



**FDAMH**  
TRAINING ACADEMY



**JANUARY 2022**  
**ONLINE DELIVERY**

**SCQF LEVEL 8**

# **COSCA CERTIFICATE IN COUNSELLING SKILLS COURSE**



**SQA Approved  
Centre**



**COSCA**  
Counselling & Psychotherapy  
in Scotland

# INFORMATION FOR APPLICANTS

Counselling skills are useful for anyone who has a personal or professional interest in increasing their knowledge / skills / experience of using active listening to improve communication and aid understanding in their personal and professional life.

In the workplace these skills are beneficial to, for example, social workers, teachers, care workers, police officers, voluntary sector staff and anyone who is working in a customer care / first point of contact role.

## Course Overview

The COSCA (Counselling and Psychotherapy in Scotland) validated course aims to provide a general introduction to the skills of counselling. The course requires that you progress through four connected but also self-standing modules. Applicable course materials will be provided on commencement of each module. You will be encouraged to develop an understanding of how counselling skills can be applied in both everyday situations as well as to areas such as relationships, stress, loss and bereavement. The different theoretical models of counselling will be outlined. You will also examine issues of personal, professional and ethical conduct.

The Certificate does not lead to a qualification to practice counselling but is considered by most institutions as a recognised and recommended pre-requisite for anyone considering taking further study to become a counsellor/psychotherapist.

**This course will be delivered fully online via the ZOOM platform.**



## Course Content

The course develops four essential themes – **skills, theory, self-awareness** and **ethics**.

The aims of the four module programme are to enable students to:

- Identify the skills leading to the successful promotion of the helping relationship via self-awareness, exploration and constructive action
- Understand the fundamentals of the counselling relationship and process, together with the composite stages of growth and development
- Recognise and monitor the issues and boundaries relevant to the counselling process
- Work to a professional code of ethics

## Module Structure

Each of the 4 modules of the course are structured around:

- Aims
- Learning Outcomes: Knowledge and Competences
- Module Content
- Learning and Teaching Assessment

## Time Commitment

Each module comprises 30 hours of formal instruction and approximately 12 hours of personal study.

There are no formal examinations but rather on-going assessments. Award of the Certificate depends on satisfactory completion of all four modules. COSCA require that course members attend a minimum of 85% of teaching sessions therefore participants must plan on 100% attendance and should be able to commit to this prior to enrolment.

Planned absences should be discussed in advance with your tutor.

## Selection of Participants

Applications for inclusion on Module One of the course will be made on the basis of the content of the application form only therefore it is essential that you provide as much relevant detail as possible. Upon receiving your application the course tutor will be in touch with you to arrange an interview, whether this is in person or over the phone, to discuss the course in more detail and your hopes and expectations.

Continuation to Module 2 through to 4 will require successful completion of the preceding Modules.

## Fees

The fee for 2022 is £1300 inclusive of a digital handbook. If a hard copy of the COSCA handbook is preferred there is an additional fee of £100 that covers 4 handbooks and postage. Following an offer and your acceptance of a place on the course, a non-refundable registration fee of £325 will secure your place. The remaining balance of the course fee is required to be paid before the course commences. Please note we do accept payment plans throughout the duration of the course with a 5% surcharge included. Please request this at the time of submitting your application. Please note: Progression on to the next Module requires your payments to be fully up to date.

## Withdrawal From The Course

If you opt to withdraw prior to the start of the course/module, the registration fee of £325 will not be refunded. For withdrawals after the course commences you can defer your continued study for 24 months or you can request a refund for the remaining module fees, minus a small cancellation fee.

## Discontinuation of Participants

Discontinuation from the course may occur where the participants fail to meet the assessment requirements of the course. Successful completion of competencies must be achieved for each module.

Discontinuation from the course may also occur when a participant fails to meet the attendance requirements in all the courses.

No refunds will be given if the student fails to meet the assessment requirements and can no longer attend the course.

## Ethics and Code of Practice

The course is underpinned by COSCA's Statement of Ethics and Code of Practice. You can view this document at

[https://www.cosca.org.uk/download\\_file/view/206/261](https://www.cosca.org.uk/download_file/view/206/261)

## Equal Opportunities Policy

FDAMH's Equal Opportunities Policy is aimed at ensuring equality of opportunity and freedom from discrimination for all those who have contact with FDAMH i.e visitors, volunteers, course participants and staff.

Where an individual Director, staff member, volunteer or course participant considers that they are suffering from unequal treatment or being discriminated against under the terms of this policy, they can raise this matter through the agreed complaints or grievance procedure. For further information or a copy of this policy please contact FDAMH on (01324) 671600.



## COSCA Q&A

Here you will find some of the most frequently asked questions during the initial enquiries from past delegates.

Q: Do I need any qualifications to apply for the course?

**A: No, you do not need any formal qualifications. Your application will be based on the information provided on your application form and from a verbal informal interview with our course tutors. Anyone who has an interest in counselling skills can apply for this course.**

Q: Can I get help towards the cost of the course?

**A: SAAS Funding is available to those eligible. We can also offer a payment plan that can be selected at the time of submitting your application. Please note: There will be a 5 % Surcharge for anyone selecting this payment plan option.**

Q: I have a holiday booked during the delivery of the course and will miss some sessions – can I still apply?

**A: Yes, and no. COSCA requirements state that you have to attend a minimum of 85% of the sessions.. It may be possible to miss a session or two, but you would need to account for any unexpected absences that may occur. Check with our COSCA administrator if you have any queries regarding attendance..**

Q: What level is the COSCA Counselling Skills Certificate?!

**A: The CCS course is an accredited SCQF Level 8 Course**

# CCS CLASS TIMETABLE

## Module 1

Month	Day	Date	Time
<b>Jan-22</b>	Wednesday	12 <sup>th</sup>	6pm-9pm
	Saturday	15 <sup>th</sup>	9am-4pm
	Wednesday	19 <sup>th</sup>	6pm-9pm
	Wednesday	26 <sup>th</sup>	6pm-9pm
<b>Feb-22</b>	Wednesday	2 <sup>nd</sup>	6pm-9pm
	Wednesday	9 <sup>th</sup>	6pm-9pm
	Saturday	12 <sup>th</sup>	9am-4pm
	Wednesday	16 <sup>th</sup>	6pm-9pm
	Saturday	19 <sup>th</sup>	9am-4pm

## Module 2

Month	Day	Date	Time
<b>Mar-22</b>	Wednesday	9 <sup>th</sup>	6pm-9pm
	Wednesday	16 <sup>th</sup>	6pm-9pm
	Wednesday	23 <sup>rd</sup>	6pm-9pm
	Saturday	26 <sup>th</sup>	9am-4pm
	Wednesday	30 <sup>th</sup>	6pm-9pm
<b>Apr-22</b>	Saturday	2 <sup>nd</sup>	9am-4pm
	Wednesday	13 <sup>th</sup>	6pm-9pm
	Saturday	16 <sup>th</sup>	9am-4pm
	Wednesday	20 <sup>th</sup>	6pm-9pm

## Module 3

Month	Day	Date	Time
<b>May-22</b>	Wednesday	4 <sup>th</sup>	6pm-9pm
	Wednesday	11 <sup>th</sup>	6pm-9pm
	Saturday	14 <sup>th</sup>	9am-4pm
	Wednesday	18 <sup>th</sup>	6pm-9pm
	Wednesday	25 <sup>th</sup>	6pm-9pm
	Saturday	28 <sup>th</sup>	9am-4pm
<b>Jun-22</b>	Wednesday	1 <sup>st</sup>	6pm-9pm
	Saturday	8 <sup>th</sup>	9am-4pm
	Wednesday	11 <sup>th</sup>	6pm-9pm

## Module 4

Month	Day	Date	Time
<b>Jun-22</b>	Saturday	25 <sup>th</sup>	9am-4pm
	Wednesday	29 <sup>th</sup>	6pm-9pm
<b>Jul-22</b>	Wednesday	6 <sup>th</sup>	6pm-9pm
	Saturday	9 <sup>th</sup>	9am-4pm
	Wednesday	13 <sup>th</sup>	6pm-9pm
	Wednesday	20 <sup>th</sup>	6pm-9pm
	Saturday	23 <sup>rd</sup>	9am-4pm
	Wednesday	27 <sup>th</sup>	6pm-9pm
<b>Aug-22</b>	Wednesday	3 <sup>rd</sup>	6pm-9pm

**REMINDER:** COSCA require that course members attend a minimum of 85% of teaching sessions therefore participants must plan on 100% attendance and should be able to commit to this prior to enrolment. Planned absences should be discussed in advance with your tutor.

All sessions will be delivered online via the Zoom platform. Please make sure you have suitable access to this platform. Laptops, PC and Tablets are more compatible than mobile phones for this course.



# FEES & PAYMENT PLANS

COSCA Course cost:

**£1300.00** – This includes full digital delivery, inclusive of COSCA's digital handbook (pdf format) for each module.

**£1400.00** – This includes full digital delivery, with COSCA's spiral bound paper version of each module handbook, including postage

Upon acceptance of your application form you are required to pay the deposit of £325.00/£425.00 (if selecting paper copies of modules) within 48 hours of confirmation of application.

We can offer payment plans for the remaining fee throughout the duration of the course if this is more suitable. Please advise at time of applying if you would be interested in a payment plan.

## FUNDING AVAILABLE

We have funding for our COSCA Counselling Skills Certificate through the Student Awards Agency Scotland (SAAS). This part-time fee grant is only available to eligible candidates that undertake all 4 modules of the course.

For more info and requirement criteria: [SAAS Funding PTEG](#)

## JANUARY 2022 PAYMENT PLANS BELOW:

**Please note: A surcharge of 5% will be incurred with any payment plan below. Total cost: £1365.00. This is regardless of module type order.**

### **Payment Plan Option 1 - Payment Per Module**

February 28th 2022:	£346.67 - Module 2
April 28th 2022:	£346.67 - Module 3
June 18th 2022:	£346.66 - Module 4

### **Payment Plan Option 2 - 6 monthly payments**

January 28th 2022:	£173.33
February 28th 2022:	£173.33
March 28th 2022:	£173.33
April 28th 2022:	£173.33
May 28th 2022:	£173.33
June 18th 2022:	£173.35



## DELEGATE FEEDBACK

*"This Course has given me an extra layer of confidence and has enhanced my interactions in my working life and personal life."*

*"Our tutor was friendly and approachable....it was great to learn from her vast counselling experience."*

*"A real turning point in my professional development and career. The changes I have made to my approach to teaching, supporting and learning is profound and I use the skills I learned daily. An outstanding course."*

## FURTHER INFORMATION

You can find out more information regarding the course by accessing the following links:

[COSCA General Information Leaflet](#)

[COSCA Counselling Skills Leaflet](#)

[COSCA Course Outline](#)

[COSCA Pathways To Becoming A Counsellor](#)



## REQUEST YOUR APPLICATION PACK NOW

01324 671600  
[admin@fdamh.org.uk](mailto:admin@fdamh.org.uk)

