



<b>COSCA Counselling Supervision Certificate</b>
March 30th & 31st, April 27th & 28th, May 25th & 26th 2019
9.30am - 4.00pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline –February 25 <sup>th</sup> 2019		
Applicant Name		
Date of Birth		
Address		
Mobile Number		
Email Address		
Organisation (if applicable)		
Organisation Address		
Invoicing Email / PO number if applicable		
Name/Email of manager or referral agent		
How did you hear about Rowan?		
Fee Option – Please refer to Booking Conditions overleaf	A.	B.
Please provide <ul style="list-style-type: none"> <li><input type="checkbox"/> Details of your practice placement</li> <li><input type="checkbox"/> The completed Supervision Information Form</li> <li><input type="checkbox"/> Evidence that you are currently practising as a counselling skills user or a counsellor under supervision.</li> <li><input type="checkbox"/> A copy of your Counselling Skills Diploma or a Counselling Skills Certificate. If you don't have a Diploma, include a letter from the organisation which is sponsoring you.</li> <li><input type="checkbox"/> Approximate number of supervised counselling or counselling skills hours delivered (min 100)</li> <li><input type="checkbox"/> Number of years of experience practising as a counsellor or counselling skills user (min 2 yrs)</li> <li><input type="checkbox"/> Details of any special requirements</li> </ul>		
I have read the "Course Information" available on the Rowan Consultancy website. I agree to the Booking Conditions as detailed overleaf:	Yes	No
Signed:	Date:	

## Booking Conditions:

1. Self-funded bookings made will only be accepted if accompanied by full payment – please include cheque or call the office to pay with credit or debit card.
2. Bookings funded by employers must include the correct details for invoicing on the booking form - including an email address plus any Purchase Order details that may be required.
3. Training is provisional on minimum numbers attending and we reserve the right to cancel if these numbers are not reached. In this case applicants can choose a full refund or transfer of fee to a future course.
4. Access: Rowan's training rooms are located on the second floor of an old building with no lift, only a staircase.
5. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.
6. The data supplied on this form is covered by Rowan's Privacy Policy which can be found on our website at <http://www.rowan-consultancy.co.uk/privacy-policy.htm>

## Fees:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| A. Full -                          | £600 + VAT (£720 including VAT) |
| B. Rowan counsellor 10% discount - | £540 + VAT (£648 including VAT) |

## Cancellation Policy:

- 90% Refund with more than 8 weeks' notice
- 50% Refund with 8 – 4 weeks' notice
- No refund with less than 4 weeks' notice

**NB – Please return the completed Supervision Information Form (below) along with your booking form.**

## Supervisor Information Form for Rowan's COSCA Certificate in Supervision

Trainee's Name	
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This is for the supervisor of the trainee. It needs to be completed and submitted to the course organisers before the start of the course.

Supervisor's name	
Phone	
Email	
When and with whom did you gain your Counselling Diploma or equivalent?	
When and with whom are you accredited?	
How many years have you been practising as a counsellor/psychotherapist?	
Average number of clients per month	
When and with whom did you undertake supervision training?	
Which supervision qualification did you gain?	
How many years have you been practising as a supervisor?	
How many supervisees do you see each month, on average?	
Any other information relevant to your practice as counsellor/psychotherapist or supervisor (eg work as trainer, publications etc)	

**4 Kinnoull Street 01738 562005**  
**Perth [www.rowan-consultancy.co.uk](http://www.rowan-consultancy.co.uk)**  
**PH1 5EN [rowan@rowan-consultancy.co.uk](mailto:rowan@rowan-consultancy.co.uk)**