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# MEMBERSHIP INFORMATION

## Membership of COSCA

As Scotland's professional body for counselling and psychotherapy, COSCA seeks to advance all forms of counselling and psychotherapy and the use of counselling skills and counselling supervision in Scotland, by promoting best practice and through the development of a range of sustainable services. COSCA embraces a wide range of organisations and individuals in many different contexts and provides an arena for its members to share their knowledge, experience and resources.

COSCA is a voluntary organisation and a charitable company limited by guarantee.

COSCA membership is open to **organisations and individuals** who

- support COSCA's aims and
- agree to abide by COSCA's Statement of Ethics and Code of Practice
- reside and practise in Scotland

***We invite you to join us to work together and support and advance counselling, psychotherapy, the use of counselling skills and counselling supervision.***

## COSCA Members

- Work within COSCA's Statement of Ethics and Code of Practice
- Abide by COSCA Membership Renewal Terms and Conditions & Information document
- May be eligible for entry onto the COSCA Register of Counsellors and Psychotherapists – Accredited by the Professional Standards Authority
- Have voting rights at general meetings and in elections to COSCA's Board
- Can be elected to COSCA's Board
- Can become involved in COSCA's policy groups and panels
- Are consulted about policy and developments in counselling and psychotherapy and the use of counselling skills and counselling supervision
- Are represented by COSCA at national, UK and international levels
- Are entitled to reductions on the cost of COSCA events and publications
- Receive the COSCA Journal, ***Counselling in Scotland***, and other information relating to developments in counselling and psychotherapy, the use of counselling skills and counselling supervision.

# COSCA REGISTER OF COUNSELLORS/PSYCHOTHERAPISTS

The COSCA Register of Counsellors and Psychotherapists is Accredited by the Professional Standards Authority

[www.professionalstandards.org.uk/accredited-registers](http://www.professionalstandards.org.uk/accredited-registers)

Only Registrants can make use of the PSA Accredited Register logo and other benefits of PSA Accreditation.

To be eligible for entry on the COSCA Register, individuals need to hold one of the following categories of membership:

- Counsellor Member (Organisations)
- Counsellor Member
- Practitioner Member
- Accredited (Other UK Professional Body)
- COSCA Accredited Counsellor/Psychotherapist

COSCA:

- takes action when registrants on our Register do not meet our standards
- creates public trust in counsellors and psychotherapists by setting, monitoring and implementing these standards
- provides all registrants with the Professional Standards Authority Accreditation Mark to display to the public, their clients and employers
- aims to keep our registrants informed about matters related to counselling and psychotherapy

The Register can be accessed on [www.cosca.org.uk](http://www.cosca.org.uk) – ‘[Find a Counsellor](#)’ and information about the contents of entry on the Register are contained in the ‘About the Register and Registrants’ section of the Register. It is important that all applicants for membership make themselves aware of these contents before applying.

Individual members who are listed as registrants on the COSCA Register are required to clearly show that they are on a register that is accredited by PSA. They are required to do this by making use of the PSA Accredited Registers logo on their printed and online materials. See [www.cosca.org.uk](http://www.cosca.org.uk) – Registrant Information – [Guidelines to Registrants on the Accredited Registers Programme](#).

## Areas of Interest Listed in Individual Member’s Profile on the COSCA Register of Counsellors and Psychotherapists

In the Registrant’s profile section of the Register, there is a listing: ‘areas of interest’. Entries under ‘areas of interest’ reflect Registrants’ training and experience. Registrants are required to review the entries under ‘areas of interest’ on their profile and notify COSCA of any amendments required.

## Publication of Sanctions

The Professional Standards Authority requires holders of accredited registers to publish all sanctions against members following complaints panels. In the light of this requirement, and in the interests of public protection, COSCA now publishes all sanctions against Individual Members, Organisational Members and Subscribers following the implementation of [COSCA's Complaints Procedure](#) or that of its members who have their own Complaints Procedure.

In the event of sanctions being applied against registrants by COSCA through the implementation of COSCA's Complaints Procedure or member's own Complaints Procedure, the COSCA Register will include these under the name of the registrants concerned.

## COSCA Policy on the Declaration of Medical Conditions by Applicants and Members

COSCA's Statement of Ethics and Code of Practice (page 5, para 2.5) requires members to only practise when they are able to work effectively with clients. By signing up to the COSCA Statement of Ethics and Code of Practice when applying for membership and on its renewal, members are confirming that they are in sufficient health to practise effectively. In line with the Statement, applicants for membership and members are required to declare to COSCA that they have a medical condition that could impact their ability to practise effectively and their membership of COSCA.

Please see [COSCA's Policy on the Declaration of Medical Conditions by Applicants and Members](#).

## Website and Online presence of COSCA Members

COSCA does not require its members to have their own website or online presence. Members who have their own website or online presence are expected to clearly show that they are members of COSCA. The COSCA logo can be used for this purpose. Please see [www.cosca.org.uk](http://www.cosca.org.uk) – Members Info – [COSCA Logo Acceptable Use Policy](#).

In addition and in accord with COSCA's Standards for Complaints Procedures ([www.cosca.org.uk](http://www.cosca.org.uk) - Complaints) all member organisations and individual members with their own complaints procedure must make it accessible online via their website and their own procedure must be compliant with all COSCA's Standards for Complaints Procedures. Individual members who do not have their own complaints procedure and do have a website or online presence are required to clearly refer to the COSCA Complaints Procedure and indicate clearly that this procedure should be used in the event of a complaint against them.

## COSCA Privacy Policy (Individual Members, Individual Subscribers and Organisational Members)

We collect personal information from those who apply to become individual members or subscribers and details relating to organisational membership. We also collect information at the time of renewal of membership, when members voluntarily provide feedback to us, and when they complete surveys for us.

We will use this information:

- ✓ to make a decision about your suitability to join COSCA or be a subscriber
- ✓ to maintain our records
- ✓ to inform, on request, third parties concerning whether or not named individuals are currently members or subscribers of COSCA and the category of membership held
- ✓ to send you information about COSCA's work and services
- ✓ to send you information from other organisations and individuals that we consider to be of interest to you.

COSCA will not share your information for marketing purposes with other organisations and individuals. For more information on how we use your information, please see our [Privacy Notice](#) on [www.cosca.org.uk](http://www.cosca.org.uk) - Join COSCA - Members Information.

## Career Break from Practice

Career Breaks from practice are open to Associate, Counsellor Member (Organisations), Counsellor Member and Practitioner Members. This is a break of up to 1 year from the practice of counselling and/or psychotherapy for members who wish to:

- keep their connection with counselling and psychotherapy during their break from practice
- maintain their counselling network while on a break
- benefit from the special discounted membership fee for Career Break
- re-instate their current membership with COSCA at the end of their break

Career break members are not required to have counselling supervision, continuing professional development or insurance cover.

[The Career Break from Practice application form](#) can be found on [www.cosca.org.uk](http://www.cosca.org.uk) - Membership - Individuals.

To reinstate full COSCA membership following a career break, please use the application form Return to Practice after Career Break - [www.cosca.org.uk](http://www.cosca.org.uk) – Join COSCA – individual membership.

Please note that this career break does not apply to COSCA Accredited Trainers or Counsellors for whom there is a discrete career break section in the relevant Annual Renewal Forms. [www.cosca.org.uk](http://www.cosca.org.uk) – Accreditation – [Counsellor Accreditation](#) and [Trainer Accreditation](#).

## Categories of Membership

Membership of COSCA is open to **organisations and individuals** who support its aims and policies.

An **organisation** can join as a:

- Corporate Organisational Member
- Full Organisational Member
- Organisational Companion Member

Organisations can also be Organisational Subscribers.

An **individual** can join COSCA as a:

- Student Member
- Counselling Skills Member
- Associate Member (for those involved in the delivery of training on COSCA Validated Courses)
- Retired Counsellor Member (for COSCA members who are not practising and do not intend to practise in the future)
- Counsellor Member (Organisations)
- Counsellor Member
- Practitioner Member
- Accredited (Other UK Professional Body) Counsellor/Psychotherapist Member of COSCA
- COSCA Accredited Counsellor (by application for Accreditation as a Counsellor/Psychotherapists – [www.cosca.org.uk](http://www.cosca.org.uk) – Accreditation – Counsellor)

Individuals can also be Individual Subscribers.

