



<b>COSCA Counselling Supervision Certificate</b>
March 24th & 25th, April 28th & 29th, May 19 & 20th
9.30am - 4.00pm
Rowan Consultancy, 4 Kinnoull St, Perth PH1 5EN

Booking and Payment Deadline –February 24 <sup>th</sup> 2018		
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.

## 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

(from p109 of the COSCA Counselling Supervision Certificate Course)

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.

<b>Supervisor's Details</b>	
Name	
Address	
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 counsellors/psychotherapist	
Average number of clients per month	
<b>Supervisor's own supervision arrangements for their counselling practice:</b>	
Name of supervisor for counselling practice	
Supervision ratio	
How long is each session and how frequently do you meet	
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?	
<b>Supervisor's own supervision arrangements for their supervision practice:</b>	
Name of supervisor for supervision practice	
Supervision ratio	
How long is each session and how frequently do you meet?	
Any other information relevant to your practice as counsellor/psychotherapist or supervisor( eg work as trainer, publications etc)	