

COSCA VALIDATION OF DIPLOMA COURSE IN COUNSELLING/PSYCHOTHERAPY VALIDATION APPLICATION

- Please note that Applicants require to use the current Guidelines and Application Forms for submission for Validation which offer detailed guidance on the criteria required and the application process. These can be found on the COSCA website www.cosca.org.uk under Validation/Diploma.
- Applications must be submitted electronically to the COSCA Development Officer jenny@cosca.org.uk. Any supplementary evidence such as the course handbook or publicity material must also be submitted electronically, either as attached Word or PDF files, shared folder or Zip file format. Any additional evidence must be clearly titled, indicating which of the application criteria it corresponds with.
- The deadline for validation submissions is April the 30th, August the 30th and December the 31st each year. The Development Officer can complete a technical check on request on applications and provide feedback if they are submitted at least four weeks in advance of the submission date. The Development Officer cannot comment on whether the standards have been met for validation to be awarded but can advise of any technical criteria that may have been missed.
- The Course Validation Panel will review your application at the next corresponding Course Validation Panel. Please ensure to factor in sufficient time as these are the submission deadlines rather than application review dates. For example, applications received in April will not be reviewed until late May and any outcome would not be received until early June at the earliest.
- Please note that you require to be a COSCA Organisational Member before being eligible to apply for Course Validation. Membership applications are reviewed on a quarterly basis; guidance on the process including application forms and submission deadlines can be found on the COSCA website under: Join COSCA/Organisational membership. Please ensure to factor in sufficient time to apply for organisational membership, and to evidence the application criteria required.
- Please note that if you wish to offer blended delivery of the course you must apply for approval for this alongside submission of your validation application. Please see the COSCA website under the heading 'Course Validation' and 'Blended Delivery' for information on blended delivery requirements and the approval application form. Approval forms must be submitted to the Course Validation Secretary: rozanne@cosca.org.uk
- For guidance or any queries in relation to the validation application process and criteria, please contact the COSCA Development Officer.

<i>Please complete the following:</i>
Organisation applying for Validation
Address
Post Code
Contact Person
Designation
Telephone Number
Email Address
Website
COSCA Organisational Membership No: (<i>Organisational Membership is a requirement</i>)
Title of Course
Core Orientation of Course
Please detail if academic validation has been awarded or applied for if relevant, specifying the academic level and awarding institution:
How many cohorts of participants have completed the course to be validated to date? (if relevant).

Please refer to the ***COSCA Validation and Revalidation of Diploma Courses in Counselling / Psychotherapy – Guidelines and Procedures*** for detailed guidance on each of the criteria required.

- The application must be augmented with supporting evidence detailing where each of the criteria have been met as indicated within the application. Your application must clearly identify where each of the required criteria is located within the documents submitted to support your application.
- For example, this might include and is not exclusive to evidence such as, a course handbook, timetable, publicity materials, policies and processes, participant assignments and marking key/rubrics etc. These should be submitted as electronic attachments.
- You must provide sufficiently detailed information about the course to be validated, in relation to each of the criteria identified.
- Please note that the Course Validation Panel must determine that your course handbook, course material and supporting evidence, including policies and procedures as required, have sufficiently met the criteria as below, prior to an award of Initial Validation being granted.
- The Course Validation Panel appreciates that courses are likely to be still under some construction at the point in time at which an initial validation application has been submitted. Accordingly, it recognises that some of the evidence submitted may still be at draft level.

It acknowledges that the course's content and requirements, assessment criteria, policies and processes, marketing materials and resources may be subject to change and may be influenced and impacted by factors including (but not exclusive to) : further market research, participant and trainer feedback, the requirements of credit rating bodies where relevant and indeed the feedback of the Course Validation Panel.

- Where changes have been made to any of the initial materials submitted during the application process courses are required to submit these to the Course Validation Panel for review.

