

COSCA COURSE VALIDATION

APPLICATION TO DELIVER COSCA VALIDATED COURSES FULLY ONLINE (REAL TIME)

COSCA Validated Courses

COSCA allows, but does not require, the full online (real time) delivery of the following validated courses:

- COSCA Counselling Skills Course
- COSCA Counselling Supervision Course (Parts 1 & 2) – (blended delivery is also allowed)
- COSCA Further Steps in Counselling Skills
- Specialist Courses delivered at post-qualifying level and where it is not core training in counselling
- Non-COSCA Counselling Skills Courses
- Non-COSCA Counselling Supervision Courses – (blended delivery is also allowed)

Validated training providers with current validation for any of the above courses, and who meet the respective criteria set out in this application form for delivering in this format, will be allowed to deliver the course fully online (real time).

Applicants are asked to note the following:

- Participants on a counselling skills course delivered fully online (real time) should be required to attend in person the live, synchronous online delivery of the course. They should also meet the same COSCA attendance requirement as for face-to-face delivery.
- Training providers are required to produce their own online (real time) supporting materials based on the COSCA Counselling Skills Course. Trainers selected to deliver online (real time) need to be technically ready/experienced/competent in online training approaches.
- When registering the names of participants with COSCA at the end of each of the four modules of the course, training providers will be invoiced for the digital participant course handbooks for each participant registered. This will include all participants who were issued with digital handbooks, including those who successfully completed each module and also those who were unsuccessful.

1. The Validated Training Provider	
Name of COSCA Validated Provider	
Contact Person within the Organisation:	
Address for communication:	
Post Code	
Telephone No.	
Email Address:	
Title of Validated Course:	
Current Venue of Face-to-Face Delivery of Course:	

2. Participant Support, Online Environment, Course Content and Assessment

2.1 Support for Participants and Participant Online (Real Time) Environment

Please describe:

- how participants will be supported during the online (real time) delivery part of the course and how peer support will be included as part of the delivery to avoid participants feeling isolated
- the additional support mechanisms that will be put in place to ensure participant retention and engagement.
- how a similar virtual environment will be created for: large group, small group, triads, and pairs, and how this will preserve the experiential environment
- how you will ensure the same depth of connection/interaction/group dynamics as face-to-face delivery
- how the trainer(s) will be involved in each context: group/triads/pairs etc. and where they will be located
- the online platform that will be used and your experience of using it
- how the safety of the virtual student environment will be ensured e.g. confidentiality/privacy etc.
- the measures in place for dealing with and supporting a participant who becomes distressed during online (real time) delivery.

2.2 Course content delivered online (real time)

Please describe:

- how all online content will be delivered in real time and provide the details of how you plan to do this e.g. schedule for delivery of online training sessions
- your plans for producing online materials based on the course you will be delivering
- how the course content / additional reading materials etc. will be made available for the participants e.g. via a portal, on their website, or by email
- how the additional support needs of participants will be considered in relation to the delivery of the course content e.g. via the distribution of written materials in advance of the training session

2.3 Assessment and Moderation of Online Skills Practice Sessions

Please describe:

- how all counselling skills practice sessions held online (real time) will be observed within a digital provision.
- how you will assess skills/knowledge/self-awareness (formative and summative) observed online (real time)?
- how you will deal with shortcoming in participants' abilities in online (real time) sessions e.g. if you cannot ask to speak face to face after class
- the systems in place to ensure the counselling skills practised and learned are transferable from online (real time) to a face-to-face environment.

3. Selection of Participants

Please describe:

- why you have identified a need for online (real time) learning for your course participants.
- the selection criteria you will use to assess the suitability of applicants for the course e.g. their technological abilities/needs, access to a private/confidential space etc.
- how you will screen or interview applicants for the course
- how you will check that applicants have the required level of spoken and written language

4. Selection and Competence of Trainers

Please describe the criteria you will use to select trainers to ensure that they are technically ready/experienced/competent in online (real time) training approaches.

Please provide the names of the core trainer(s) involved in the online (real time) delivery of the course and indicate if they are accredited by COSCA or an equivalent professional body as trainers and/or counsellors.

You are required to indicate which level the trainers are accredited e.g. Certificate, Diploma. Any trainers not accredited with COSCA need to be accredited within the time scales laid down in the standard Validation Guidelines.

It should also be noted that any trainers not accredited will need to be approved by COSCA prior to delivering training – www.cosca.org.uk – Validation – General – Non COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated Course.

5. Attendance of Participants

Please describe:

- the arrangements in place for ensuring that participants will attend in person the live, synchronous online (real time) delivery of the course
- how you check that participants meet the COSCA attendance requirement for the course.

6. Fee for Change of Delivery to Online (Real Time) Delivery

The initial fee for applying for online (real time) delivery is: £100. The revalidation fee for online (real time) delivery is £50, payable at the same time as the course revalidation fee for face to face delivery.

Direct Payments to COSCA (Counselling & Psychotherapy in Scotland).
COSCA prefers you to submit the fee by direct payment to COSCA's bank.
Please see below for information in order to process this.

Name of Bank: Clydesdale Bank PLC, Murray Place, Stirling FK8 2BX
Sort Code: 82 68 05
Account No.: 70174110
Account Name: COSCA (Counselling & Psychotherapy in Scotland)

Please give your name when paying via your bank. If this does not happen it could be that your payment is not recorded against your personal payment change of delivery.

Please tick the appropriate box(s):

I am paying direct to the bank:

Date paid:

I am enclosing a cheque made payable to COSCA:

I require an invoice (£2.00 charge):

Total amount:

7. 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 the current COSCA's Course Validation Guidelines and Procedures, and the criteria in this application form for the online delivery of the above course
- 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.

Please submit this application by email to Rozanne Luty, Course Validation Secretary:
rozanne@cosca.org.uk

Signature:

Please Print Name:

Designation within Organisation:

Date: