



**FDAMH**  
TRAINING ACADEMY

**AUGUST  
2024**

**FACE TO FACE AND  
ONLINE COURSES  
AVAILABLE**

**SCQF LEVEL 8**

**COSCA  
CERTIFICATE IN  
COUNSELLING  
SKILLS COURSE**



scottish credit and  
qualifications framework



**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.



## 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. Participants must plan for 100% attendance as COSCA require that course members attend a minimum of 85% of teaching sessions therefore participants should be able to commit to this prior to enrolment.

Planned absences should be discussed in advance with your tutor to ensure attendance criteria will be met.

## Selection of Participants

It is essential that you provide as much relevant detail as possible on your application form. If your application is successful the course tutor will be in touch with you to arrange an interview, which may be in person or over the phone, to discuss the course in more detail and your hopes and expectations. Applications for inclusion on Module One of the course will be made on the basis of the content of the application form and the outcome of your interview. Continuation to Module 2 through to 4 will require successful completion of the preceding Modules.

## Fees

The fee is £1300 inclusive of a digital handbook. If a hard copy of the COSCA handbook is preferred there is an additional fee of £100 which covers 4 handbooks. Following an offer and your acceptance of a place on the course, a non-refundable registration fee of £325 (if selecting a digital handbook) / £425 (if selecting hard copy of handbook) will secure your place. This must be paid within 14 days of receipt of your invoice. Students who join the course within 1 month of the start date, must pay their deposit within 48 hours. The remaining balance of the course fee is required to be paid within 4 weeks before the course commences unless a payment plan is in place. **Please note:** Progression on to the next module is not permissible if you have outstanding fees from the previous module.

We do offer payment plans throughout the duration of the course which incurs a 5% surcharge levied to the base cost. Please request this at the time of submitting your application.

**Workplace Funding** - If your work place is funding your place on the course, the deposit is required to be paid within 14 days of the invoice with the remainder balance paid 4 weeks after this or 1 week prior to the course start date, whichever is sooner.

## 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 up to 24 months. Unfortunately we are unable to provide a refund.

## 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 a 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, however, a level of academic skill is required to complete assessments. 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: We offer a payment plan that can be selected at the time of submitting your application. Please note: There will be a 5 % Surcharge on the base cost 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 will 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 in an accredited SCQF Level 8 Course**

## CCS CLASS TIMETABLES

### ONLINE ONLY - Zoom Platform

12th August 2024 - 24th May 2025

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The online course will be delivered on a Monday evening with the occasional Saturday session via the online Zoom platform.



[ONLINE - Full  
Timetable  
Here](#)

### FACE TO FACE, Falkirk

17th August 2024 - 15th December 2024

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The face to face course will be delivered during the weekends in the FDAMH Building, Falkirk, FK2 7AU. Saturday and Sunday daytime sessions.



[Face to Face -  
Full Timetable  
Here](#)

**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.

**Transfers between courses will not be available at any point during the application process or once the course has started so please make sure to apply for the correct course. There will be no option to join a session online should you be unable to make any of the dates on the face to face course.**



# FEES & PAYMENT PLANS

COSCA Course cost:

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

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

Upon acceptance of your application you are required to pay the deposit of £325.00 (digital handbook) / £425.00 (hard copy of handbook) within 14 days of the date of your invoice, unless the course is due to start within 1 month, in which case invoices must be paid within 48 hours.

We can offer a payment plan 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.

## 2024 PAYMENT PLANS BELOW:

**Please note: A surcharge of 5% will be incurred with all payment plans. Total cost: £1365.00. This is regardless of module type order. Please click on the course you are interested in below to see full payment details.**

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**ONLINE**  
COURSE

A circular button with a dark teal background and a white, hand-painted border. The text "FACE TO FACE COURSE" is centered in white, with "FACE TO" underlined and "FACE" in a larger font size.

**FACE TO**  
**FACE**  
COURSE



## 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 FORM NOW



01324 671600



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



[www.fdamh.org.uk/training-enquiries/](http://www.fdamh.org.uk/training-enquiries/)



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