

## COSCA REVALIDATION APPLICATION FOR USE BY ALL COSCA VALIDATED PROVIDERS

### Revalidation Application Guidance

#### **Frequency and deadlines:**

1. Revalidation is required to be applied for 5 years from the date of initial validation being awarded.
2. The COSCA Development Officer (Individuals/Courses) will guide you as to your required deadline for submission of your revalidation application, which will coincide with the nearest available deadline for submissions to the Course Validation Panel.

#### **Remote and blended delivery re-approval:**

If the course has remote or blended delivery approval, then re-approval for remote or blended delivery must be applied for alongside the revalidation application submission.

The forms can be found on the COSCA website under Course Validation/ Blended Fully Online (Realtime Delivery).

#### **Aims and purpose of the revalidation process:**

1. The revalidation application offers an opportunity to report on any changes and developments in relation to the course over the last two years of the revalidation period, and to ensure that the standards for validation continue to be met.

It is an opportunity to identify any strengths and achievements of the course over the last two years of the revalidation period alongside identifying any areas for development and where relevant the courses response to this.

2. The form requires you to report on any changes and developments in relation to the course's organisational structure, academic validation, number of cohorts and successful participants completing the course, and its delivery team. The form can be found on the COSCA website under Validation /General.

## **Revalidation Criteria and Requirements:**

1. You are required to complete all sections of this application for each course to be revalidated.
2. The application should be written in a reflective, exploratory style and must include:
  - an internal evaluation report documenting the courses delivery and development and changes over the last two years of the revalidation period (please see section 3.2.1 for detailed guidance on requirements)
  - an external assessor's report(s) documenting delivery and development and changes over the revalidation period and specifying recommendations for revalidation (please see 3.2.2 for detailed guidance on requirements).
  - where relevant any evidence in support of the above; for example, this might include participant feedback forms, updated participant handbooks and resources, and/or updated course publicity materials for example.

## **Application submission**

1. The revalidation form and accompanying evidence should be submitted to the COSCA Development Officer (Individuals/Courses) [jenny@cosca.org.uk](mailto:jenny@cosca.org.uk) who undertakes a technical review to establish the completeness of the application and to identify any gaps to be filled. Please note that any decisions in relation to application outcomes reside with the Course Validation Panel.

## **Application review process:**

1. The application will be evaluated by the Course Validation Panel at the next meeting date after the course's validation application deadline. If the course is approved a letter of revalidation to the applicant is passed by the Development Officer (Individuals/Courses) to the Chief Executive for signing, then issued to the course. The Panel will offer feedback highlighting any identified strengths and areas of good practice for the course alongside identifying any areas for development.
2. If the course is not approved at this stage for revalidation, requirements are set by the Course Validation Panel, and a timeframe is given within which the requirement(s) need to be met. The course will drop to Conditional Validation, and the course directory will be updated to reflect this until such time that the requirements have been met and Full Validation has been restored. A letter stating the above information is passed to the Chief Executive for signing, then issued to the course.
3. If the course continues not to meet the requirement(s) as set by the Course Validation Panel for revalidation, a quality assurance visit may be carried out by a COSCA Assessor (CA). The CA reports directly to the Development Officer (Individuals/Courses). Based on the COSCA Assessor's report, the Course Validation Panel reaches a decision.

If the course is approved at this point a letter of revalidation is passed by the Development Officer (Individuals/Courses) to the Chief Executive for signing, then issued to the course. If the course is not approved at this stage requirement are set and the course is given a timeframe within which the requirements need to be met.

4. After the deadline for meeting the requirements has passed, the Course Validation Panel reaches a decision and, via the Development Officer (Individuals/Courses), passes a letter to this effect to the Chief executive for signing, then issuing to the course. In considering the application for renewal, COSCA reserves the right to seek further information or clarification and COSCA reserves the right to carry out a quality assurance visit at the course's expense.

COSCA reserves the right to withdraw validation entirely where validation standards continue not to be met by courses and to refuse any further applications for validation and revalidation.

5. Applicants wishing to appeal against the decision of the COSCA Validation Panel can do so through the COSCA Appeals Procedure. The appeal must be submitted within three months of the decision being made. [www.cosca.org.uk](http://www.cosca.org.uk).

#### **Payment:**

The fee for COSCA Validation requires to be submitted with the application and payment requires to be made prior to the Panel meeting. For Validation fees please see the COSCA website under 'About Us'.

Please tick the appropriate box:

- ☐ **COSCA Counselling Skills Certificate Course**
- ☐ **Other Counselling Skills Certificate Course**
- ☐ **Diploma Course**
- ☐ **Specialist Course**
- ☐ **COSCA Counselling Supervision Course**
- ☐ **Other Counselling Supervision Course**

Please provide name of Course and Section/Module for Revalidation

Please state if also applying for renewal/approval of Blended/Fully Online (Real Time) Delivery.

Applications should be sent separately and before the submission deadline of your revalidation application to COSCA's Course Validation Secretary: [rozzanne@cosca.org.uk](mailto:rozzanne@cosca.org.uk)

YES

NO

Date of Expiry of Current Validation

Name of Organisation

Address

Post Code

Name and role of Contact Person

Telephone No.

Email address

Membership Number of Organisation

## 1. Organisational Structure

Please indicate the nature and impact of any changes to the constitution/memorandum and articles/structure of the organisation/agency since COSCA validation was previously awarded, (or since the completion of the most recent Annual Monitoring Form, whichever is most recent).

## 2. Academic Validation

Please give details of any academic validation you may have for the Course and any changes here, e.g. SCQF level and credit rating, awarding body, etc.

### 3. Evaluation Procedures

3.1 Please identify and describe the organisation's evaluation procedures for monitoring the Course.

#### 3.2.1 Please enclose your organisation's most recent internal evaluation report of the course

Report enclosed ☐ (please tick to confirm)

#### **Internal Evaluation Report guidance:**

1. An internal evaluation report should be written by an individual with significant involvement in the course's delivery. The report must have a reflective and exploratory style and clearly identify the course, its trainer's and its participant's experience of its delivery over the monitoring period.
2. It must document any developments and changes to the course over the monitoring period.
3. Courses must report and reflect on the following criteria, across the previous two years of course validation:
  - The organisation's evaluating procedures for monitoring the course
  - The nature and impact of any changes to the course; for instance, with regards to structure, content, delivery, learning outcomes and assessment methods
  - The ways in which the course learning outcomes are monitored and reliably assessed
  - Key achievements and strengths of the course; for instance, with regards to academic validation, increased participant interest and take up of the course, participant retention levels, support for participants with additional support needs, positive feedback from participants, positive publicity, published research, achievements of participants/former participants, employment secured by former participants within the counselling/psychotherapy field and achievements of its trainers
  - Interpersonal dynamics of the delivery team and staff culture, trainer/participant dynamics

- Quality assurance issues and challenges experienced by the course and how the difficulties identified were resolved
- Critical feedback from course participants and how it was responded to
- Feedback from external assessor and how it was responded to
- Any other areas identified for development
- Any other relevant information regarding the course.

### 3.2.2 External Assessors Report guidance:

1. The organisation's External Assessor is required to visit the COSCA validated course to observe and assess its delivery, review a sample of participant assignments and their marking/feedback and to speak to the course's trainers, staff, participants and any other relevant staffing and to complete an assessment report.
2. The external assessor may use their own reporting template or use the COSCA proforma which offers guidance on the criteria the COSCA Development Officer/ Course Validation Panel will be looking to verify. Please see the COSCA website under 'Validation/General' for the document 'Guide to External Assessor Report to COSCA'.
3. The external assessor is required to comment on their experience of the course's delivery and development over the last two years of the revalidation period and to make its recommendations as to whether revalidation should be awarded. Please see the COSCA website under course validation for the 'guide to the appointment of an external assessor' for further guidance on the external assessor appointment and requirements here.
4. Where the external assessor identifies any areas of development and/or makes recommendations in relation to the course, the validation application and/or the internal evaluation report must refer to this and evidence any follow-on actions that have been taken or will be taken in response to this feedback.

