

ANNUAL MONITORING FORM FOR ALL COSCA VALIDATED COURSES

ANNUAL MONITORING PROCESS

The information below is offered to help you to complete the Annual Monitoring Form (AMF).

1. You may complete the form in relation to all of your validated courses, or submit an individual form for each of your validated courses. Should the form cover all of your validated courses, you must ensure that there is a sufficient level of information provided respective to each validated course.
2. COSCA requires the form to be completed, even where the validated course has not been delivered over the monitoring period. It is a requirement of continued Validation that during the period of Full Validation, training providers complete the Annual Monitoring Form (AMF) and return it to COSCA by the 31st October each year.
3. This proforma provides COSCA with a means to ensure that the standards achieved at the point of Full Validation are maintained during its entire period. It also gives training providers a valuable opportunity to monitor their own activities and outcomes and update COSCA on any changes to their courses.
4. The form must be accompanied by an internal or external assessor's report, or both may be submitted. At least every third annual monitoring year an external assessor's report must be submitted, and it is recommended that an external assessor's report is completed yearly where possible.
5. 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'.
6. If submitting an internal assessor's report (i.e., 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 trainers' and its participants' experience of its delivery over the monitoring period. It must document any developments and changes to the course over the monitoring period.
7. The length of the detail included within the application form and related reports is variable, but it is essential that all parts of the form are completed, and that sufficient information is provided.

8. COSCA will send a reminder of the annual monitoring form submission six weeks before the deadline of 31st of October. Forms should be submitted, electronically to our Assistant Administrator: ashleigh@cosca.org.uk Should you have any queries regarding the annual monitoring process please contact the COSCA Development Officer Individuals/Courses: jenny@cosca.org.uk
9. The COSCA Assistant Administrator, or the Course Validation Panel in the first year of annual monitoring will review the monitoring submission and indicate if any further information may be required.
10. Should the evidence as requested by the COSCA Assistant Administrator as part of the annual monitoring process continue to fail to be evidenced without reasonable explanation, COSCA may carry out a quality assurance visit to the course. The course may drop to Conditional Validation until such time that the outstanding criteria has been evidenced. The cost of this visit will be borne by the training provider and not COSCA.
11. For newly validated courses submitting their first Annual Monitoring Form, this will be reviewed by both the Development Officer and the Course Validation Panel, following the above process.
12. COSCA will acknowledge receipt of the AMF once it has been received. Forms should be submitted electronically to our Assistant Administrator: ashleigh@cosca.org.uk Should you have any queries regarding the annual monitoring process please contact our Development Officer jenny@cosca.org.uk
13. For newly validated courses submitting their first Annual Monitoring Form, this will be reviewed by both the Development Officer and the Course Validation Panel, following the above process.
14. Please note that the annual monitoring process requires you to update COSCA on any changes and developments to your course(s), but this does not replace the 'Change of Delivery' process.

Course providers must inform COSCA of any changes to the delivery of a validated course. This must include any changes in relation to the course titling, credit rating and awarding body, therapeutic approach, delivery structure, delivery venue, aims, objectives, learning outcomes, rationale, theoretical base/ therapeutic approach and delivery team.

It is a requirement of validation that applicants inform COSCA in advance about plans to make any changes in relation to the above. This is to be carried out in the first instance by completing the 'COSCA Validation Application to Change Existing Delivery' which can be found on the COSCA website under Validation/General, followed by documenting changes in the present 'Annual Monitoring Form'.

**ANNUAL MONITORING FORM
FOR ALL COSCA VALIDATED COURSES**

Please complete this Section and Sections 1 – 8.

Please ✓ the appropriate box:

Number of cohorts

- | | | |
|--------------------------|--|----------------------|
| ☐ | COSCA Counselling Skills Certificate Course | <input type="text"/> |
| ☐ | Other Counselling Skills Certificate Course | <input type="text"/> |
| ☐ | Diploma Course | <input type="text"/> |
| ☐ | Specialist Course | <input type="text"/> |
| ☐ | COSCA Counselling Supervision Course | <input type="text"/> |
| ☐ | Other Counselling Supervision Course | <input type="text"/> |
| ☐ | Further Steps in Counselling Skills Course –Vol 1 | <input type="text"/> |
| ☐ | Group Counselling Skills Course | <input type="text"/> |

Name of Course(s) for which this ANNUAL MONITORING FORM is being completed:

Period of Monitoring Covered by this Form *(Covering previous year of COSCA membership)*

From:	<input style="width: 90%;" type="text"/>
To:	<input style="width: 90%;" type="text"/>
Name of Organisation:	<input style="width: 90%;" type="text"/>

Name of Contact Person:	<input style="width: 75%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>
Postcode:	<input style="width: 95%;" type="text"/>
Telephone:	<input style="width: 95%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>
Website:	<input style="width: 95%;" type="text"/>

1. Please provide the total number of participants (both successful and unsuccessful) completing the course during this period of Annual Monitoring. (Please tick box where appropriate.)

