COSCA (Counselling & Psychotherapy in Scotland)
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COSCA VALIDATION OF COURSES OFFERING A DIPLOMA IN COUNSELLING/PSYCHOTHERAPY

REPORT OF THE COSCA ASSESSOR

Please indicate where additional information is included and clearly mark all additional paperwork with the relevant Section number.

COSCA ASSESSOR	
Name of COSCA Assessor:	
Address	
Post Code	
Telephone No.	
Email address	
Name of Organisation applying for Validation	
Contact Person(s) within the organisation	
Delivery Method of course (e.g., Face to Face or Blended delivery):	
Dates of Assessment visits with the Applicant	
Date of Submission of the Report to COSCA	

Date of Receipt:		
Date to CVP:		

1. BACKGROUND INFORMATION (Please refer to Section 1.3 of the Validation Guidelines)

1.1: Please state any feedback regarding the course's adherence to the basic and organisational pre-requirements, as set down in 1.3 of the COSCA Diploma level Validation guidelines?

You *must* comment on:

☐ **the suitability of the delivery setting(s), and the efficacy of the resources utilised by the course, towards creating a safe learning environment**

☐ **the suitability of the delivery setting including arrangements for remote delivery**

☐ **the efficacy of resources utilised by the course, towards creating a safe learning environment, and in meeting equality, diversity and inclusion policies**

☐ **the course's adherence to the COSCA Statement of Ethics and Code of Practice**

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1.2: Were participants made aware of the course's validation status and the COSCA Assessors role at the beginning of the course?

2. DIPLOMA COURSE REQUIREMENTS (Please refer to Section 2 of the Validation Guidelines)

**Course Aims and Learning Outcomes: (*Please refer to section 2.3 of the Guidelines)*

2.1: Please specify the arrangements for how the course communicates its Aims and Learning Outcomes, to its participants. Please comment on your sense of the courses efficacy in both meeting and communicating its Aims and Learning outcomes to its participants:

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Course Structure (*Please refer to section 2.4 of the Diploma level validation guidelines*)

2.2. Please specify the timing and spacing of the course, e.g., number of full days, weekends, evenings, etc?

2.3 Please comment on the efficacy of the course structure. You must comment on the appropriateness of the time allocated to deliver its material, and the balance of the course overall:

Selection of Participants: (*Please refer to section 2.5 of the Validation guidelines*)

2.4. Please specify how the course's selection procedure is implemented? Please comment on the suitability and fairness of the course's selection processes, including in relation to equality, diversity and inclusivity:

You *must* comment on:

 the efficacy of the processes utilised to determine the suitability of participants for the course, including participants abilities to manage the emotional and academic demands of the course

 the opportunities afforded by the course for participants to identify additional support needs should they wish to, including the opportunity for participants/trainers to identify reasonable adjustments, and for participants to build on their own support systems and resources in relation to these needs

 the suitability of communications with participants/potential participants surrounding course requirements, content, setting, resources and any other relevant factors such as participant numbers and group arrangements in relation to individual suitability, inclusivity, equality and diversity.

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Core Course Content (*Please refer to section 2.6 of the Validation Guidelines*)
2.5.1 **Please specify the methods of assessment that were used for skills practice (such as trainer, participant and peer observations and feedback on skills practice and development, submission of client recordings and/or transcripts)? Please comment on the effectiveness of skills training on the course:**

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Course Content: Theoretical component of the course *(please refer to section 2.6.3 of the Validation Guidelines)*

2.5.2 Please comment on the effectiveness of the theoretical component of the course in relation to each of the below criteria:

➢ Relevance and application of theory to client/counsellor relationships

➢ Counselling process and theories informing counselling practice and counselling approaches

➢ Core theoretical base available and information on course orientation and its inclusion in delivery and structure

➢ Balanced and broadly based theoretical content

➢ Counselling process conceptualised as required

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- ➢ Multiple perspectives on human development and developmental issues including in relation to neurodiversity and trauma

- ➢ Teaching and assessing of knowledge of different models of psychopathology:

**2.6.1 Please specify the methods used to support participants development of self-awareness on the course and comment on their suitability (for instance methods by which to develop self-awareness on the course may include -and are not exclusive to- reflective journalling, experiential groups, group supervision, and personal counselling)? (*Please see section 2.6.4 of the Validation Guidelines):*

2.6.2   Are trainers given the opportunity to develop self-awareness in relation to others in group and individual situations?

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2.6.3: How effective is the course in raising awareness of the professional responsibilities of counsellors? (*Please see section 2.6.5 of the Validation Guidelines).* What opportunities are provided for participants to learn about the professional responsibilities of working in an organisational setting and within private practice?

