



COSCA (Counselling & Psychotherapy in Scotland)
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Non-COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated:

☐ **Diploma Course, Course at Diploma Level, Counselling Supervision Course or Specialist Course at Diploma Level**

☐ **Counselling Skills Course or Specialist Course at Certificate Skills Level**

In COSCA's view, suitably qualified and experienced counsellors and counselling skills practitioners should be given opportunities to develop their skills as trainers on COSCA validated courses.

However, to ensure our training standards are met, we require all those who are not COSCA accredited as trainers to be given approval by COSCA as non-accredited trainers **prior** to their involvement in the delivery of a COSCA validated course.

Please note: In order to meet the terms of the validation guidelines, non-accredited trainers must be prepared to work towards COSCA Trainer Accreditation within 2 years of commencing delivery of the course (even if it is on a freelance or sessional basis), (not 2 years from submission of this application to deliver training form). Accordingly, trainers' providers must ensure that trainers are given sufficient opportunity to gain the necessary training experience to meet the required accreditation criteria.

Courses **must** ensure that non-accredited trainers have a Scottish address and practice base as this will be required for eligibility for COSCA membership and trainer accreditation. Trainers will be required to apply for COSCA membership to be eligible to apply for COSCA trainer accreditation (*A minimum of associate or counsellor level membership is required for Certificate level accreditation and practitioner or accredited level membership is required for Diploma level accreditation*).

At the request of COSCA validated training providers, non-accredited trainers are required to use this application form to apply for the above approval. The validated training provider requires to submit completed application forms to COSCA for approval.

It is normally the role of the Development Officer to review the documents against the criteria set and, if all is in order, confirmation of approval of the non-COSCA Accredited trainer will be issued to the training provider.

If the approval form does not meet the criteria set out or requires clarification or further information, the Development Officer (or other member of staff) will contact the training provider to address this within a set deadline.

If, however, the information provided does not meet the criteria or is not provided within the deadline, such approval of the non-COSCA Accredited trainer will not be issued and the training provider will be notified accordingly.

Following approval being given by COSCA, non-accredited trainers who are involved in the delivery of a COSCA validated course (even if it is on a freelance or sessional basis) for more than 2 years prior to the revalidation deadline must be COSCA accredited (Certificate or Diploma level) by the point of revalidation, that is within 5 years of the organisation's award of Initial Validation.

1. Personal Details of Non COSCA Accredited Trainer

Surname:	
First Name:	
Address:	
Email address:	
Telephone No.:	

2. Course(s) for which Approval is Requested

Title of Course(s):	
Validation Level: (Diploma/Skills)	
Name of COSCA Validated Training Provider:	
Contact Person within that organisation:	
Address:	
Email address:	
Telephone No.:	

3. Core Training/Theoretical Knowledge

NOTE: Please complete only the section below that applies to the course that you will be delivering

3.1 Diploma Courses, Diploma Level Courses, Specialist Courses at Diploma Level, Counselling Supervision Courses

Criteria

You must have successfully completed a COSCA validated diploma or equivalent in counselling or psychotherapy.

N.B: Trainers may have a theoretical base or orientation and qualification which is different from that stated by the course however they must have a sufficient understanding of the course's theoretical approach, and how this underpins counselling practice. When such a situation occurs, it should not affect the theoretical balance of the course.

Evidence

The successful completion of a COSCA or equivalent diploma in counselling/psychotherapy, giving the name, month and year of the qualification award, provider and location of the course, with relevant evidence of certification.

3.2 Counselling Skills Courses and Specialist Courses at Counselling Skills Level

Criteria

You must have successfully completed the COSCA Counselling Skills Course or equivalent.

Evidence

The successful completion of the COSCA Counselling Skills Course or equivalent, giving the name, month and year of the qualification award, provider and location of the course, with relevant evidence of certification.

4. Experience as a Counsellor/Counselling Skills Practitioner

4.1 Diploma Courses, Diploma Level Courses, Specialist Courses at Diploma Level and Counselling Supervision Courses

Criteria:

You must be a qualified and practising counsellor with at least 2 years supervised post qualifying experience as a counselling/psychotherapy practitioner.

