meet the timescales you have set for submitting your application.

### **What are the aims of an accreditation workshop?**

An accreditation workshop is aimed at providing information to help you decide when you will be able to accredit, and to explain the process of application. You are encouraged to attend an accreditation workshop within 6 months of registering. Accreditation workshops will also help you to explore specific aspects of the application process. You may attend as many accreditation workshops as you like, for which there will be a small charge for each one. Accreditation workshops can be offered on any particular aspect of the process if there is enough interest. However, please alert the Development Officer if you have any specific needs and/or requests.

### **What happens if I decide not to submit an application?**

Please inform the Development Officer if, for any reason, you decide not to progress your application for accreditation. Your details will be taken off the COSCA Accreditation Registration database. Any other notes or records will be held confidentially for a period of time before being shredded.

### **The next 2 pages make up the registration form:**

## TRAINER ACCREDITATION REGISTRATION SCHEME

### REGISTRATION FORM

#### ABOUT YOU

**NAME:**

**ADDRESS**

**POSTCODE**

**EMAIL**

**TELEPHONE**

**MOBILE**

**To be eligible to apply for COSCA Trainer Accreditation, one of the following categories of membership is required:**

**Certificate Level: Associate/Counsellor/Counsellor (Organisations)  
Practitioner/Accredited Counsellor**

**Diploma Level: Practitioner or Accredited Counsellor**

**Are you a current member of COSCA:                      Yes                      No**

**Membership Number**

*If you are not a member and wish to enter the Accreditation Registration Scheme, please download and complete a membership form from [www.cosca.org.uk](http://www.cosca.org.uk) - Membership*

Date received	
£25 fee enclosed	
Membership checked	
Renewal date	
Action taken	

**Please tick which best describes your work:**

<b>Counselling/Psychotherapy Training</b>	<b>Counselling Skills Training</b>	<b>Both</b>
-------------------------------------------	------------------------------------	-------------

**Please provide a summary that describes your work and what the training provider/s that you deliver training for offers:**

**Supporting Statement**

**I wish to apply for the CERTIFICATE/ DIPLOMA LEVEL accreditation** *(please delete where applicable)*

**I wish to register for the COSCA Trainer Accreditation Scheme and agree to:**

- **Become and/or remain a COSCA member**
- **Gather all the evidence required to support my application for Trainer Accreditation**
- **Pay the £25 registration fee**
- **Renew my membership annually**
- **Pay the subsequent £200 fee that will be required, when I submit my accreditation application**

Signed

Name

Date

**Payment of COSCA Registration Fee:**

**Via BACs:**

Clydesdale Bank PLC

Sort Code: 82 68 05

Account Number: 70174110

Account Name: COSCA (Counselling & Psychotherapy in Scotland)

Date Paid to Bank and Reference Used:

**Enclose cheque for £25.00** (Payable to COSCA (Counselling & Psychotherapy in Scotland))

**Require an Invoice (£2.00 service charge)**

**Invoice details:**

**Print Name:**

**Signature:**

**Date:**