

COSCA VALIDATION APPLICATION TO CHANGE EXISTING DELIVERY

Guidance- This application is for COSCA validated organisations who wish to make changes to their course delivery.

1. Course providers must inform COSCA of any changes to the delivery of a validated course via the change of delivery application process. The form is reviewed by the Course Validation Panel which will advise if the change has been approved or if further evidence may be required.

2. This must include reporting any changes in relation to; organisational structure, course titling, delivery venue, aims and objectives, theoretical base/ therapeutic approach, delivery structure, selection of participants, core course content, contracts policies and processes and credit rating and awarding body and assessment criteria.

Please note that any changes to organisational structure must be reported to the COSCA Administrator who may require further evidence to be submitted.

3. Please ensure that any change of delivery form is supplemented with the necessary information, for example a proposed updated course timetable, or sufficient information on any new proposed delivery venue. You should also ensure to include a clear rationale for the proposed changes.

4. Changes to the training team do not need to be reported through the 'Change to Existing Delivery' system, however all new trainers must be approved by submitting a non-accredited trainer approval form' to the COSCA Development Officer (unless the trainer is already COSCA Trainer Accredited respective to the level of the course being delivered).

5. Should you wish to deliver your course via blended or online (real time) delivery please see guidance on eligibility, the approval process and the application form on the COSCA website under Course Validation/ Blended Fully Online (real time delivery)

6. Forms and any queries regarding the change of delivery process must be submitted to the COSCA Development Officer: jenny@cosca.org.uk

The COSCA Development Officer will offer an initial review of proposed changes. COSCA reserve the right to require a new validation application to be submitted in instances where it is felt that the changes to the course are too substantive to merit a change of delivery application only.

7. Deadlines for submission to the Course Validation Panel are: April the 30th, August the 30th and December the 30th each year.

Please afford sufficient time for your application to be reviewed as the Panel meetings themselves are not held until May, late September/early October and late January respectively.

1. Details of COSCA Validated Organisation

Name:

Address:

Postcode:

Telephone:

Email:

2. Title of Validated Course:

Please give the title of the validated course. Please outline any proposed changes to the course title.

3. Proposed Changes to Organisational structure and delivery of the

course: *Please outline any proposed changes to the organisational structure. Should your organisation wish to propose a partnership arrangement - i.e. where you wish to deliver the course in partnership/on behalf of another COSCA member organisation- please identify the nature of the proposed changes here:*

4. Proposed Changes to Delivery Setting: *Please outline the proposed changes to the delivery setting (in person change of venue only).*

5. Course Structure and delivery schedule

Please outline any proposed changes to the course structure and delivery schedule.

Please ensure that if submitting a proposal for a condensed delivery structure that you clearly identify how the needs of the participants and trainers will be met with the revised delivery schedule (*for example with respect to ensuring that there is sufficient time for participants to consolidate their learning, for trainers to mark their assignments and so on*).

6. Selection of Participants

Please outline any changes to the course's eligibility criteria and how participants will be selected.

7. Course Aims and Objectives

Please outline any proposed changes to the course aims, learning and objectives.

8. Core Course content

Please outline any proposed changes to the core course content including any changes in relation to:

- Language
- Competencies
- Counselling skills and counselling skills practice
- Theory
- Self-awareness and personal development
- Professional responsibilities (including Ethics and Codes of practice)
- Group work requirements
- Supervised Practice Placements

9. Contracts, policies and processes

Please identify any proposed changes to the course's contracts, policies and processes

10. Credit rating and awarding body

Please outline any changes to the courses academic credit rating and awarding body

11. Assessment

Please identify any proposed changes to the course's assessment methods and criteria:

12. Declaration

I declare that:

- The above named organisation applies for the COSCA Course Validation, which it currently holds for the above named course, to be changed as detailed above.
- The above named organisation agrees to abide by COSCA's Course Validation Guidelines and Procedures for the delivery of the above course in the above location
- To the best of my knowledge and belief the information provided in this application is correct
- I understand that a failure to disclose relevant information in this application, during the process or during the period of validation can lead to termination of the course validation by COSCA
- I have the authority of the above named organisation to apply to COSCA for this extension of its validation

Signed:

Print Name:

Position in Organisation:

Date: