



COSCA (Counselling & Psychotherapy in Scotland)

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COSCA VALIDATED COURSES

EXTERNAL ASSESSOR REPORTING TEMPLATE

NOTES

- This pro-forma is offered as a template for the External Assessor to use when producing their External Assessor Report. This reporting template may be used to accompany validation submissions, revalidation applications, and annual monitoring submissions as appropriate.
- 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. The external assessor should be sufficiently familiar with COSCA validation requirements. Validation guidelines can be found on the COSCA website under validation and the relevant course category.
- It is not a requirement from COSCA that this pro-forma be used. Where using their own assessment report assessor's must ensure to evidence the criteria as included within the present proforma.
- Please use N/A for parts that have not been addressed as part of the evaluation.
- For guidance on external assessor requirements please see the COSCA website and the document 'Guide to the appointment of an External Assessor'. This can be found under the relevant validation section e.g. Certificate or Diploma level.
- Should the report cover more than one course delivered by the training provider, this must be clearly indicated, and the external assessor must ensure that there is sufficient evidence provided for each course.

Please indicate where any additional information is included and clearly mark all additional paperwork with the relevant Section number.

GENERAL INFORMATION	
Name and Address of External Assessor:	
Telephone:	
Email:	
Organisation Providing Training:	
Title of course(s) assessed:	
Contact Person within Organisation:	
Date of Submission of Report:	

1. Course requirements, Ethics and policies and procedures

1.1 Please comment on the methods through which participants had received information in relation to course requirements, COSCA Statement of Ethics and Codes of practice and the courses policies and procedures.

This should include the course's equality diversity and inclusivity policy, group working agreement, discontinuation, appeals and complaints procedure and information in relation to your role and accessibility. For Diploma level courses this should also include the student contract, readiness for practice placement processes and the 4-way agreement.

1.2 Please comment on your experience of the suitability of the above arrangements and how effectively the above is communicated to participants?

1.3 Where relevant please comment on your experience of the consistency and robustness of the above contracts, policies and processes and of their application in relation to participants.

Where any participants have been discontinued during from the course during the reporting period you must comment on whether the stated sequence of processes was followed and how consistently this was applied with the course's other policies and processes.

This should include the participant contract (where relevant), group working agreement, equality, diversity and inclusivity, readiness for practice placement process and the 4-way agreement (where relevant).

2. TRAINERS, STAFFING AND COURSE DELIVERY

2.1 Please identify the role and involvement of the trainers on the course(s). Does this meet validation requirements in relation to the trainer's suitability, participant trainer ratios, and accredited trainer requirements:

2.2 Please give details of any contact you had with trainers and the outcomes of this. You must comment on the trainer's reported experience of delivering the course and your sense of the interpersonal dynamics within the training team and organisation, the staff culture and trainer/participant dynamics:

2.3 Please give details of, and comment on, any training sessions you observed. Please comment on how familiar the trainers were with the activity(s) and the aims, objectives, learning outcomes and content of the course and its assessment criteria where relevant:

2.4 Were the activities you observed in keeping with the courses stated therapeutic approach, aims, objectives and learning outcomes?

2.5 Please comment on your experience of their delivery of the course and of its efficacy. You must comment on how well the trainers worked as a team, and participant trainer dynamics.

You must comment on how effectively you think they met the needs of the group. This should include, where relevant, how attuned they were to difference and diversity within the participant group and any individual needs, such as in relation to additional support needs and the implementation of any reasonable adjustments, whilst endeavouring to meet the needs of the group as a whole.

2.6 Please give details and comment on any contact you had with any other staffing on the course:

2.7 Please comment on the support, supervision and development opportunities offered to trainers and how sufficient you think these arrangements are:

3. PARTICIPANTS

3.1 Please give details of, and comment on, any time you spent with participants. Please identify any participant feedback in relation to the course and its delivery and where relevant how effectively the participant felt that the course responded to their feedback.

4. ASSESSMENT

4.1 Please comment on the course's assessment arrangements including identifying how the courses assessment criteria and methods are communicated to participants. How clearly do you think these arrangements are communicated and understood by the course's participants and trainers and any other relevant parties (e.g supervisors, practice placement providers)?

4.2 Please comment on the courses arrangements for monitoring and evaluating its assessment criteria, methods, and arrangements. Please comment on their suitability and efficacy. This should include identifying the courses arrangements for the standardisation and moderation of participant assignments:

4.3 You must review a sample of participant assignments and feedback.

Please give details of, and comment on, any participant assignments you viewed (including tutor marking and comments). Was the assignment marking and feedback sufficiently clear and supportive to progressive participant development and in keeping with the course's stated therapeutic approach, its intended aims, learning outcomes and stated academic level, where relevant?

4.4 Did the course's marking appear to be fair and consistent and were the course's trainers in agreement surrounding assessment outcomes?

4.5 Were reasonable adjustments (where appropriate) applied effectively? Did the process of participant assessment appear to be consistent with other course policies and processes such as equality, diversity and inclusivity, the student contract, discontinuation processes and readiness for practice placement processes where relevant?

4.6 Please comment on the course's appeals process re marked assignments and how suitable and effective you believe these arrangements are:

5. COURSE MANAGEMENT

5.1 Please comment on the methods through which the course is monitored and evaluated. How sufficient do you think these arrangements are?

5.2 Where any quality assurance and challenges were identified by the course, please identify the nature of these challenges. How sufficiently you believe the course has responded to these issues?

5.3 Please comment on the nature and impact of any changes to the course during the monitoring period; for instance, with regards to its structure, content, delivery, trainers, learning outcomes and assessment methods.

5.4 Please give details of, and comment on, any occasions when you have been required to fulfil your role as course moderator

6. RESOURCES

6.1 Please comment on the setting and resources available indicating if you consider them satisfactory for the training being delivered. Please comment on how consistent the courses setting and resources are with the course's stated policies and processes in relation to equality diversity and inclusivity.

7. OVERALL VIEW OF COURSE

7.1 Please comment on your overall view of the course and its delivery:

8. ADDITIONAL COMMENTS AND RECOMMENDATIONS

8.1 Please provide any additional comments or recommendations for the course and its delivery where relevant.

If the report has been completed to supplement a validation application or revalidation submission, please ensure to identify clearly whether you are in support of the course being awarded validation or revalidation or not. You must summarise the reasons for your decision including identifying any recommendations for development for the course and its delivery.

Signature:

Name
(Please print):

Date: