



**FDAMH**  
TRAINING ACADEMY

# COSCA

## CERTIFICATE IN COUNSELLING SKILLS COURSE

**SCQF Level 8**

**Online Zoom Course**

**August 2027**

**Validated and Certified by COSCA**



01324 671600



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



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



## INFORMATION FOR APPLICANTS



The Counselling Skills course is designed, in association with COSCA, for those who have 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 or as a strong starting point for a change in their career.

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

# INFORMATION FOR APPLICANTS

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 individual 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.

## Important Considerations for Prospective Students

Please note that COSCA Counselling Skills courses incorporate personal experience as part of the learning process. Students are expected to draw on their own life experiences during skills practice sessions. As such, applicants should carefully consider whether this is the right time to undertake the course—particularly if they have recently faced significant emotional challenges or unresolved trauma that could evoke strong emotional reactions.

Engaging with personal experiences can sometimes bring up difficult emotions, and students should be prepared for this possibility. It's important to understand that these sessions are not therapeutic in nature. Participants are not trained or equipped to support others through highly traumatic experiences, and skills practice should not be used as a substitute for personal therapy. A balanced and thoughtful approach to sharing is essential. While our experienced tutors are committed to fostering a safe and supportive learning environment, we encourage you to reflect on whether this is an appropriate time for you to engage in a course of this nature.

*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 is credit rated by the University of the West of Scotland. You will be awarded the SCQF Level 8 Qualification Award upon completion of this course.**

## 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 online interview via the zoom platform, 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

## Online Participation Requirements

To engage comfortably and effectively in our online courses, participants must have the following:

- **A suitable device** — A desktop computer, laptop, iPad, or other tablet is required. Smartphones are not recommended. *You must be able to record on your chosen device.*
- **Reliable broadband** — A stable Wi-Fi connection is essential to avoid disruptions.
- **Private space** — A quiet, uninterrupted environment ensures confidentiality and allows full engagement during Zoom meetings and practical exercises.
- **Zoom application** — Please install the Zoom app (the free version with 40-minute session limit) on your device.

## Fees

The fee is £1300 inclusive of a digital handbook. Following an offer and your acceptance of a place on the course, a non-refundable registration fee of £325 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 here - [Statement of Ethics](#)

## 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 experiencing unequal treatment or being discriminated against under the terms of this policy, they can raise this matter through the agreed complaints or grievance procedure.

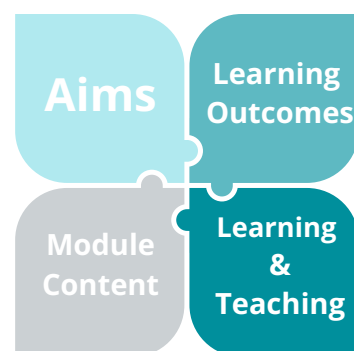
For further information or a copy of this policy please contact FDAMH on (01324) 671600.

## Course Content

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

|                       |                                                                                                                                                                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SKILLS</b>         | Identify the skills leading to the successful promotion of the helping relationship via self-awareness, exploration and constructive action.                                                                                                                                   |
| <b>THEORY</b>         | Understand the fundamentals of the counselling relationship and process, with an introduction to key theoretical perspectives—Person-centred, Psychodynamic, Transactional Analysis, Cognitive Behavioural Therapy, and Gestalt—highlighting links to psychology and sociology |
| <b>SELF-AWARENESS</b> | As an essential part of the course, you will gain an increased ability to recognise & understand your own emotions, goals & values. Self-awareness improves your emotional regulation, enhances relationships and aids personal growth.                                        |
| <b>ETHICS</b>         | The course follows the COSCA code of ethics                                                                                                                                                                                                                                    |

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



## Assessment Overview

Each module includes three assessment components:

- **Skills Assessment** – based on performance criteria in listening practices, audio, and video.
- **Oral Assessment** – individual presentation.
- **Written Assessment** – completed at the end of each module.

Oral and written assessments help tutors evaluate participants' understanding of course content and self-awareness. Counselling skills are assessed through observed competence using audio and video recordings, following COSCA performance criteria.

This format ensures high-quality learning while remaining flexible and accessible. In online sessions, students work in small groups in virtual rooms to practice triad exercises, simulating in-person interaction.

**Recordings are possible but governed by strict safety and confidentiality guidelines, covering when and how recordings are made and deleted.**

# ONLINE COURSE ZOOM PLATFORM

18th August 2027 - 13th May 2028

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

*\*Please refer to the online participation requirements on page 3.*



**To access the full timetable please click the link below. This will open up the timetable in a new window.**



[August 2027 Course Timetable](#)

**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.

# FEES & PAYMENT PLANS

## COSCA Course Fee:

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

Upon acceptance of your application you are required to pay the deposit of £325.00 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.

