



## **COSCA (Counselling & Psychotherapy in Scotland)**

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### **Non-COSCA Accredited Trainers: Application to Deliver Training on a COSCA Validated:**

- **Diploma Course, Course at Diploma Level, Counselling Supervision Course or Specialist Course at Diploma Level**
- **Counselling Skills Course or Specialist Course at Certificate Skills Level**

In COSCA's view, suitably qualified and experienced counsellors and counselling skills practitioners should be given opportunities to develop their skills as trainers on COSCA validated courses.

However, to ensure our training standards are met, we require all those who are not COSCA accredited as trainers to be given approval by COSCA as non-accredited trainers **prior** to their involvement in the delivery of a COSCA validated course.

**Please note:** In order to meet the terms of the validation guidelines, non-accredited trainers must be prepared to work towards COSCA Trainer Accreditation within 2 years of commencing delivery of the course (even if it is on a freelance or sessional basis), (not 2 years from submission of this application to deliver training form).

At the request of COSCA validated training providers, non-accredited trainers are required to use this application form to apply for the above approval. The validated training provider requires to submit completed application forms to COSCA for approval.

It is normally the role of the Development Officer to review the documents against the criteria set and, if all is in order, confirmation of approval of the non COSCA Accredited trainer will be issued to the training provider.

If the approval form does not meet the criteria set out or requires clarification or further information, the Development Officer (or other member of staff) will contact the training provider to address this within a set deadline. Once all the required information has been received and approved by the Development Officer (or other member of staff), confirmation of approval of the non COSCA Accredited trainer will be issued to the training provider. If, however, the information provided does not meet the criteria or is not provided within the deadline, such approval of the non COSCA Accredited trainer will not be issued and the training provider will be notified accordingly.

Following approval being given by COSCA, non-accredited trainers who are involved in the delivery of a COSCA validated course (even if it is on a freelance or sessional basis) for more than 2 years prior to the revalidation deadline must be COSCA accredited (Certificate or Diploma level) by the point of revalidation, that is within 5 years of the organisation's award of Initial Validation.

## 1. Personal Details of Non COSCA Accredited Trainer

Surname:	
First Name:	
Address:	
Email address:	
Telephone No.:	

## 2. Course(s) for which Approval is Requested

Title of Course(s):	
Validation Level: (Diploma/Skills)	
Name of COSCA Validated Training Provider:	
Contact Person within that organisation:	
Address:	
Email address:	
Telephone No.:	

### 3. Core Training/Theoretical Knowledge

**NOTE: Please complete only the section below that applies to the course that you will be delivering**

#### 3.1 Diploma Courses, Diploma Level Courses, Specialist Courses at Diploma Level, Counselling Supervision Courses

##### Criteria

You must have successfully completed a COSCA validated diploma or equivalent in counselling or psychotherapy.

##### Evidence

The successful completion of a COSCA or equivalent diploma in counselling/psychotherapy, giving the name, month and year of the qualification award, provider and location of the course, with relevant evidence of certification.

### **3.2 Counselling Skills Courses and Specialist Courses at Counselling Skills Level**

#### **Criteria**

You must have successfully completed the COSCA Counselling Skills Course or equivalent.

#### **Evidence**

The successful completion of the COSCA Counselling Skills Course or equivalent, giving the name, month and year of the qualification award, provider and location of the course, with relevant evidence of certification.

### **4. Experience as a Counsellor/Counselling Skills Practitioner**

#### **4.1 Diploma Courses, Diploma Level Courses, Specialist Courses at Diploma Level and Counselling Supervision Courses**

##### **Criteria:**

You must be a qualified and practising counsellor with at least 2 years supervised post-qualifying experience as a counselling/psychotherapy practitioner.

##### **Evidence:**

A statement of your supervised counselling practice over the last two years, showing the number of practice hours per annum and the work setting e.g. agency/private.

## 4.2 Counselling Skills Courses and Specialist Courses at Counselling Skills Level

### Criteria:

You must be a qualified and practising counselling skills practitioner with at least one-year post-qualifying experience.