2.7 Supervised Counselling Practice Placement: Readiness for Practice Process *(please see section 2.7 of the Validation Guidelines)*

2.7.1 Please specify the arrangements for the course's readiness for practice placements process and comment on their suitability. Was this process applied consistently with other course policies and procedures such as the 4-way contractual agreement, equality, diversity and inclusion and discontinuation policies?

2.8 Practice Placement Hours and Supervision Requirements: (please see section 2.8 of the Validation Guidelines).
2.8.1   Please comment on the arrangements for counselling practice supervision, including for individual and for any group supervision opportunities. Please specify the ratio of supervision to practice placement hours:
2.8.2   Please comment on the efficacy of the processes utilised to identify suitable supervisors?

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2.9 Coordination of Practice Placements/ Practice Placement Provider Criteria: *(please see section 2.9 of the Validation guidelines)*
2.9.1 Please comment on the arrangements for the approval and coordination of practice placements, and on their suitability

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2.10   Practice Placements- Roles and Responsibilities of the Training Provider/ Practice Placement(s)/Student and Supervisor(s): The 4 Way contractual agreement: *(please see section 2.10 of the Validation guidelines)*
2.10   Please comment on the suitability of the 4-way agreement and of its implementation. Was this applied consistently with other policies and processes including equality, diversion and inclusion, readiness to practice and discontinuation?

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2.11   Trainers: (*Please see criteria 2.11 of the Validation Guidelines*):

2.11.1   Please name and comment on the suitability of the core trainers involved on the course:

You must comment on:

☐ **the courses adherence to eligibility requirements for non-accredited trainer approval**

☐ **the courses communication of course validation guidelines and requirements to trainers**

☐ **the courses communication of COSCA trainer accreditation requirements and identification of any support offered towards this process**

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2.11.2   Please comment on your meeting(s) with trainers involved on the course:

2.11.3 Please specify the ratio of trainers to students? How effectively did the trainers work as a team in their delivery of the course? How effectively did they strive to meet the needs of the group and attend to the group process as a whole, alongside balancing any individual needs such as in relation relation to additional support needs or the implementation of reasonable adjustments? Please comment on your experience of their delivery of the course and of its efficacy:

2.11.4:   Please comment on how familiar trainers were with the aims, objectives and content of the course and with the methods of delivery and assessment.

2.11.5: If personal tutors were engaged, how effectively did the training organisation support and assist in the integration of participants' learning and address any course related difficulties, including in relation to any additional support needs and the implementation of reasonable adjustments where appropriate?

2.12: Optional Course Content (Please see criteria 3.3 of the validation guidelines)

Please comment on any optional course content.

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3.1 PARTICIPANT ASSESSMENT (*Please see Section 3.4 of the Validation Guidelines*)

3.1.1 What methods of assessment were used and what assessment evidence did you *observe (please note this does not refer to the assessment of skills as referred to in section 2.5.1)*

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3.1:2 Did you consider that the participants were equally and fairly treated in the process of the assessment? Were reasonable adjustments (where appropriate) applied effectively? Were the trainers in agreement regarding assessment outcomes? Was the process of participant assessment consistent with other course policies and processes including equality, diversion and inclusion, readiness to practice, the 4-way contractual agreement and discontinuation policies?

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3.2 Core Components (please see section 3.2 and 3.4 of the validation guidelines)

Please comment on the assessment of core components of the course.

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3.3 Optional Component (please see section 3.3 of the validation guidelines)

How is the optional work assessed?

3.4.1 Assessment: Are the assessor(s) involved in this part of the course suitably qualified to carry out assessment in the relevant areas?

3.4.2 Are external assessors engaged by the organisation to support the assessment of the optional components? (Please give the name and work address of any assessor(s).

3.5   Attendance: Please see section 3.5 of the Validation guidelines

3.5.1 Please comment on the level of attendance of participants during the period of delivery of the course.

3.6 Discontinuation of participants: Please see section 3.6 of the Validation Guidelines

Please comment on the suitability of the courses discontinuation policy.

You must comment on:

  ☐ the suitability and clarity of each of the grounds for discontinuation and in relation to the sequences of processes involved

  ☐ If the discontinuation policy was implemented, please comment on whether all the procedures were followed and whether they were followed in the order laid down in the policy.

  ☐ the support available to participants involved in the discontinuation process

  ☐ where applicable, if the policy was applied consistently with other course policies and processes in relation to selection of participants, equality, diversity and inclusion, readiness to practice, and the 4-way contractual agreement

4 ADDITIONAL COMMENTS

Please comment on any concerns, specific issues or any particular positive or negative aspects of the course you wish to draw to the attention of the CVP.

5   RECOMMENDATIONS AND CONCLUSIONS

Please state whether you recommend that this course should receive Full Validation and please state why. If you decide not to recommend the course for Full Validation, please state your reasons below.

Signature of COSCA Assessor:
Name (Please print):
Date: