

COSCA TRAINER ACCREDITATION

APPLICATION AND GUIDELINES

Counselling Skills Certificate Level

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PART I: 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. You need to decide which level is appropriate for you. You can do this by firstly looking below at the core counselling/counselling skills qualifications you will need to apply for accreditation at counselling skills certificate level.

Applicants for accreditation at counselling skills certificate level must hold membership of one of the following categories:

- Associate
- Counsellor
- Practitioner
- Accredited Counsellor/Psychotherapist

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 one of the following categories of membership:

- Practitioner
- Accredited Counsellor/Psychotherapist

A separate application for diploma accreditation is required and can be found on www.cosca.org.uk – Accreditation – Trainers.

If you do not hold qualifications to evidence your experience, COSCA can provide signposting and advice on how to obtain the necessary qualifications or their equivalence.

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.

Applications should be made using the present form. An electronic copy of the complete application, alongside any supporting evidence such as copies of certification must be submitted by email to Jenny Bell, Development Officer (Individuals/Courses): jenny@cosca.org.uk . Please note that the minimum font size used in your application is 12.

There are two submission dates per year, the 31st of March and the 30th of September. If the submission date falls on a Saturday or Sunday, the application needs to be submitted on the Friday beforehand.

This document supersedes all COSCA documents referring to Guidelines and Criteria for the Accreditation of Trainers. The guidelines and criteria 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.

PART II: CRITERIA AND EVIDENCE

Criteria and Evidence

The trainer accreditation application and criteria are designed so that you can demonstrate your skills and experience and provide a reflective account of your training work throughout your application. You are encouraged to attend to each section within this application with this in mind.

You should provide evidence of yourself as a *reflective* trainer and you are invited to demonstrate that you are incorporating the reflection of your development of your work as a counselling skills or counselling trainer by writing about what you do, how you do it *and* the significance of this in your development as a trainer.

2.1 Membership of COSCA

2.1.1 Criteria

Applicants must hold Associate, Counsellor, Practitioner or Accredited Counsellor/Psychotherapist membership of COSCA and maintain one of these categories of COSCA membership while Accredited as a Trainer (Certificate Level).

2.1.2 Evidence

State COSCA membership number on the Application Form.

2.2 Application Form

2.2.1 Criteria

Applicants must complete and submit a complete the present Trainer Accreditation Application Form (**See Appendix A** in the Application Form: **Application Elements Checklist.**)

2.2.2 Evidence

Submit a completed Trainer Accreditation Application Form.

PART I: PERSONAL DETAILS	
Surname	
Forename(s)	
Title	
Contact Address	
Post code	
Home telephone no.	
Work telephone no.	
Email:	
COSCA Membership Number and Category of membership:	

PART II: DISCLOSURE

Information given below will not necessarily exclude you from accreditation.

1. Have you had membership of any professional counselling/psychotherapy body withdrawn?

YES

NO

If "YES", please give details.

2. Do you have any criminal or civil convictions (spent or unspent) or proceedings pending against you?

YES

NO

If "YES", please give details.

3. Do you have any professional complaint or disciplinary proceeding brought against you, which was successful or is currently pending?

YES

NO

If "YES", please give details.

4. Have you ever been listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

YES

NO

5. Are you currently listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

YES

NO

PART III: SUBMISSION CHECKLIST

I have checked the following:

I have submitted all the required evidence to support all the criteria

All the evidence is accurately labelled with the appropriate reference numbers

I have given a word count of all reports submitted.

My application has been verified

I have read, signed and dated the declaration below

I have enclosed the current Trainer Accreditation fee

I agree to my details being publicised in the COSCA Journal Counselling in Scotland on being awarded COSCA Trainer Accreditation.