Please note the minimum number required to commence a validated course is 9. If the number of participants on courses that have already started drops to less than six, the course should be either cancelled or deferred, or delivered outside of the validation system. The Development Officer must be informed should the required participant numbers not be met.

COSCA Counselling Skills Certificate Course:

Module 1 No. of Participants Started module: Successful Unsuccessful Still undertaking module

Module 2 No. of Participants Started module: Successful Unsuccessful Still undertaking module

Module 3 No. of Participants Started module: Successful Unsuccessful Still undertaking module

Module 4 No. of Participants Started module: Successful Unsuccessful Still undertaking module

Other Counselling Skills Certificate Course:

No. of Participants Started course: Successful Unsuccessful Still undertaking course

COSCA Diploma Course:

No. of Participants Started course: Successful Unsuccessful Still undertaking course

COSCA Specialist Course:

No. of Participants Started course: Successful Unsuccessful Still undertaking course

COSCA Counselling Supervision Course:							
No. of Participants Started course:	<input type="text"/>	Successful	<input type="text"/>	Unsuccessful	<input type="text"/>	Still undertaking course	<input type="text"/>
Other Counselling Supervision Course:							
No. of Participants Started course:	<input type="text"/>	Successful	<input type="text"/>	Unsuccessful	<input type="text"/>	Still undertaking course	<input type="text"/>
Further Steps in Counselling Skills Course – Vol 1							
No. of Participants Started course:	<input type="text"/>	Successful	<input type="text"/>	Unsuccessful	<input type="text"/>	Still undertaking course	<input type="text"/>
Group Counselling Skills Course							
No. of Participants Started course:	<input type="text"/>	Successful	<input type="text"/>	Unsuccessful	<input type="text"/>	Still undertaking course	<input type="text"/>

2. You are required to submit Participant Registration forms for all COSCA Validated Course participants.

Have all participants previously been registered with COSCA according to the COSCA Validation and Revalidation Guidelines and Procedures?

If not, please give the reasons for this and submit the required forms as soon as possible – www.cosca.org.uk – Validation – General – COSCA Registration of Participants Form.

**Registration forms should be submitted to the Course Validation Secretary
rozanne@cosca.org.uk**

Please also indicate when these registration forms will be submitted to COSCA.

YES ☐

NO ☐

3. You are required to submit a 'Change of Delivery' application to report changes to the delivery of a validated course. This must include any changes in relation to the course titling, credit rating and awarding body, therapeutic approach, delivery structure, delivery venue, aims, objectives, learning outcomes, rationale, theoretical base/ therapeutic approach.

Please indicate whether these forms if required have been submitted below.

If not, please give the reasons for this and submit the required forms as soon as possible – www.cosca.org.uk – Validation – General – Change of Delivery Form

**Change of Delivery forms should be submitted to the COSCA Development Officer
jenny@cosca.org.uk**

Please also indicate when these registration forms will be submitted to COSCA.

YES ☐

NO ☐

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

5. Please give details of any changes to the academic validation you may have for the above course.

6. Selection of Participants: Please comment on any changes to the course's eligibility criteria and how participants will be selected.

7. Course Structure and Delivery Schedule: Please comment on any changes to the course's structure and delivery schedule.

8. Course Aims and Objectives: Please comment on any changes to the course aims, learning and objectives.

9. Contracts, policies and processes: Please comment on any changes to the course's contracts, policies and processes

10. Core Course Content:

Please comment on any changes to the core course content including any changes in relation to:

- **Competencies**
- **Aims and Learning outcomes**
- **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**

11. Assessment- Please identify any changes to the course's assessment methods and

12. Course Monitoring and Evaluation Procedures- Please identify any changes to the course's monitoring, evaluation and quality assurance processes.