Descriptions of the various types of membership follow. Please read them carefully and choose the type which best suits your training, experience and interest before applying for membership. Application forms may be downloaded from the website: [www.cosca.org.uk](http://www.cosca.org.uk) – [Join COSCA](#).

### ➤ **Corporate Organisational Member**

This category is open to national specialist counselling agencies in the voluntary sector in Scotland. It is the category that provides COSCA membership to both the national agency and all its affiliated local services. A Corporate Organisational Member is entitled to 8 votes. Corporate Organisational Members will receive 2 copies of the COSCA Journal, plus 1 copy for each of its affiliated local services.

The annual subscription fee will include the cost of Full Organisational Membership plus an additional cost per annum per local service.

### ➤ **Full Organisational Member**

This category is open to organisations that offer any of the following services within the field of counselling and psychotherapy:

- ✓ counselling/psychotherapy
- ✓ client work supervision
- ✓ training
- ✓ education
- ✓ setting of standards
- ✓ awarding accreditation or other recognition

A Full Organisational Member is entitled to 6 votes and receives 2 copies of the COSCA Journal.

### ➤ **Organisational Companion Member**

This category is open to organisations that are involved with counselling/psychotherapy and the use of counselling skills as an adjunct to the provision of services in another field. Counsellors/volunteers require to have successfully completed the COSCA Counselling Skills Certificate of 120 hours or equivalent training.

An Organisational Companion Member is entitled to 2 votes and receives 1 copy of the COSCA Journal.

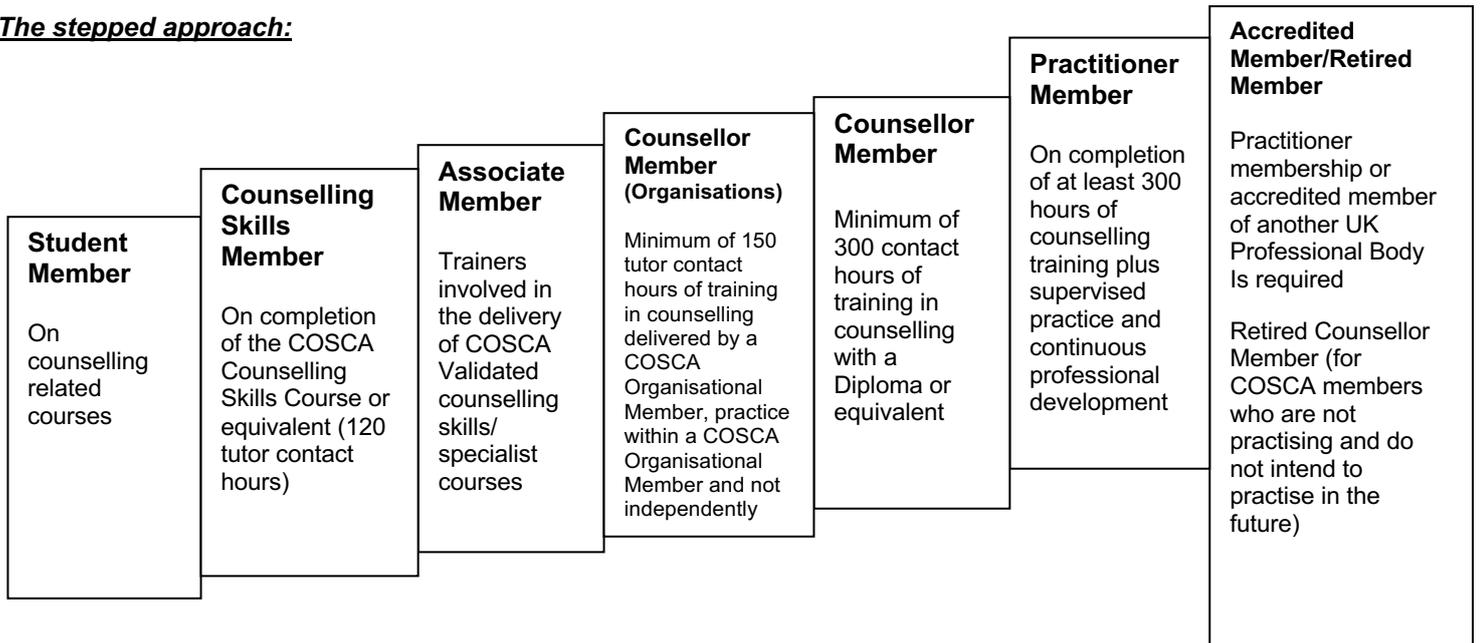
## Individual Membership of COSCA

COSCA wishes to offer membership categories which take account of, and give recognition to, individuals' actual practice of counselling/psychotherapy, use of counselling skills or the delivery of counselling/counselling skills/counsellor supervision training.

Following a stepped approach, COSCA's Individual Membership Categories reflect the above diversity and progression of individuals' practice within the counselling and psychotherapy and counselling skills field in Scotland.



**The stepped approach:**



**Please refer to detailed criterion below.**

## The Individual Membership categories

Applicants awarded the following categories of membership are not entitled to entry on the COSCA Register of Counsellors and Psychotherapists.

### ➤ **Student Member**

This category is open to students on counselling/psychotherapy courses. Student members may use the acronym SMCOSCA. Student Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

### ➤ **Counselling Skills Member**

This category is open to persons who have an interest in the use of counselling skills and the work of COSCA and who:

- ✓ have completed the COSCA Counselling Skills Certificate or equivalent (120 tutor contact hours)
  - ✓ are currently practising counselling skills e.g. as a befriender, mentor, advocate, mediator, nurse, mental health worker, social worker etc., or in informal settings with, for example, family, friends, and/or colleagues
- Counselling Skills Members may use the acronym CSMCOSCA.
  - Counselling Skills Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

### ➤ **Associate Member**

This category is for trainers who:

- ✓ are involved in the delivery of COSCA Validated counselling skills/specialist courses
  - ✓ have completed the COSCA Counselling Skills Certificate or equivalent (120 tutor contact hours).
- Associate Members may use the acronym ASMCOSCA.
  - Associate Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

### ➤ **Retired Membership**

This category is open to:

- existing members of COSCA (Counselling & Psychotherapy in Scotland) who will be retiring from the practice of counselling or psychotherapy and who reside in Scotland
- those whose membership of COSCA has lapsed within the last three years, who are not currently in practice and who do not intend to practise in the near future.

## **COSCA REGISTRANT CATEGORIES:**

Applicants awarded the following categories of membership are eligible for entry to the COSCA Register of Counsellors and Psychotherapists.

- Counsellor Member (Organisations)
- Counsellor Member
- Practitioner Member
- Accredited Members of COSCA

The Register is Accredited by the Professional Standards Authority – [www.professionalstandards.org.uk/accredited-registers](http://www.professionalstandards.org.uk/accredited-registers)

Only Registrants can make use of the PSA Accredited Register logo and other benefits of PSA Accreditation.

The names of all eligible COSCA members who meet the Register's requirements for entry are listed on the COSCA Register of Counsellors and Psychotherapists.

The Register can be accessed on [www.cosca.org.uk](http://www.cosca.org.uk) – 'Find a Counsellor' and information about the contents of entry on the Register are contained in the 'About the Register and Registrants' section of the Register. It is important that all applicants for membership make themselves aware of these contents before applying.

### ➤ **Counsellor Member (Organisations)**

This category is open to persons who:

- have successfully completed and received an award for integrated core training in counselling, psychotherapy that:
  - ❖ included a minimum of 150 tutor contact hours delivered by an Organisational Member of COSCA for the training of its counsellors
  - ❖ included a supervised practice placement of at least 60 hours as integral part of the training
- are currently practising as a counsellor with an Organisational Member of COSCA
- whose training and current involvement in counselling practice is endorsed by that organization
- have a current practice base of at least 5-8 hours per month with a supervision ratio of at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month
- undertake at least 15 hours of continuous professional development per annum that enhances and develops their counseling practice
- have the required insurance cover

This category of membership entitles you to practise as a counsellor/psychotherapist in organisations that are members of COSCA. It does not entitle you to practise independently as a counsellor.