Evidence:

A statement of your supervised counselling practice over the last two years, showing the number of practice hours per annum and the work setting e.g. agency/private.

4.2 Counselling Skills Courses and Specialist Courses at Counselling Skills Level

Criteria:

You must be a qualified and practising counselling skills practitioner with at least one-year post-qualifying experience.

Evidence:

A statement of your current practice of counselling skills over the last year. This could be, for example, 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.

Applicants providing information on their use of counselling skills in informal settings are encouraged to distinguish their use of counselling skills as learned from the COSCA Certificate or from the helping relationships they had prior to doing the above Certificate.

5. Experience as a Counselling Supervisor (Counselling Supervision Course)

Criteria:

You must have:

- ✓ 450 hours of counselling practice experience over a maximum of 4 years
- ✓ 200 hours of supervised supervision practice over a maximum of 4 years
- ✓ Currently in practice as a counsellor and supervisor
- ✓ Training in supervision (this may be formal or informal; if informal, some account must be given as to how this has taken place)

Evidence:

- ✓ a statement of your supervised counselling practice over the last 2 years showing the number of practice hours per annum and the work setting, e.g. agency/private
- ✓ a statement of your work as a supervisor over the last 2 years

6. Experience of providing training events or workshops

Criteria:

You must have experience of providing training events or workshops.

Evidence:

A statement of your experience of providing training events or workshops within the last 5 years and having some experience of large group facilitation.

7. COSCA Membership and Trainer Accreditation

Will you be eligible to apply for membership of COSCA and COSCA Trainer Accreditation within 2 years of being awarded approval as a non-accredited trainer. Please see www.cosca.org.uk under accreditation/trainer and membership/individual.

Please note that this requires having a Scottish address and practice base.

Yes ☐

No ☐

If No, please give details below.

8. Relevant Academic and Professional Training Qualifications/Courses

Do you have any academic and/or professional training qualifications that are relevant to your role as a trainer?

Trainers do not require to have a recognised training for trainers' qualification at the point of approval for delivery, however they will be required to complete this prior to application for trainer accreditation.

For a list of eligible training for trainers' qualifications please see the COSCA Trainer Accreditation application form and guidelines Appendix 2: Alternative Trainer Qualifications in the COSCA Trainer Accreditation application form and guidelines (Diploma Level) which can be found on the COSCA website under accreditation/trainer

Yes ☐

No ☐

If yes, please provide evidence, e.g. copy of qualification

Evidence enclosed: ☐

9. Other Relevant Experience

Do you have other experience relevant to your role as a trainer?

Yes ☐

No ☐

If yes, please give details below.

10. Membership of Relevant Professional Bodies

Are you currently a member of any relevant professional bodies?

Yes ☐

No ☐

If yes, please give details below.

11. Professional Practice

Information given below will not necessarily exclude you from being approved as a nonaccredited trainer.

- Have you had membership of any professional counselling/psychotherapy body withdrawn?

Yes ☐

No ☐

If your answer is **YES**, please give details.

- Do you have any criminal convictions (unspent) under the Management of Offenders (Scotland) Act 2019, or proceedings pending against you? YES NO

Yes ☐

No ☐

If your answer is **YES**, please give details.

- Do you have any professional complaint or disciplinary proceeding brought against you which was successful or is currently pending?

Yes ☐

No ☐

If your answer is **YES**, please give details.

- Have you ever been listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

Yes ☐

No ☐

If your answer is **YES**, please give details.

- Are you currently listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

Yes ☐

No ☐

If your answer is **YES**, please give details.

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Non COSCA Accredited Trainer:

I have passed this form to the COSCA Validated Training Provider, who will send it direct to COSCA (Counselling & Psychotherapy in Scotland).

Print Name: (Non Accredited Trainer)	
Signature: (Non Accredited Trainer)	
Date application form passed to COSCA Validated Provider:	

COSCA Validated Trainer Provider:

Name of COSCA Validated Provider:	
Contact Person within that Organisation: (print)	
Contact Person within that Organisation: (signature)	
Date application form passed to COSCA:	