PART IV: DECLARATION

I declare that:

- I. I am applying for COSCA Trainer Accreditation at Counselling Skills Certificate Level and agree to abide by the current COSCA's Guidelines for Accreditation of Trainers at Counselling Skills Certificate Level, to be bound by COSCA's Memorandum and Articles of Association, and to abide by COSCA's Statement of Ethics and Code of Practice
- II. The evidence I have submitted gives an accurate portrayal of my training and experience in counselling/counselling skills and training.
- III. I will inform COSCA of all successful or pending criminal, civil, complaint or disciplinary proceedings brought against me in the future which are relevant to my involvement with counselling skills training
- IV. I will provide such information as COSCA may require from time to time to confirm my continuing eligibility for Trainer Accreditation.
- V. I have appropriate and adequate public and professional liability insurance cover for all my counselling skills training work
- VI. To the best of my knowledge and believe the information provided in this application is correct and I understand that a failure to disclose on application or during the period of Trainer Accreditation can lead to termination of my Trainer Accreditation and COSCA Membership.
- VII. I will comply with COSCA's arrangements for handling complaints and concerns. (If you wish a copy of COSCA Complaints Procedure, please contact the COSCA office.)

Print Name:

Signature:

Date:

APPENDIX A: APPLICATION ELEMENTS CHECKLIST

Application for Trainer Accreditation at Counselling Skills Certificate Level

Criteria	Evidence	Included (tick)
1.0 Application	Application form Original application	
2.1 Membership of COSCA	Membership number	
2.2 Application Form	Application form completed	
2.3 Acceptable counselling/counselling skills related qualifications	COSCA Certificate in Counselling Skills Other equivalent awards	
2.4 Counselling skills training experience	Reflective Statements Criteria 1: reflection on 12-hour single handed delivery - 300-500 words Criteria 2-reflection on referral system for participants: no more than 200 words Criteria 3-reflection on informal/formal supports: no more than 200 words	

2.5 Awareness of group dynamics/process	Criteria 1: introduces chosen group dynamics theory and rationale for selection: no more than 250 words	
	Criteria 2: reflective statement on group dynamics process 500-800 words	
2.6 Supervision of Training Practice	Arrangements for Supervision, Name of Individual Supervisor evidencing at least 8 hours per annum	
2.7 Post training supervised counselling/counselling skills practice	Reflective Statement (400 - 500 words)	
2.8 Reflection on counselling/counselling skills practice	Reflective Statement (500 - 700 words)	
2.9 Professional Development	Reflective Statement (400 -500 words)	
2.10 Trainer Qualifications	Submits acceptable trainer qualifications	

**** Please include in the end column the appropriate page number from your application.**

2.3 Counselling/Counselling Skills Related Qualifications

2.3.1 Criteria

Applicants must possess acceptable counselling/counselling skills related qualifications.

2.3.2 Evidence

Shows successful completion of either of the following qualifications:

✓ COSCA Certificate in Counselling Skills **or**

- ✓ Other awards or qualifications, which the applicant considers to be equivalent to the COSCA Certificate (**See Appendix 1** in this document: **Alternative Counselling/Counselling Skills Qualifications/Awards**).

Please attach any copies of qualifications, and submit these alongside the present application to the Development Officer: jenny@cosca.org.uk

2.4 Counselling Skills Training Experience

2.4.1 Criteria

Applicants must have been involved in delivering at least 120 hours of COSCA's counselling skills training or equivalent during a period of no more than two years, preferably to one cohort of participants.

This must have included single-handed delivery of a section of a counselling skills training course of at least 12 hours' duration. Applicants must reflect on the referral system used for dealing with personal issues raised by participants during the delivery of the course.