13 Participant's Course Evaluation:

You must confirm that you have passed Course Evaluation Forms to participants on your course. (Please refer to Validation and Revalidation Guidelines and Procedures)

YES ☐

NO ☐

14. Evaluation Report

Evaluation Report Guidance:

1. COSCA requires that you produce a written evaluation report on the course on an annual basis. The evaluation report can be from you, the training provider, any other appropriate members of the staff team in the last accounting period, and your external assessor.

2. Whilst it is not a requirement to submit a new external assessor's report each year alongside your annual monitoring submission, training providers must ensure that external assessment of the course is undertaken regularly and certainly within a period of 3 years, including the review of participants' assignments.

3. Internal assessment should be considered as an addition to, rather than a replacement of, the external assessment process.

4. External Assessors may use COSCA's 'Guide for the External Assessors Report Template' or utilise their own preferred reporting format.

External assessment reports may cover multiple courses delivered by the training provider, but must contain an appropriate level of information relevant to the specific course applying for annual monitoring.

5. Regardless of whether the report is submitted by the training provider, members of the training staff team, it should be reflective and exploratory in style, offering a sufficient insight into the course delivery and development over the annual monitoring year.

Supporting evidence, including, for example, minutes of meetings of the trainers involved in the delivery of the course, can be submitted along with the evaluation report.

The report must also clearly document and/or reflect on:

- name and address of the organisation's current external assessor
- any changes to the organisation's evaluation procedures for monitoring the above course
- training delivery and the training team, including any changes to personnel
- course management and administration key strengths and achievements of the course/trainers over the monitoring year
- developments to the course
- any challenges faced by the course and actions taken as a response to this
- assessment and participant feedback
- areas for improvement and/or future development
- any other relevant reflection

Report enclosed ☐

15. TRAINERS

15.1 COSCA Accredited Trainers

Please complete the form below giving the required information in relation to COSCA Accredited Trainers involved in the training of your COSCA Validated courses.

Name	COSCA Accredited Trainer Please ☐	Counsellor Membership Category	Email Address
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		

15.2 Non COSCA Accredited Trainers:

The COSCA Validation Guidelines require you to submit to the COSCA Development Officer: jenny@cosca.org.uk

- 1. Non COSCA Accredited Trainers Observation Report of Trainer Competence for each non accredited trainer within 6 months of being involved in the delivery of training on COSCA Validated course. These can be found on the COSCA website under Validation/General or Validation/Diploma.**

Please note that there is now a specific Diploma level trainer report of competence for trainers delivering on Diploma level courses. Trainers delivering at all other levels should complete the form available under Validation/General.

- 2. Non-COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated course –
www.cosca.org.uk – Validation – General.**

This completed form requires to be submitted to COSCA prior to the trainer becoming involved in the delivery of the training.

- 3. All non-accredited trainers must have applied for COSCA Trainer Accreditation within 2 years of their date of approval.**

Please note that in order to comply with COSCA validation and revalidation criteria and requirements all non-accredited trainers who have been involved in the delivery of the course for more than 2 years prior to the revalidation deadline must be COSCA Accredited at the time of applying for revalidation.

If you have not submitted these forms, please advise COSCA immediately, and complete and submit the relevant forms as soon as possible. Please indicate when the forms will be completed and submitted to COSCA.

Trainer's Name	Progress towards trainer accreditation?	Observation Report already submitted	Application to Deliver Training form already submitted	Email address

Reason for non-submission of Observation Report:

Date when these will be submitted to COSCA.

Reason for non-submission of Application to Deliver Report:

Date when these will be submitted to COSCA.

15.3 Please provide information on any changes to the course's trainers and staffing:

15.4 Please verify that the required ratio of trainers-to- participants has been maintained by the course (*please see the COSCA Validation guidelines respective to the courses level of delivery for guidance on requirements which can be found on the COSCA website under ‘Validation’*)

15.5 Please comment on the arrangements for the support and supervision of trainers.

15.6 Please include any changes to the suitability of your trainers e.g. complaints, disciplinary action taken, etc.

16 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 2028 at the latest.

Compliance with the required changes will be verified via self-assessment methods through the annual monitoring process.

- Should you require any further guidance and support regarding the above please contact the COSCA Development Officer (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: (insert box)

17. 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
- 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, any changes to and development of the course during the process or the period of validation may lead to 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 comply with COSCA's arrangements for handling complaints and concerns. (If you wish a copy of COSCA Complaints Procedure, please contact the COSCA office.)
- I will submit this Annual Monitoring Form electronically by 31 October annually.

Contact Person
(please print):

Contact Person
(please sign):

Designation:

Organisation/Agency:

Date: