

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). 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.

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 30th November 2023. 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.

The amount of the information supplied can be variable but it is essential that all parts of the proforma are complete for continued validation on an annual basis. The proforma will also be used by COSCA as an important basis of awarding revalidation on a five yearly basis.

COSCA will acknowledge receipt of the AMF once it has been received. Forms should be submitted electronically to our Assistant Administrator: danielle@cosca.org.uk Should you have any queries regarding the annual monitoring process please contact our Development Officer jenny@cosca.org.uk

The Development Officer will review the information provided on the form and if all is in order, the form will be processed and filed. If, however, clarification of the information provided is required, or any part of it is missing, the Development Officer will contact the training provider to address this.

If the Development Officer considers that there are significant outstanding concerns about the content of the report following the above clarification, the AMF will be taken to the next Course Validation Panel meeting for discussion. If necessary, the training provider will be advised in writing of any additional information and/or clarification that is required, to be submitted within a set deadline. Once this has been received and approved, written confirmation will be sent out. If, however, satisfactory information is not received, the validation status of the course will be altered to Conditional Validation or withdrawn.

The Chief Executive of COSCA will inform applicants in writing of the outcome of the Panel's decision.

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.

ANNUAL MONITORING FORM FOR ALL COSCA VALIDATED COURSES

Please complete this Section and Sections 1 – 8.

Please ✓ the appropriate box:

Number of cohorts

<input type="checkbox"/>	COSCA Counselling Skills Certificate Course	_____
<input type="checkbox"/>	Other Counselling Skills Certificate Course	_____
<input type="checkbox"/>	Diploma Course	_____
<input type="checkbox"/>	Specialist Course	_____
<input type="checkbox"/>	COSCA Counselling Supervision Course	_____
<input type="checkbox"/>	Other Counselling Supervision Course	_____
<input type="checkbox"/>	Further Steps in Counselling Skills Course –Vol 1	_____
<input type="checkbox"/>	Group Counselling Skills Course	_____

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

COSCA Organisational Membership Number and Membership Renewal Date:

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

From:

To:

Name of Organisation:

Name of Contact Person:
Address:
Postcode:
Telephone:
Email:
Website:

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 if the course is not a COSCA course. The Development Officer must be informed should the required participant numbers not be met: jenny@cosca.org.uk

COSCA Counselling Skills Certificate Course:

Module 1	No. of Participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
Module 2	No. of Participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
Module 3	No. of Participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
Module 4	No. of Participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>

Other Counselling Skills Certificate Course:

No. of Participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
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COSCA Diploma Course:

No of participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
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COSCA Specialist Course:

No of participants Started course:	<input type="checkbox"/>	Successful	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>
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COSCA Counselling Supervision Course:

No. of Participants
Started course:

Successful

Unsuccessful

Other Counselling Supervision Course:

No. of Participants
Started course:

Successful

Unsuccessful

Further Steps in Counselling Skills Course – Vol 1

No. of Participants
Started course:

Successful

Unsuccessful

Group Counselling Skills Course

No. of Participants
Started course:

Successful

Unsuccessful

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. Please describe the nature and impact of any changes to the constitution/memorandum and articles/structure of the organisation/agency since COSCA validation was previously awarded or the completion of the previous Annual Monitoring Form, whichever is the most recent. Please indicate no changes where not applicable.

4. Please give details of any changes to the academic validation you may have for the above course(s). Please indicate no change if not applicable.

5. Evaluation Report

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/or your external assessor.

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.

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

External Assessors may use utilise COSCA's 'Guide for the External Assessors Report Template', or utilise their own preferred reporting format. This can be found on the COSCA website www.cosca.org.uk under Course Validation.

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.

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's 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 reflections on the course

Report enclosed

6. COURSE CHANGES OR DEVELOPMENTS

Please comment on the following, documenting any developments or changes if relevant. Please indicate 'no changes' where not applicable

6.1 Course Aims and Objectives

6.2 Course Structure

6.3 Course Delivery

6.4 Selection of Participants

6.5 Course Content

You must include comment on any changes or indicate 'no changes' where not applicable.

6.5.1 Skills and Counselling Practice

6.5.2 Theory:

6.5.3 Core Orientation:

6.5.4 Self Awareness and Personal Development:

6.5.5 Professional Responsibilities:

Empty space for reporting Professional Responsibilities.

6.5.6 Supervised Practice (if appropriate to level of course being delivered)

Empty space for reporting Supervised Practice.

6.6 Please give details to any changes to Organisation, Monitoring and Supervision of practical placements (if appropriate).

Empty space for providing details of changes to Organisation, Monitoring and Supervision of practical placements.

6.7 TRAINERS

6.7.1A 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 <i>Please ✓</i>	Counsellor Membership Category	Email Address

6.7.1B Non COSCA Accredited Trainers

The COSCA Validation Guidelines require you to submit to COSCA:

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 – Appendix 6.

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’s Development Officer, Jenny jenny@cosca.org.uk prior to the trainer becoming involved in the delivery of the training.

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, complete, and submit the relevant forms as soon as possible. Please indicate when the forms will be completed and submitted to COSCA.

3. Evidence that you are satisfied with the level of competence of non-accredited trainers in the second and subsequent years of their delivery of the course. Examples of how to evidence this include the following:

- ✓ Updated Non-Accredited Trainer Observation Report of Trainer Competence
- ✓ Student feedback on the trainer
- ✓ Annual appraisal of the trainer
- ✓ Performance and competence review

Non-Accredited Trainer Name	Has the trainer been informed about COSCA Trainer Accreditation requirements? Please indicate. Please indicate their progress towards trainer accreditation?	Observation Report included or previously submitted? Please indicate.	Application for non-accredited trainer approval already submitted? Please indicate	Email address

Reason for non-submission of Non-Accredited Trainer approval form:

Date when these will be submitted to COSCA.

Reason for non-submission of non-accredited trainer observation report:

Date when these will be submitted to COSCA.

6.7.2 You are required to provide the ratio of trainers: participants that has been maintained on the course.

6.7.3 You are required to provide information on the facilities provided for the support and supervision of trainers.

6.7.4 Please include any changes to the suitability of your trainers e.g. complaints, disciplinary action taken, etc. Please indicate 'no changes' where not applicable.

6.8 Please provide information on changes to the assessment procedures. Please indicate 'no changes' where not applicable.

6.8 Please provide information on any changes to the existing course validation, e.g., delivery, setting, content or personnel. Please indicate no changes if not applicable.

6.10 COSCA informed training providers of changes to our Diploma level validation guidelines in March 2023, in relation to criteria 2.7, 2.8, 2.9 and 2.10. COSCA issued further changes and updates to our Diploma level validation guidelines including the requirement for all trainers to be issued with validation guidelines.

In line with the recent above changes, you must confirm that you:

- **Have issued all trainers with the most recent validation guidelines respective to the level of course(s) being delivered?**
YES NO
- **Have developed and implemented a suitable 'Readiness for Practice Placement Process' as per Diploma Validation guidelines Criteria 2.7 (where relevant to course level)**
YES NO
- **Adhere to the updated criteria for Practice Placement Hours, Supervision requirements and Supervisors Criteria, Criteria 2.8 (where relevant to course level)**
YES NO
- **Adhere to the updated criteria for Practice Placement Coordination and Practice Placement Providers; Criteria 2.9 (where relevant to course level)**
YES NO
- **Have developed and implemented a 4-way contractual agreement, as per Diploma Validation guidelines; Criteria 2.10 (where relevant to course level)**
YES NO

6.10.1 Where verification of compliance to the above criteria has not been indicated please document the reasons why, and/or progress that has been made with regards to the above criteria?

7 Participant's Course Evaluation:

You must confirm that you have passed Course Evaluation Forms to participants on your course or signposted participants to where they are available (Please refer to Validation and Revalidation Guidelines and Procedures)

YES

NO

8 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:

COSCA NON-ACCREDITED TRAINERS REPORT OF NON-ACCREDITED TRAINER COMPETENCE

- This form must be completed for all non COSCA Accredited Trainers during the period covered by this Annual Monitoring Form and within 6 months of their involvement in the delivery of training
- All non COSCA Accredited Trainers must be observed for the purposes of completing this Form. This observation must be completed by a suitably experienced trainer familiar with the work of the non-accredited trainer
- You must reflect on the trainer's performance and competencies and the extent to which they meet each competency. You must reflect on their delivery and development as a counsellor, including areas of strength and clear points for development
- All non-accredited trainers must offer their own reflective commentary and assessment of the above criteria

NON-ACCREDITED TRAINER DETAILS
Trainer's Name:
Trainer's Address:
Post Code:
Telephone Number:
Email:

PROVIDERS DETAILS
Providers Name:
Providers Address:
Postcode:
Contact Person:
Designation:
Telephone Number:
Email:

Report of Non-Accredited Trainer(s)

A reflective report about the ability and competence of all non-accredited trainers who are, or who have been, involved in the delivery of COSCA validated training is required on an annual basis to meet COSCA Validation criteria.

You are invited to provide a reflective commentary of:

- ◆ Personal style and abilities of trainer
- ◆ Skill mix and level of competence
- ◆ Areas of strength
- ◆ Developmental points
- ◆ Progress towards COSCA Trainer Accreditation

The non-accredited trainer must also input their own self-assessment and reflective commentary in relation to each of the criteria. It is suggested that the non-accredited trainer makes use of this feedback to support them in writing their COSCA Trainer Accreditation Application.

You may find it helpful to refer to the list of necessary skills and competencies below. The person completing the report must be familiar with the work of the trainer. Where appropriate, more than one person can contribute to the information.

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.

Trainer Skills and Competencies:

- ◆ **Ensures that participants feel safe and supported**
- ◆ **Models the counselling approach in interactions with students**
- ◆ **Presents and explains the aims and outcomes of the activity/exercise**
- ◆ **Presents information clearly and accurately**
- ◆ **Uses a variety of training methods to enhance the learning opportunities, when using visual aids makes them legible and accurate**
- ◆ **Sequences and paces information to suit the group and individual learners**
- ◆ **Uses language appropriate to the level of understanding within the group**
- ◆ **Provides additional and summary information, on request**
- ◆ **Adjusts presentations in response to learners needs**
- ◆ **Deals sensitively and appropriately with distractions and interruptions**
- ◆ **Uses appropriate questioning and information seeking techniques**
- ◆ **Creates a climate where learners can comfortably ask questions and make comments**
- ◆ **Supports learners in learning new skills**
- ◆ **Appropriately challenges excluding or discriminatory behaviour or language**
- ◆ **Gives appropriate feedback in a positive and helpful manner**
- ◆ **Facilitates participants in self assessment**

- ◆ **Welcomes and uses feedback about self from participants and others I involved in training delivery**
- ◆ **Where blended or online (real time) delivery is approved, demonstrates an ability to make appropriate use of the selected technology**