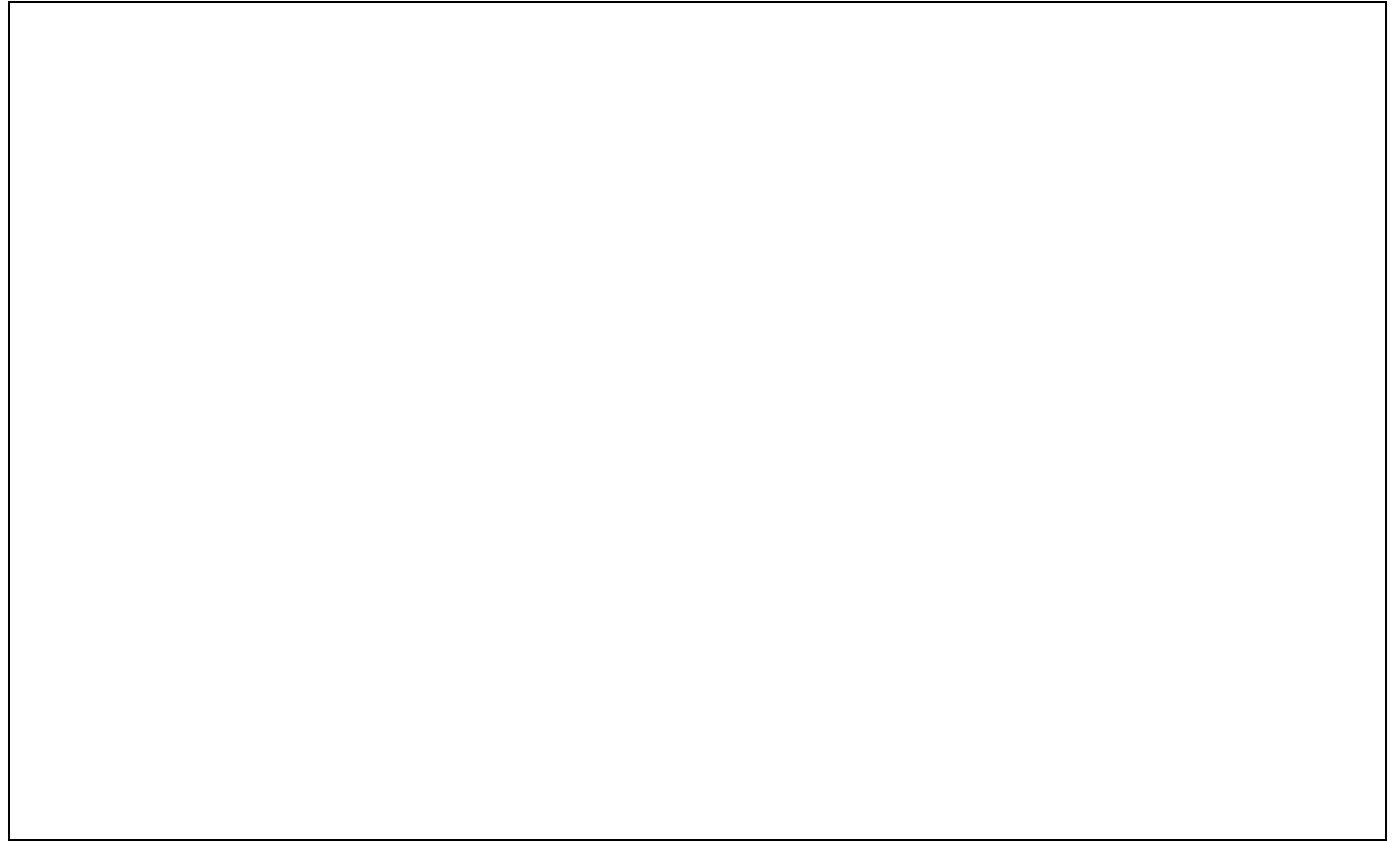
Applicants must also have some formal and informal support on a regular basis as a counselling skills trainer and have reflected on the support given.

2.4.2 Evidence

2.4.2 Criteria 1:

Submit a statement (300 - 500 words) that:

- ✓ Reflects on your involvement in the delivery of the above training, specifying the single-handed 12hour delivery period when the training was carried out.
- ✓ You must detail what your actual involvement and interventions were as a trainer during this 12hour time period, reflecting on your individual experience of this and any significance towards your development as a trainer.
- ✓ You might want to consider your inputs during this 12-hour time period to deliver the content of the course during this timeframe. This could include considering the methods or the resources you utilised to deliver this content, and in relation to the needs of the group as a whole during this timeframe.



Word Count:

2.4.1 Panel Comments:

2.4.2 Criteria 2:

Submits a statement (no more than 200 words) that:

- ✓ Describes the referral system used for dealing with personal issues raised by participants during the delivery of the course. You must specify where you would refer or signpost participants to should they require additional support during the delivery of the course (such as for academic issues, personal issues or in relation to any additional support needs).

Word count:

2.4.2 Panel Comments:

2.4.2 Criteria 3:

Submits a statement (no more than 200 words) that:

- ✓ Demonstrates the formal and informal support available as a counselling skills trainer and the reflection conducted on the support given.
- ✓ You must specify each of the formal and informal supports available to you as a trainer, (rather than as a counsellor/counselling skills user) indicating clearly which are informal or informal supports.

- ✓ Please reflect on the ways in which the above have served to support your training practice and development

Word Count:

2.4.2 Panel Comments:

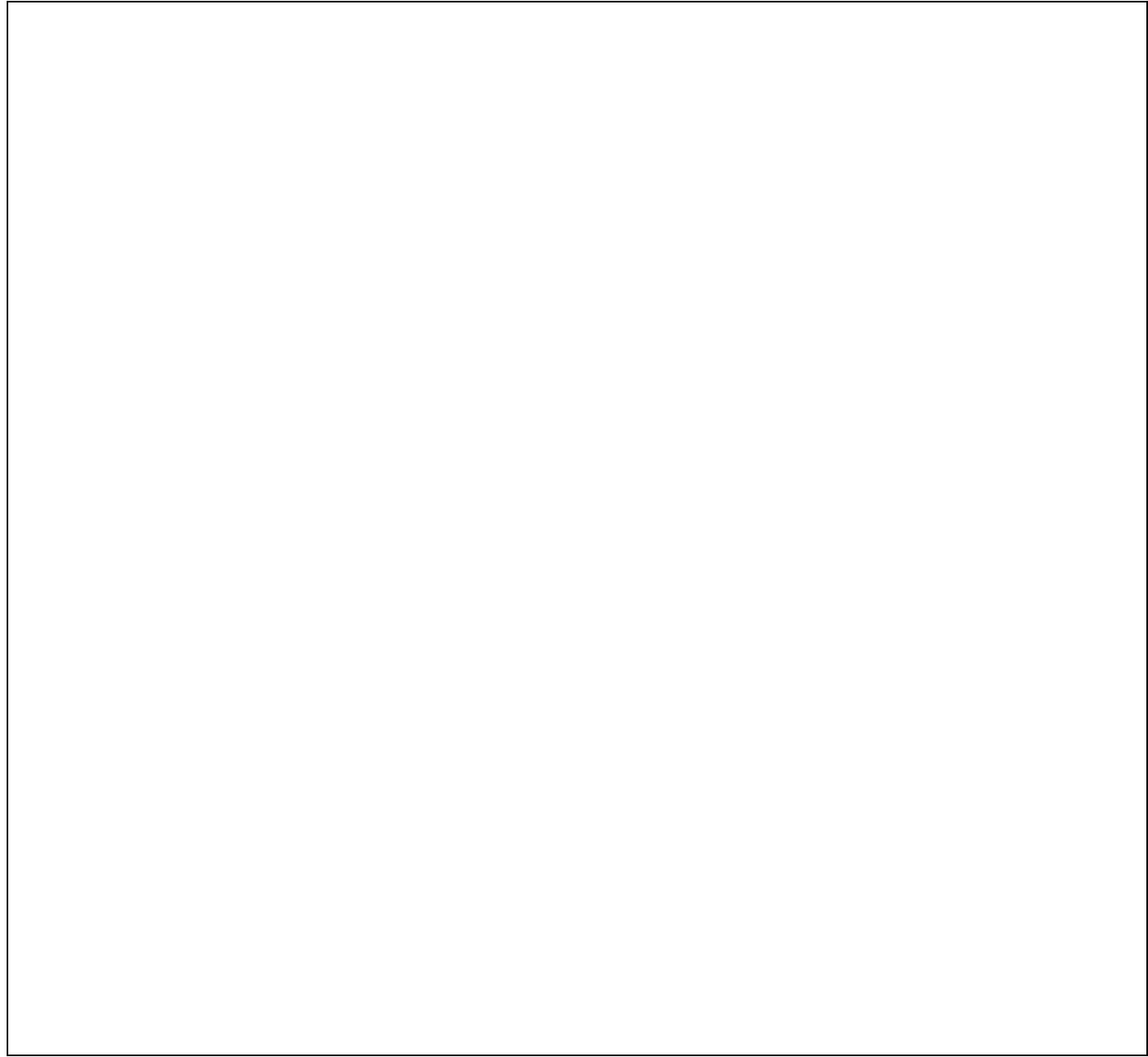
2.5 Awareness of Group Dynamics/Process

2.5.1 Criteria

Applicants must be aware of group dynamics/process

2.5.2 Criteria 1:

- Submits a statement (no more than 250 words) that gives a brief overview of your chosen group dynamics theory (please select one only). You must reflect on your rationale for choosing this particular theory.
- Please ensure that your chosen theory is a theory that focuses exclusively on the understanding of group dynamics and processes. It must include stages or phases of group process which can be linked clearly to each of the stages of your chosen group dynamics example, towards its conclusion.

