

COSCA Diploma Course

Guide to the Appointment of an External Assessor

Applicants for validation of Diploma courses are required to appoint an external assessor within 6 months of the award of initial validation.

COSCA designate responsibility for recruitment of a suitable assessor to the applicant. They must be different from the COSCA Assessor, and independent of the organisation, in order to provide the evidence required in this External Assessor Pro-forma.

It should be noted that your External Assessor is a different appointment to the COSCA Assessor and you are advised to appoint someone into the role who has a good understanding of COSCA training standards, is experienced and preferably qualified in both training and counselling practice and who is independent of your organisation.

The External Assessor's role is one of verification and evaluation. The organisation's External Assessor is required to visit the COSCA validated course to observe and assess its delivery and to speak to the course participants.

As well as offering a view as to how your course is being delivered, the External Assessor needs to be able to remain objective and he/she is required to act as a moderator i.e. if there is a dispute regarding decisions, assigning marks and awards, etc. The appointment and costs of the organisation's External Assessor are met by the validated organisation and not COSCA.

To assist with the completion of the External Assessor's Report, please see a copy of COSCA's pro-forma 'A Guide for the External Assessor's Report' under www.cosca.org.uk – Validation – General.