#### External Assessor's Details and Report

Please supply details of your External Assessor

Name

Address

Post Code

Telephone No.

Email address

Please attach your external assessors report

Report attached ☐

#### 4. Outcomes of Evaluation

Please describe details of any development of the course that has occurred through the organisation's evaluation processes over the last two years of the revalidation period.

#### 5. Other Relevant Developments

Please describe details of any other relevant developments of the course

## 6. Current Course Trainers

To obtain Full Revalidation, the core training team must have at least one COSCA accredited trainer at the appropriate level (Certificate or Diploma level).

All non COSCA accredited trainers involved in the delivery of the course are required to complete and submit for approval the Non-COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated Course – [www.cosca.org.uk](http://www.cosca.org.uk) – Validation – General. If they have been delivering training for 2 years or more, they must be COSCA accredited in order for Full Validation to be awarded.

Please provide the details of current trainers requested in **Appendix 2: Details of Current Trainers**.

Application to deliver training form(s) enclosed ☐

Appendix 1 enclosed ☐

Appendix 2 enclosed ☐

## 7. Number of Cohorts

How many cohorts of participants have completed the course to be revalidated to date?

## 8. Changes to Diploma level validation guidelines

COSCA recently informed training providers of changes to our Diploma level validation guidelines (August 2026). As communicated, courses will have two years to implement the required changes, with the changes required to be actioned by August 31<sup>st</sup>, 2028, at the latest. All courses applying for revalidation after August the 31<sup>st</sup> 2028 will be required to meet the updated validation requirements.

Compliance with the required changes will be verified via self-assessment methods through the annual monitoring process and the revalidation application process post August the 31<sup>st</sup> 2028.

Should you require any further guidance and support regarding the above please contact the COSCA Development Officer ([jenny@cosca.org.uk](mailto:jenny@cosca.org.uk))

**In line with the recent communicated changes, you must confirm that your course, trainers and relevant staff:**

- Have received and read the newsletter confirming the above changes ☐
- Have read the updated validation guidelines ☐



- Are prepared to work towards the required changes within the above timeframe ☐

Please indicate -where relevant- any areas in which your course may already be compliant with the required changes and/or where your course already may be in the process of developing and implementing the required changes: ☐

## 9. Declaration

I declare that:

- to the best of my knowledge and belief, the information provided in this form is an accurate reflection of the training provided by this organisation/agency including the Blended/Fully Online (Real Time) delivery i
- I accept responsibility for this organisation/agency abiding by the current and any future updated Guidelines and Procedures for the Validation and Revalidation of the specified Course
- I understand that a failure to disclose relevant information during the process or the period of validation can lead to termination of the course validation
- I understand that by 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 Organisational Membership of COSCA lapses, or is terminated for any reason, COSCA Validation will cease in respect of this application
- I will submit the Annual Monitoring Form by 31 October each year.

Name of Contact Person (please sign)

Name of Contact Person (please print)

Designation within the Organisation

Name of the Organisation

Date

Revalidation application submission dates are on [www.cosca.org.uk](http://www.cosca.org.uk) – Validation – General.

Your application alongside supporting evidence should be submitted electronically to the COSCA Development Officer Individuals/Courses: [jenny@cosca.org.uk](mailto:jenny@cosca.org.uk)

Validation Fees are available on [www.cosca.org.uk](http://www.cosca.org.uk) - About Us/Fees.

## Payment

I am paying the revalidation and approval (if applied for) fee(s) of:

Direct to Bank: ☐

Virgin Money

Account Name: COSCA

Date paid:

Sort Code: 82 68 05

Account Number: 70174110

Cheque enclosed ☐

Invoice required ☐

*please add £2.00 service charge*

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

*Please give invoice details if different from your own details.*