



COSCA (Counselling & Psychotherapy in Scotland)
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Overview of COSCA Validation Requirements- Ongoing Validation requirements for Validated Training Providers

- During the period of Full Validation, validated providers must adhere to the validation guidelines pertinent to the level of their course delivery.
- This overview does not supersede the existing validation guidelines. It aims to provide a summary of ongoing validation requirements and to cover the most frequently asked questions by providers.
- The course provider and associated trainers must ensure to pay careful attention to the below requirements. Should you have any further queries in relation to validation or any of the information below, please contact the COSCA Development Officer: jenny@cosca.org.uk

Fees

- A full list of **COSCA's fees** associated with course validation can be found on our website www.cosca.org.uk under the headings **About us/Fees**.

Organisational Membership

- Training Providers must continue in '**Organisational Membership**' of COSCA
- Ashleigh Greechan (COSCA Administrator) is the contact for any membership enquiries: ashleigh@cosca.org.uk
- Training providers will be issued with a reminder prior to their membership renewal due date.

Course Handbooks

- Course Handbooks for the Certificate, Supervision, Further Steps and Group Counselling courses can be ordered from our Assistant Administrator: danielle@cosca.org.uk

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- Electronic copies can also be requested from the above email address. Only training providers who have been approved by COSCA to deliver by online real-time or blended delivery, may request electronic handbooks, except where the training provider has decided that reasonable adjustments are appropriate and necessary for a particular student.
- COSCA, is pleased here to consider applications from validated training providers for electronic versions of its own course materials. Requests must be submitted using the Application Form – included in the document Reasonable Adjustment for Students on COSCA Validated Courses – see under **Validation/General** on the COSCA Website.
- The '**Course Handbook Order Form**' can be found on our website under the headings '*Course Validation/General*'. Orders for hard copies of the handbooks should be submitted at least 3 weeks in advance.

Participant Registration, Certificates and Evaluation

- Training providers must submit '**Participant Registration forms**' detailing participants who have completed their courses. These can be found on our website under the headings '**Course Validation/General**'.
- These should be submitted to our Course Validation Secretary: rozanne@cosca.org.uk
- For the 'COSCA Counselling Skills Certificate', registration forms are to be submitted at the end of each module. These should also be submitted to the Course Validation Secretary.
- This process enables participants to be registered on the database and for COSCA to issue certificates.
- '**Participant Evaluation forms**' (*as included in COSCA course handbooks*) should be distributed to participants. Upon completion these should be submitted to our Course Validation Secretary for review.

Participant Numbers

- 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.

Participant Attendance

- Should the attendance of an individual participant fall below the required 85%, and if the training provider is satisfied that there are legitimate extenuating circumstances in relation to the absence, and that the missed learning may reasonably be made up by the participant, the Development Officer should be contacted for further guidance. COSCA will consider requests for flexibility in relation to the required attendance ratio on a case-by-case basis only.

Non-Accredited Trainer Approval System

- Trainers must be approved by COSCA as a '**Non-Accredited Trainer**' prior to delivery on the course, and must be working towards accreditation within 2 years of their approval date. All trainers approved for 2 or more years to deliver by the time of course revalidation must be accredited.
- Non-Accredited Trainers delivering at Diploma level must have an appropriate Diploma level qualification and at least 2 years post qualifying experience, (including a present counselling practice base). Certificate level trainers must have at least one year's post skills qualifying experience.
- **Non-Accredited Trainer Approval**' forms should be submitted to the Development Officer for review. The application form can be found on our website under the headings **Course Validation/General**

COSCA Trainer Accreditation Requirements:

- Training Providers must ensure that at least one member of the core training team is **COSCA Trainer Accredited** (at the appropriate level required for the course) and that all other trainers are eligible for and working towards COSCA Trainer Accreditation.
- To apply for COSCA Trainer Accreditation applicants require an eligible '**Training for Trainers**' qualification- please see the relevant accreditation guidelines for a list of suitable qualifications. These can be found on our website under **Accreditation/Trainer**.
- **Individual Membership** of COSCA is also required for accredited trainers; please see the associated accreditation guidelines for requirements. All enquiries regarding COSCA membership should be directed to the COSCA Administrator, who oversees the membership process. Queries regarding Counsellor Accreditation level membership, should be submitted to the Development Officer. Membership applications are reviewed on a quarterly basis; you can find guidance, application forms and deadlines for submission on our website under the headings '**Join COSCA/Individual Membership**'
- Where a training and/or counselling qualification is not listed, please contact the Development Officer for further advice on its eligibility.
- Diploma level courses require at least two trainers on the core delivery team.

Support towards COSCA Trainer Accreditation:

- COSCA offers regular **Trainer Accreditation workshops which are held** remotely via Zoom. These are delivered biannually in Summer and November/December approximately. Dates for these can be found on our website under the heading '**Events**'.
- There is the COSCA Trainer Accreditation Registration Scheme which offers enhanced support and access towards the accreditation process. Information on the process and the registration form can be found on our website under the headings **Accreditation/Trainer**. The Development Officer also can offer trainers support towards the process, upon request.
- The deadlines for trainer accreditation applications are **March the 31st and September the 30th** each year. Applications are reviewed by our Trainer Accreditation Panel. Trainer Accreditation Guidance and application forms can be found on our website under the headings **Accreditation/Trainer Accreditation**
- Trainer Accreditation Applications should be submitted electronically to the Development Officer.

Additional Trainer Requirements:

- Training Providers must also submit the necessary '**Non COSCA Accredited Trainers Observation Report of Trainer Competence**' within 6 months of the trainer being approved to deliver. This report on their delivery should be completed by an appropriate trainer familiar with the non-accredited trainer's work.
- The report must be completed in conjunction with the non-accredited trainer and must incorporate their own assessment and feedback on their development and competence as a trainer. This should be sent to the Development Officer. The report template can be found on our website under the headings **Course Validation/General**
- Trainers should demonstrate that they are involved in regular developmental activities (which must include the opportunity to network with other trainers); such as attending '**COSCA's 'Annual Trainers Event**'.
- Accredited Trainers should attend the event or a suitable equivalent at least every other year, which is verified by COSCA as part of the annual renewal process. Please see our website under the heading '**Events**' for further details of this year's event.

Course Monitoring: Annual Monitoring and External Assessment

- Training providers must submit the **COSCA Annual Monitoring Form** which is due by **October the 31st** each year.
- Please ensure that it covers all of the courses delivered and is specific to each course (e.g., the delivery team for each course) if using the same form for all.
- Training Providers will be sent a reminder for their 'Annual Monitoring' submission by our Assistant Administrator.
- The Development Officer reviews annual monitoring submissions and will approve whether they have met the required standards or whether more evidence is required; in which case she will contact the training provider to request this.
- 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.
- Training Providers should engage an **External Assessor** to produce a report that should be submitted regularly alongside the 'Annual Monitoring Form'.
- The organisation's External Assessor is required to visit the COSCA validated course to observe and assess its delivery, and to speak to the course participants to offer a view as to how the course is being delivered.
- Alternately (or in addition to the external assessment report), an internal evaluation report may be submitted, alongside the monitoring form. Internal assessment reports should not be considered as a replacement to the external assessor's report which must be submitted regularly and at least every 3 years, as part of the monitoring process.
- To assist with the appointment and completion of the **External Assessor's Report**, please see our '**Guide to the appointment of an External Assessor**' which can be found on our website under **Course Validation/General**.
- A template of the External Assessor's report can be found on our website under **Course Validation/General**.
- COSCA do not hold a list of approved external assessors; please consult the 'Guide to the appointment of an External Assessor' document for further guidance here.

Revalidation

- This is required to be applied for every 5 years from the date of a training provider's initial validation award.
- Training Providers should note their revalidation date; however, the Development Officer will issue a reminder regarding revalidation with the corresponding Course Validation Panel deadline date.
- The Course Validation Panel review all revalidation applications. They meet three times yearly with deadlines of April the 30th, August the 30th and December the 30th each year respectively.
- The revalidation form should be accompanied by a recent **external assessor's report** for the course and an internal evaluation form commenting on the development of the course over the last 2 years.
- The Chief Executive Officer, will write to the training provider to confirm whether revalidation has been awarded or if any further evidence is required.
- Training Providers can find guidance on revalidation and our application form on our website under **Validation/ General**, and within the guidelines specific to the course category revalidation is being applied under.

Change of Delivery

- The '**Application to Make Changes to Existing Validation**' form should be used by validated course providers who wish to make application to change their existing course validation e.g., delivery, setting, course content.
- You can find this form on our website under **Course Validation/General**.
- It should be submitted to the Development Officer who will submit it for review at the next upcoming Course Validation Panel.

Online/ Real time and Blended Delivery

- Training Providers who wish to apply for approval of fully online real time delivery and/or blended delivery of existing validated courses should see our website under Validation/ Blended/Fully Online (Real Time) for application forms and guidance on the process
- Enquiries in relation to the above should be sent to the Course Validation Secretary.

Publicity

- Requests for COSCA advertising of training, events or vacancies associated with course validation should be directed to the COSCA Assistant Administrator.