### Evidence:

A statement of your current practice of counselling skills over the last year. This could be, for example, as a befriender, mentor, advocate, mediator, nurse, mental health worker, social worker etc., or in informal settings with, for example, family, friends, and/or colleagues.

Applicants providing information on their use of counselling skills in informal settings are encouraged to distinguish their use of counselling skills as learned from the COSCA Certificate or from the helping relationships they had prior to doing the above Certificate.

## 5. Experience as a Counselling Supervisor (Counselling Supervision Course)

### Criteria:

You must have:

- ✓ 450 hours of counselling practice experience over a maximum of 4 years
- ✓ 200 hours of supervised supervision practice over a maximum of 4 years
- ✓ Currently in practice as a counsellor and supervisor
- ✓ Training in supervision (this may be formal or informal; if informal, some account must be given as to how this has taken place)

**Evidence:**

- ✓ a statement of your supervised counselling practice over the last 2 years showing the number of practice hours per annum and the work setting, e.g. agency/private
- ✓ a statement of your work as a supervisor over the last 2 years

**6. Experience of providing training events or workshops**

**Criteria:**

You must have experience of providing training events or workshops.

**Evidence:**

A statement of your experience of providing training events or workshops within the last 5 years and having some experience of large group facilitation.

## 7. COSCA Membership and Trainer Accreditation

Will you be eligible to apply for membership of COSCA and COSCA Trainer Accreditation within 2 years of being awarded approval as a non-accredited trainer. Please see [www.cosca.org.uk](http://www.cosca.org.uk) under accreditation/trainer and membership/individual.

Yes

No

If No, please give details below.

## 8. Relevant Academic and Professional Training Qualifications/Courses

Do you have any academic and/or professional training qualifications that are relevant to your role as a trainer?

Yes

No

If yes, please provide evidence, e.g. copy of qualification .

Evidence enclosed:

## 9. Training for Trainers Qualifications/Courses

Do you have any training for trainers qualifications that you have and/or courses that you have successfully completed? (COSCA's list of acceptable training for trainers qualifications for trainer accreditation can be found in appendices 2 and 3 of the trainer accreditation guidelines. Please see our website under accreditation/trainers.

[www.cosca.org.uk](http://www.cosca.org.uk))

Yes

No

If yes, please provide evidence, e.g. copy of qualification .

Evidence enclosed:

## 10. Other Relevant Experience

Do you have other experience relevant to your role as a trainer?

Yes

No

If yes, please give details below.



## 11. Membership of Relevant Professional Bodies

Are you currently a member of any relevant professional bodies?

Yes

No

If yes, please give details below.

## 12. Professional Practice

Information given below will not necessarily exclude you from being approved as a non-accredited trainer.

- Have you had membership of any professional counselling/psychotherapy body withdrawn?

Yes

No

If your answer is **YES**, please give details.

- Do you have any criminal or civil convictions (spent or unspent) or proceedings pending against you?

Yes

No

If your answer is **YES**, please give details.

- Do you have any professional complaint or disciplinary proceeding brought against you which was successful or is currently pending?

Yes

No

If your answer is **YES**, please give details.

- Have you ever been listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

Yes

No

If your answer is **YES**, please give details.

- Are you currently listed as barred under the Protecting Vulnerable Groups Scheme/Disclosure Scotland?

Yes

No

If your answer is **YES**, please give details.

**Non COSCA Accredited Trainer:**

I have passed this form to the COSCA Validated Training Provider, who will send it direct to COSCA (Counselling & Psychotherapy in Scotland).

Print Name: (Non Accredited Trainer)	
Signature: (Non Accredited Trainer)	
Date application form passed to COSCA Validated Provider:	

**COSCA Validated Trainer Provider:**

Name of COSCA Validated Provider:	
Contact Person within that Organisation: (print)	
Contact Person within that Organisation: (signature)	
Date application form passed to COSCA:	

Brian Magee  
Chief Executive  
COSCA (Counselling & Psychotherapy in Scotland)