- Counsellor Members (Organisations) may use the acronym CMOCOSCA.
- Counsellor Members (Organisations) are entitled to 1 vote and receive 1 copy of the COSCA Journal.

## ➤ **Counsellor Member**

This category is open to persons who:

- have successfully completed and received an award for core integrated training in counselling, psychotherapy that:
  - ❖ included a minimum of 300 cumulative contact hours of training in counselling, psychotherapy e.g. diploma or equivalent. The cohesive core of the above training needs to take place within a period of 5 years. Additional training needs to be in substantial and planned blocks, and clearly progressional from the core training
  - ❖ Included a supervised counselling practice placement of at least 100 hours as an integral part of the training and that was not included in the above 300 hours of training
  - ❖ Covered theory, skills, professional issues and professional development
- are currently practising as a counsellor and have a practice base of at least 5-8 hours per month with a supervision ratio of at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month
- undertake at least 18 hours of continuous professional development per annum that enhances and develops their counselling practice
- have the required insurance cover
- Counsellor Members may use the acronym CMCOSCA.
- Counsellor Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

## ➤ **Practitioner Member**

Applicants require to have **two years post** the successful completion of core training in counselling/psychotherapy.

This category is open to persons who:

- have successfully completed and received an award for core integrated training in counselling/psychotherapy that:
  - ❖ included a minimum of 300 cumulative contact hours of training in counselling/psychotherapy. The cohesive core of the training needs to take place within a period of 5 years.
  - ❖ Included a supervised counselling practice placement of not less than 100 hours, not included in the 300 cumulative contact hours of training
  - ❖ Any additional training was in substantial and planned blocks, and clearly progressional from the core training
- be currently practising as a counsellor/psychotherapist and have a current practice base of at least 8 hours on average per month
- have a cumulative practice base of 200 hours, with an average of 2 hours per week
- have a supervision ratio of at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month
- have achieved 54 cumulative hours of Continuous Professional Development with an average of 18 hours per annum over the last 3 years
- be committed to undertaking at least 18 hours of continuous professional development per annum that enhances and develops your counselling practice
- have adequate insurance cover for your counselling/psychotherapy practice
- this category is the gateway to accreditation as a Trainer (Diploma level) and accreditation as a counsellor/psychotherapist
- have the required insurance cover

- Practitioner Members may use the acronym PMCOSCA.
- Practitioner Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

### ➤ **COSCA Accredited Counsellor/Psychotherapist**

This category is open to persons who are Practitioner Members of COSCA (see above). Application for this category of membership is by applying for COSCA Accreditation as a Counsellor/Psychotherapists – [www.cosca.org.uk](http://www.cosca.org.uk) – Accreditation – Counsellor.

Training requirements for this category of membership:

Diploma Route:

- ❖ have successfully completed a COSCA validated Diploma or equivalent, in counselling or psychotherapy or

Combination Route:

- ❖ have formal core training of at least 300 hours and have considerable practical experience
- ❖ have several years practice under formal supervision at a minimum of 90 client hours per year

COSCA Accredited Counsellor/Psychotherapists under both of the above routes are required to:

- ❖ establish, maintain and develop a therapeutic alliance with clients
  - ❖ have a minimum of 450 hours of supervised counselling practice over 3 years (these hours should not be spread beyond a period of 5 years) with a supervision ratio of at least 1:12 or at least 1.5 hours in any calendar month for over 18 hours per month
  - ❖ have 2 years of supervised counselling practice at post qualifying level (average 90 hours per year and a minimum of 60 hours per year)
  - ❖ have an accumulative total of 54 CPD hours with an average of 18 hours over the last 3 years
  - ❖ demonstrate that they are reflective practitioners
  - ❖ be aware of their responsibilities and duties to practice ethically
  - ❖ have the required insurance cover
- Those who have been awarded this category of membership may use ACMCOSCA after his/her name
  - Accredited Counsellor/Psychotherapist Members are entitled to 1 vote and receive 1 copy of the COSCA Journal.

### ➤ **Accredited (BACP) Counsellor/Psychotherapist Member of COSCA**

- This category is also open to individuals who have achieved accreditation as a counsellor/psychotherapist with the British Association of Counselling and Psychotherapy (BACP) and have met BACP's requirements for counsellor accreditation
  - This category of membership must have the required insurance cover.
- These individuals are entitled to use the acronym ACMCOSCA/BACP.
  - Accredited (BACP) Counsellor/Psychotherapist Members of COSCA are entitled to 1 vote and receive 1 copy of the COSCA Journal.

## ➤ **Accredited (Other UK Professional Body) Counsellor/Psychotherapist Member of COSCA**

- This category is also open to individuals who have achieved accreditation as a counsellor/psychotherapist with another UK Professional Body and have met COSCA's requirements for counsellor accreditation as listed above under "COSCA Accredited Counsellor/Psychotherapist".
- These individuals are entitled to use the acronym ACMCOSCA/UKBody.
- Accredited (Other UK Professional Body) Counsellor/Psychotherapist Members of COSCA are entitled to 1 vote and receive 1 copy of the COSCA Journal.

## **Subscribers**

- ✓ Any person or organisation wishing to keep in touch with news and developments within the field of counselling/psychotherapy, the use of counselling skills and counselling supervision, may become a subscriber
- ✓ An Individual or Organisational Subscriber receives the COSCA Journal and all other general papers and mailings
- ✓ Subscribers are not members of COSCA and do not have voting rights. They are, however, encouraged to abide by COSCA's Statement of Ethics and Code of Practice but are not obliged to do so.

## **Becoming a COSCA Registrant/COSCA Member or COSCA Subscriber**

Membership application forms can be found on [www.cosca.org.uk](http://www.cosca.org.uk) – [Join COSCA](#). Only completed applications that include the fee, reference, supporting evidence, etc., will be considered.

Applications should be submitted electronically, where possible.

Membership and the transfer from one membership category to another is granted by COSCA's Corporate Affairs Group, which meets quarterly. Dates for submission of applications are noted on [www.cosca.org.uk](http://www.cosca.org.uk) – [Join COSCA](#). Applicants are informed of the outcome of their applications within 3 weeks of the meeting, unless there are extenuating circumstances. The COSCA office will be pleased to answer any queries regarding membership.

## Membership Fees

Please note that membership fees require to be paid at the time of submission of the application for membership.

COSCA membership runs for one year from date of awarding of membership, and is renewable annually. Membership fees can be found on membership application forms and also on [www.cosca.org.uk](http://www.cosca.org.uk) - [Fees](#)

Annual renewal of membership application forms are issued prior to the renewal date and, in order to renew membership, you are required to pay the membership fee by the renewal date.

It should be noted that, if the payment is not received by the due date your membership and any other standing dependent on membership (such as validation, accreditation or recognition) may lapse. In this case, application for Reinstatement to Membership may be required.

Members are required to notify COSCA of any changes to their details or circumstances that may relate to their membership.

If you would like to become a member of COSCA you can download application forms from our website: [www.cosca.org.uk](http://www.cosca.org.uk) - [Join COSCA](#) or contact our office.

## DIRECT PAYMENTS TO COSCA (Counselling & Psychotherapy in Scotland)

COSCA prefers you to make membership payment by direct payment to COSCA's bank.

Information on how to make direct payments can be found on the relevant membership application forms [www.cosca.org.uk](http://www.cosca.org.uk) – [Join COSCA](#). Apart from Subscriber and Student membership, concessions apply for those on a reduced income.

## Gift Aid & Donations

COSCA (Counselling & Psychotherapy in Scotland) is registered as a charity for Gift Aid, a means of reclaiming tax on donations received. COSCA is most appreciative of any financial assistance given to help it to continue its work in promoting counselling and psychotherapy in Scotland.

The relevant forms for Gift Aid can be found on the COSCA website: [www.cosca.org.uk](http://www.cosca.org.uk) – Volunteering & Donations – [Gift Aid Declaration](#).

The relevant form for making a donation to COSCA's work can be found on [www.cosca.org.uk](http://www.cosca.org.uk) – Volunteering & Donations – [Donating to COSCA](#)

COSCA thanks you for any consideration being given to this.

Please note that this leaflet is for information only and forms no contract or part of a contract with any person or representative.

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