

COSCA Certificate in Counselling Skills Course
Initial Validation Requirements

Training Provider	
Date Initial Validation Awarded	
Revalidation Date	

Proformas		
Form	Due	Date(s)
Non-Accredited Trainer Observation Report <i>(Appendix 6 of validation guidelines)</i>	Within 6 months of starting delivery	
COSCA Assessor Report	During Module 1 - to be submitted by the COSCA Assessor	
Participant Registration Form	At the end of each module Request Certificates min. 8 weeks before required	
Participant Evaluation Forms	At the end of each module	
Completion of Modules 2 & 3 Report <i>(Appendix 4 of validation guidelines)</i>	No later than 3 weeks after the end of modules 2 and 3	
Course Completion Report <i>(Appendix 5 of validation guidelines)</i>	No later than 3 weeks after the end of the course	
Non-COSCA Accredited Trainer: Application to Deliver Training Form	Before any new trainer starts delivery of the course	
Membership Renewal	Annually	

Annual Monitoring Form	Annually once Full Validation has been awarded	31st October
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Requirements	
Membership	Publicise COSCA membership on website
Trainers	Course must have at least one COSCA Accredited Trainer
Participant Numbers	The minimum number of participants permitted at the beginning of the course is 9 . If the number on courses that have already started drops to less than 6 the course should be cancelled
Ratio	The optimum ratio of trainer:participant is 1:12 The upper limit on a course delivered by one trainer is 15 . The maximum number of participants on courses delivered by 2 trainers is 24 .
Course Timings	The full 120-hour Certificate programme will normally be a) delivered and b) completed by participants in no more than 3 years . Each Module will be completed over a 3 – 12 week period. The training schedule will leave a gap of at least 2 weeks between modules
Attendance	Participants should plan for 100% attendance As a minimum, it is expected that participants attend 85% of the course .
External Assessor	Appoint External Assessor within 6 months of being awarded Initial Validation