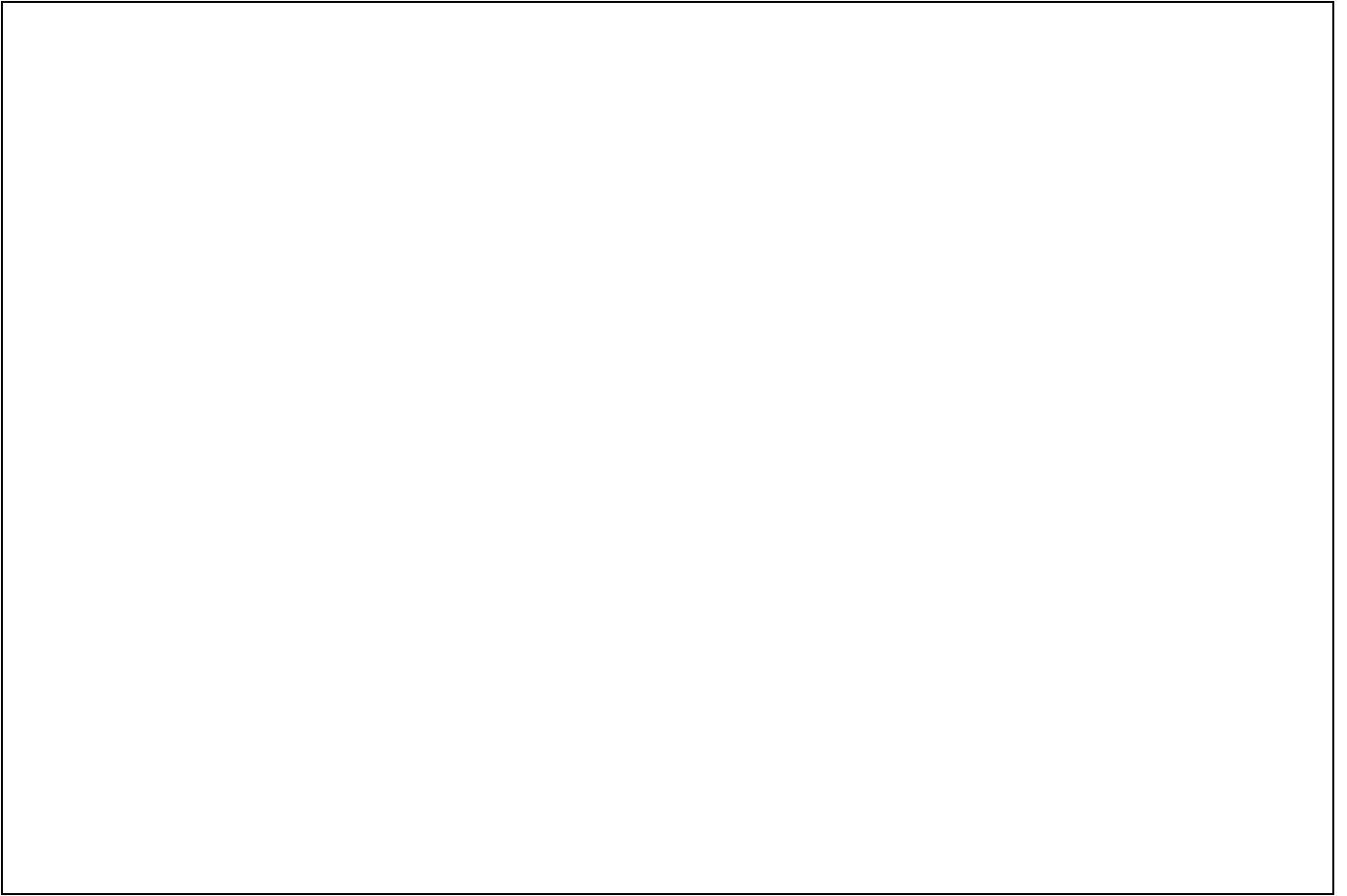


Word Count:

2.5 Panel Comments:

2.5.2 Criteria 2: Submits a statement (500 - 800 words) that:

- Reflects on a real-life example from your experience of being a counselling skills trainer that illustrates several important group dynamics in a group in which you were the trainer. You must ensure to specify the timeframe of your chosen example, which must be over no less than a 12-hour timeframe, allowing you to relate the group process clearly towards your chosen group dynamics theory, throughout each of its stages, towards its conclusion.
- Demonstrates clear examples of the interventions undertaken by yourself, in response to the group process, throughout each of the stages of your chosen group dynamics theory. This **must** involve your role in facilitating the large group process; should you choose to refer to any group dynamics within smaller groups (such as within triads) you **must** be clear on the impact of these dynamics on the wider group process and your role here.
- on referring to the example above, assesses how particular group member/s actions affected both the wider group and individual members of the group, connecting this clearly to your chosen group dynamics theory and its according stages, towards its conclusion.
- discusses how you practically dealt with this example, including self-reflection on your role, your interventions and the outcome of these. Please ensure to be clear on your role and interventions within this process, in relation to each of the relevant stages/phases of your chosen group dynamics theory. Please reflect on how your chosen group dynamics theory may have informed your interventions here.
- Please ensure to include your personal experiencing in relation to the group process throughout each of its stages towards its conclusion. Please reflect on the significance of this towards your development as a trainer.



Word Count:

2.5.2 Panel Comments:

2.6 Supervision of Training Practice

2.6.1 Criteria

Applicants must demonstrate that they have received 8 hours of supervision for their work as trainers. This must take place over a period of the 2 years in which the 120 hours of counselling skills training was delivered. The supervision of training practice should be focused on the training process per se. The training supervisor must have relevant experience of delivering counselling training or equivalent.

2.6.2 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.) Please ensure to state the number of supervision hours undertaken, and where you may have several supervisory inputs to state the hours accrued each annum for each of the inputs listed.
- Where the above accrual is in relation to peer or group supervision only, you must indicate an individual supervisory contact.
- Please describe the benefits of your training practice supervision, and the ways in which it supports your development and delivery as a trainer.

2.6 Panel Comments:

2.7 Post Training Supervised Counselling/Counselling Skills Practice

2.7.1 Criteria

Applicants must have a minimum of two years post training a) supervised counselling or b) counselling skills practice during two consecutive years over the last five years. Counsellors/psychotherapists currently accredited by COSCA, BACP or other named professional bodies do not need to provide this evidence (please contact COSCA for information concerning other acceptable professional bodies).

2.7.1 Evidence

Gives a reflective account (400 - 500 words) of a) supervised counselling or b) counselling skills practice during 2 consecutive years over the past 5 years that:

- describes the work setting
- gives the average number of hours per week for the chosen 2-year period for each of these settings
- records the range of client/ or speaker (if counselling skills level) presenting problems experienced in that 2-year period and how they have impacted on your training practice
- describes personal development that you have gained through being a counsellor or a counselling skills user
- if supervised counselling is cited in the above account, states arrangements for the supervision of the counselling during the two years for which evidence is given.

Word Count:

2.7 Panel Comments:

2.8 Reflection on Counselling/Counselling Skills Practice

2.8.1 Criteria

Applicants must be able to reflect on the counselling or counselling skills practice detailed in paragraph 2.7 above.

Counsellors/psychotherapists currently accredited by COSCA or other named professional bodies do not need to provide this evidence (please contact COSCA for information concerning other acceptable professional bodies).

2.8.1 Evidence

Using no more than 2 varying examples of your counselling practice or your use of counselling skills to support individuals write a statement of between 500 – 700 words that:

- demonstrates your awareness of how you are with each of your chosen clients/or individuals receiving counselling skills support
- demonstrates your awareness of how the way your client/speaker interrelates has an impact on your training practice, for each of your chosen examples
- shows your understanding of the therapeutic process that occurs with each of these examples
- if supervised counselling is cited in the above statement, record how your use of supervision affects the process and relationship/encounter, with each of these examples
- demonstrates your understanding and use of boundary settings in counselling/counselling skills practice, with each of these examples

Word Count:

2.8 Panel Comments:

2.9 Professional Development

2.9.1 Criteria

Applicants must have developed professionally as a counselling/counselling skills trainer over the past two years.

2.9.2 Evidence

Submit a statement (between 400 - 500 words) that:

- ✓ declares 18 (or more) hours of continuous professional development a year for the past two years, see below **Appendix B: CPD Table**
- ✓ Reflects on how professional development has impacted on your delivery and development as a trainer, giving at least two examples of specific CPD to demonstrate this
- ✓ records attendance at a minimum of one COSCA trainers' event or equivalent in the past two years

Word Count:

2.9 Panel Comments:

APPENDIX B – PROFESSIONAL DEVELOPMENT

Application for Trainer Accreditation at Counselling Skills Level

You require 18 hours (or more) of Continuous Professional Development a year for the past two years.					
Dates (Year 1)	No. of hours	Dates (Year 2)	No. of hours	Type of Activity/Experience	Learning acquired and impact on training delivery and development

Total number of Professional Hours
Year 1:
Year 2:

2.10 Trainer Qualifications

2.10.1 Criteria

Applicants must be qualified trainers.

2.10.2 Evidence

- ✓ Demonstrate successful completion of the trainer qualifications outlined in **Appendix 2: Trainer Qualifications** or **Appendix 3: Alternative Trainer Qualifications**

Please contact the Development Officer to discuss your training qualifications.

For those who cannot evidence training for trainers, information on current training for trainer courses in Scotland can be obtained from the Development Officer (Individuals & Courses).

Please submit evidence of your qualification, alongside the present application form to the Development Officer.

PART III: ACCREDITATION PROCEDURES

3.1 Verification of the Application

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 C** in the Application Form: **Verification of Application**.)

APPENDIX C: VERIFICATION OF APPLICATION

Application for Trainer Accreditation at Counselling Skills level

Applicant Name:

Please enter your name below and pass this form with your completed application to a suitable verifier.

Verifier:

The applicant name above is intending to apply to COSCA as a trainer at Counselling Skills level. Please read his/her complete application and complete the statement below if appropriate.

Verifier:

I declare that I have read the attached application and confirm that it accurately reflects the knowledge, skills and experience of the applicant named above.

Name of Verifier:**Position Held:****Address of verifier:****Postcode:****Telephone:****Email:****Signature:****Date:**

3.2 Submission of the Application

Applications should be made using the present Application Form. An electronic copy of complete applications must be submitted by email to Jenny Bell, Development Officer (Individuals/Courses): jenny@cosca.org.uk Please note that the minimum font size used in your application is 12.

There are two submission dates per year, the 31st of March and the 30th of September. If the submission date falls on a Saturday or Sunday, the application needs to be submitted on the Friday beforehand.

3.3 Accreditation Fee

The accreditation fee for trainer accreditation is £200. The fee for a resubmission is £95.

3.4 Consideration of Applications, Outcomes and Notification to Applicants

A Trainer Accreditation Panel of 4 people appointed by COSCA will consider applications.

The Panel will have 4 options:

1. **Accreditation**
2. **Conditional accreditation pending requirements being met. There is no fee required here, but applicants will be required to submit additional information to the next Panel.**
3. **Referral back to applicant with requirements for re-submission (incurs resubmission fee as above)**
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 Counselling Diploma Accreditation

After being awarded accreditation as a trainer at counselling skills certificate level you may wish to apply at a later date for accreditation as a trainer at counselling diploma level. Please refer to www.cosca.org.uk – Accreditation – Trainer – Upgrade from Counselling Skills Level to Diploma Level Trainer or contact the Development Officer at the COSCA office.

3.8 Annual Renewal of Accreditation

The fee for this application can be found on www.cosca.org.uk – Costings.

Please note that the fee requires to be paid with the submission of the application.

You may pay by cheque or direct to the bank:

Virgin Money

Sort Code: 82 68 05

Account Number: 70174110

If an invoice requires to be submitted, please give details with the application.

Please note that payment requires to be received prior to the award of continued accreditation.

PART IV: APPENDICES

APPENDIX 1: ALTERNATIVE COUNSELLING /COUNSELLING SKILLS QUALIFICATIONS/AWARDS

For the purpose of Trainer Accreditation only and not for counsellor accreditation purposes, COSCA recognises the counsellor/psychotherapist accreditation awarded by a number of other appropriate professional bodies. These bodies are listed below.

- Association of Child Psychotherapists
- British Association for Behavioural and Cognitive Psychotherapists
- British Association for Counselling and Psychotherapy
- British Association for Sexual and Relationship Therapy
- British Confederation of Psychotherapists
- British Infertility Counselling Association
- Irish Association for Counselling and Psychotherapy
- Play Therapy UK
- UK Council for Psychotherapy
- Other awarding professional bodies applicants consider to be equivalent to or above the COSCA Certificate in Counselling Skills

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 Delivering to Groups (GL16 47)

OR

- SQA Professional Development Award (PDA): Diploma in Training and Development (G7V1 16)

OR

- SQA Scottish Vocational Qualification (SVQ) Level 3: Learning and Development

OR

- Professional Practice Award in Training & Development (SCQF Level 8)

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)

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

APPENDIX 3: ALTERNATIVE TRAINER QUALIFICATIONS

COSCA recognises professional training/teaching awards and qualifications not contained in **Appendix 2 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
- Associate or Fellow of Higher Education Academy (FHEA)
- PDA Teaching Practice in Scotland's Colleges at SCQF Level 9
- PDA Advanced Diploma in Teach in Further Education: An Introduction (SCQF Level 9)
- PDA Advanced Diploma in Teaching in Further Education (SCQF Level 9)
- Postgraduate Certificate in Academic Practice
- PG Cert. Learning, Teaching and Assessment Practice in HE
- Edinburgh College Trainers Mentoring Scheme
- City and Guilds Level 4 Preparing to teach in the lifelong sector of other languages
- City and Guilds Level 3 Learning and Development Certificate
- Trinity Certificate and/or Diploma in Teaching English to Speakers of Other Languages