**Please note:** A surcharge of 5% will be incurred with all payment plans. Total cost: **£1365.00**.

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***The CCS Certificate may be withheld in the event of any outstanding fees***



**To access the payment plan please click the link below. This will open up the plan in a new window.**



[August 2027 Payment Plan](#)



## MEET OUR TRAINER

## WENDY NICOLL

*BACP Accredited Counsellor  
COSCA Accredited Trainer*

*“It’s so rewarding to watch students grow in self-awareness, confidence and knowledge and gain an important certificate at the end. This certificate can be the gateway to becoming a counsellor and can support you to be a better communicator both personally and professionally”*

## Admin & Course Support Team

### ***Julie Law***

Senior Training  
Facilitator

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### ***Lisa Alexander***

Business Support  
Administrator

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# FAQ



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. There are 2 week breaks between each module and other breaks throughout the course. Please refer to the timetable.

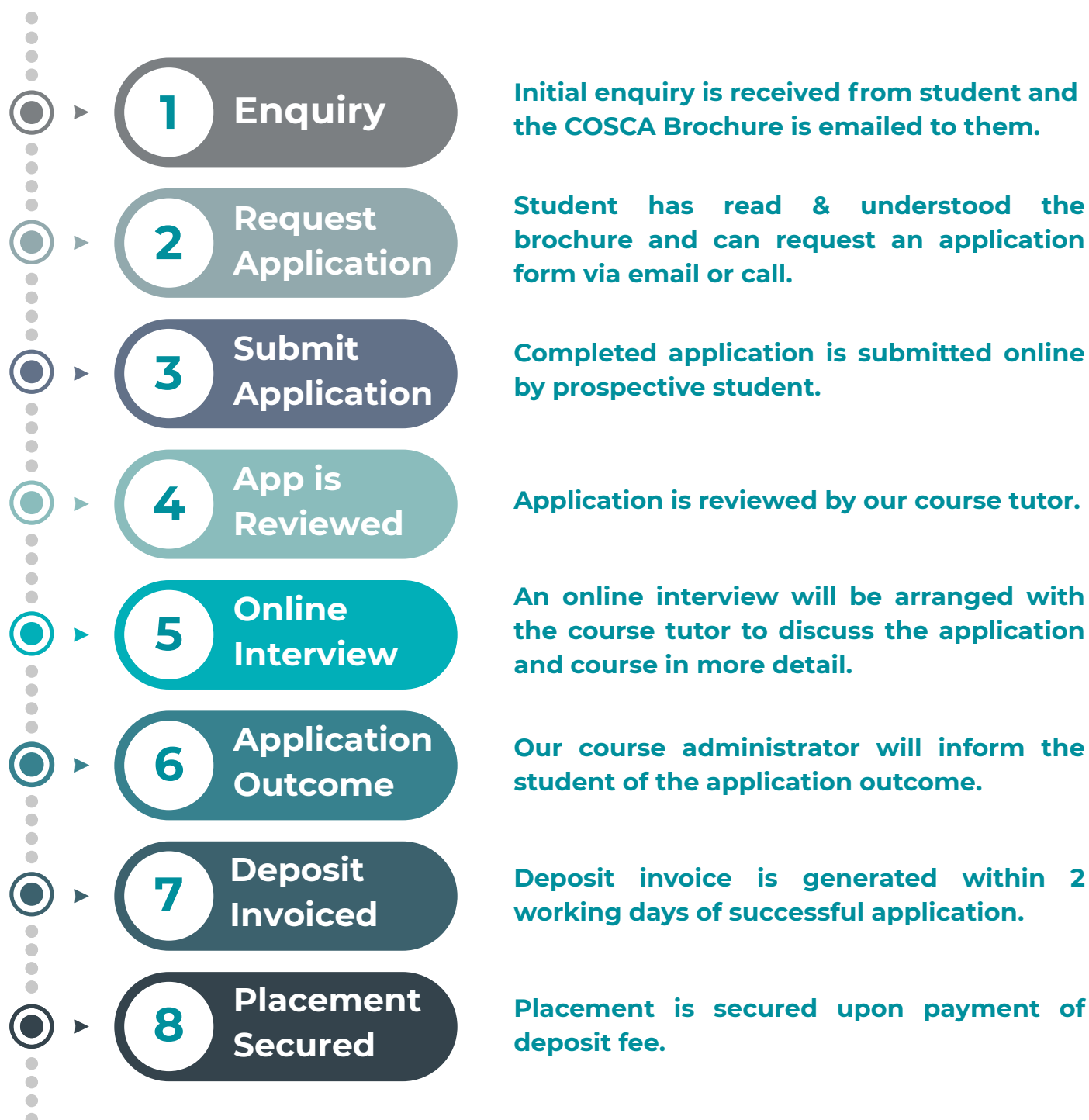
Q

**What is the application process and how do I apply?**

A

Submit your enquiry to [admin@fdamh.org.uk](mailto:admin@fdamh.org.uk) or via our website. All students must complete an application form, followed up with an informal telephone interview with the course tutor. See page 10 for full details.

# APPLICATION PROCESS



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Upon completion of the application process, each student will receive additional course documentation, including the mandated forms required for COSCA registration.

# *Here's what our previous students had to say...*

*"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."*



***Press play to find out what Annette & Nicole had to say about their time on the course.***

*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."*



***Press play to find out what Alex had to say about his time on the course.***

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](#)



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