SECTION 1: BACKGROUND INFORMATION**Please evidence how you comply with the following:**

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
1.2 Basic Pre-requirements			
1.3 Organisational Pre-requirements			

SECTION 2: DIPLOMA COURSE REQUIREMENTS**Please evidence how you comply with the following:**

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.1 Ethics and Code of Practice			

2.2 PUBLICITY OF COURSE AND RECRUITMENT OF TRAINERS

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.2.1 Publicity of course			
2.2.2 Recruitment of trainers			

2.3 COURSE AIMS AND OBJECTIVES

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.3.1 Course aims and objectives			

2.4 COURSE STRUCTURE

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.4.1 Duration of the Course			
2.4.2 Delivery method of the Course			
2.4.3 Balance of the Course			

2.5 SELECTION OF PARTICIPANTS

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.5.1 Counselling training			
2.5.2 Counselling experience			
2.5.3 Accreditation of Prior / Experiential Learning (APL/APEL)			

2.5.4 Individual Suitability			
2.5.5 Selection procedure			
2.5.6 Reasonable adjustments			

2.6 CORE COURSE CONTENT

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.6.1 Skills and Counselling process			
2.6.2 COSCA's Core competencies (including evidencing adherence to COSCA core competencies for working with children and young people if applicable)			
2.6.3 Theory			

2.6.4 Self Awareness and Personal Development			
2.6.5 Professional Responsibilities			
2.6.6 Group Work Requirements			

2.7 CONTRACTS AND PROFESSIONAL RESPONSIBILITIES

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.7.1 Participant Contract			
2.7.2 Group Working Agreement			

2.8 – 2.10 SUPERVISED PRACTICE PLACEMENTS

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.8 Practice placement hours			
2.9 Readiness for practice placement process			
2.10 Practice placement approval process			

2.11 SUPERVISION

COSCA Guidelines reference	Documentation	Page reference(s)	Section reference(s)
2.11.1 Supervision Requirements			
2.11.2 Ratio of Supervision			
2.11.3 Course specific supervision requirements			
2.11.4 Criteria for supervisors			
2.11.5 Recognition of supervisors			
2.11.6 Supervisors Contracts			
2.12 Roles and Responsibilities of the Training Provider/ Practice Placement(s)/ Student and Supervisor(s): The Four Way Contractual Agreement			

2.13 STAFFING

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
2.13.1 Staffing			
2.13.2 Accredited Trainer Requirements			
2.13.3 Ratio of trainers to participants			
2.13.4 Continuity of training/exit planning			
2.13.5 Role of trainers			
2.13.6 Approval of trainers			
2.13.7 Trainer Accreditation			
2.13.8 Quality assurance			

2.13.9 Assistant trainers			
2.13.10 Guest Lecturers			
2.13.11 Personal Tutors			
2.13.12 Administrative Staff			
2.13.13 Staff meetings			
2.13.14 Staff support and Supervision			
2.14 Optional course content			

SECTION 3 – PARTICIPANT ASSESSMENT

COSCA Guidelines reference	Documents	Page reference(s)	Section reference(s)
3.1 Organisation's External Assessor			
3.2.2 Communication of assessment processes and criteria			
3.3 Assessment Methods			
3.3.1 Counselling skills, counselling process and supervised practice placements			
3.3.2 Theoretical Knowledge			
3.3.3 Self-awareness and personal development			
3.3.4 Professional Responsibilities			
3.3.5 Written Assignments			

3.4 Optional components			
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3.5 Attendance of Participants			
3.6 Discontinuation of Participants			
3.7 Participant's Course Evaluation			

Declaration**I declare that:**

- To the best of my knowledge and belief the information provided in this application is an accurate reflection of the training provided by this organisation/agency.
- I accept responsibility for this organisation/agency abiding by the current and any future updated Guidelines and Procedure for the Validation and Revalidation of the specified course.
- I understand that a failure to disclose relevant information on application, during the process or the period of revalidation can lead to termination of the course validation.
- I understand that omitting to inform the CVP of any changes to and development of the course may result in validation being withdrawn.
- I understand that if our COSCA Organisational Membership lapses, or is terminated for any reason, COSCA Validation will cease in respect of this application.
- I will submit the Annual Monitoring Form annually.

Name of Contact Person**Signature of Contact Person****Designation****Organisation/Agency****Date**

The current payment structure for diploma validation can be found on the COSCA website under 'About Us/ Fees'

Payment

I am paying the Validation fee of:

Direct to Bank:

Virgin Money

Sort Code: 82 68 05

Account Number: 70174110

Date paid:

Cheque enclosed

Invoice required

Please add £2.00 service charge

The current payment structure for diploma validation can be found on the COSCA website under 'About Us/ Fees'

Please note that payment requires to be received before the Panel meeting date.

Please give invoice details if different from your own details.