



COSCA (Counselling & Psychotherapy in Scotland)
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COSCA VALIDATED COURSES

GUIDE FOR THE EXTERNAL ASSESSOR REPORT

NOTES

- This pro-forma is offered as a guide for the External Assessor to use when producing their External Assessor Report
- It is not a requirement from COSCA that this pro-forma be used
- Not all sections have to be completed
- Please use N/A for parts that have not been addressed as part of the evaluation

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

GENERAL INFORMATION	
Name and Address of External Assessor:	
Telephone:	
Email:	
Organisation Providing Training:	
Contact Person within Organisation:	
Date of Submission of Report:	

For Office Use:	
Date of Receipt:	
Date to CVP:	

1. ETHICS AND PRACTICE

1.1 Please comment on the information participants had received in relation to Ethics and Practice, equal opportunities and anti-discriminatory policies, grievance and complaints procedures and your role and accessibility.

2. TRAINERS

2.1 Please give details of any contact you had with trainers and the outcomes of this

2.2 Please give details of, and comment on, any training sessions you observed

2.3 Please comment on how the trainers operate as a team

2.4 Please comment on the trainer/participant relationships

2.5 Please comment on the support, supervision and development offered to trainers

3. PARTICIPANTS

3.1 Please give details of, and comment on, any time you spent with participants

4. ASSESSMENT

4.1 Please comment on the course evaluation methods

4.2 Please give details of, and comment on, any participant assignments you viewed (including tutor marking and comments)

4.3 Please comment on the appeals process re marked assignments

5. COURSE MANAGEMENT

5.1 Please comment on how the course is reviewed

5.2 Please give details of, and comment on, any occasions when you have been required to fulfil your role as course moderator

6. RESOURCES

6.1 Please comment on the setting and resources available indicating if you consider them satisfactory for the training being delivered.

7. OVERALL VIEW OF COURSE

7.1 Please give your overall view of the course

8. ADDITIONAL COMMENTS AND RECOMMENDATIONS

8.1 Please provide any additional comments or recommendations for the course

Signature:

**Name
(Please print):**

Date:

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