



Please send completed forms & attachments to: rowan@rowan-consultancy.co.uk

<b>COSCA Counselling Supervision Certificate</b>
22nd & 23rd February, 22nd & 23rd March, 10th & 11th May
2025 9.30am - 4.00pm

**Application and Payment Deadline – February 7th 2025**

Applicant Name	
Date of Birth	
Address	
Mobile Number	
Email Address	
Organisation name (if applicable)	
Organisation Address	
Payment Method	<input type="checkbox"/> Online (using a card) <input type="checkbox"/> Cheque (This will be processed upon application acceptance) <input type="checkbox"/> Invoice (Please complete the boxes below).  Payment will be processed following acceptance of your application onto the course.
Invoicing Email / PO number (if applicable)	
Name/email of manager or referral agent	
How did you hear about this course?	
<b>Please attach the documents requested to your email and confirm by ticking in the box.</b>	
1. A copy of your Counselling Diploma or a Counselling Skills Certificate. This needs to have been completed at least two years before the start date of the Supervision training. If you are a Counselling Skills practitioner, include a letter from the organisation which is sponsoring you.  <b>Included</b>	

<p>2. Evidence that you are currently practising as a counselling skills user or a counsellor under supervision. This can be a letter from your organisation, your CV or a personal statement. NB: If you are a Counselling Skills practitioner you <u>must</u> be sponsored by your agency.</p> <p><b>Included</b></p>		
<p>3. If you have a Counselling Diploma, have you completed at least 100 hours of supervised counselling practice, post-qualification?</p> <p>If you are Counselling Skills practitioner have you completed at least 100 hours of counselling skills practice, post-qualification?</p>		
<p>4. Details of the plans you have for undertaking the Supervision Practice hours related to the course</p>		
<p>5. The completed Supervisor's Information Form</p> <p><b>Included</b></p>		
<p>6. Details of any special requirements</p> <p>(Please note: we are based on the second floor with no lift, only a staircase).</p>		
<p>I have read the "Course Information" available on the Rowan Consultancy website. I agree to the Booking Conditions as detailed overleaf:</p>		
<table border="1"> <tr> <td>Signed:</td> <td>Date:</td> </tr> </table>	Signed:	Date:
Signed:	Date:	

**NB: Please only send your application once all parts are complete, including your Supervisor Information form. We are unable to process incomplete applications.**

For Office Use only

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## Booking Conditions:

1. If you are self-funding, when we offer you a place we will send you a website link to pay by card. You then have 7 days to pay the full fee to secure your place.
2. Our cancellation policy -
  - a) If you withdraw from the course, refunds are given as follows, depending on how much notice you give us:
    - You receive a full refund of fees paid minus £50 administration fee if you give us more than 8 weeks' notice before the course start date
    - 50% Refund of fees paid when you give us 4 – 8 weeks' notice before the start date
    - No refund of fees paid when you give us less than 4 weeks' notice before the start date
  - b) 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.
3. Online training courses will use [www.zoom.us](http://www.zoom.us), reliable and good quality free software. You will be able to see and interact with fellow participants throughout the sessions and split off into breakout rooms for skills practice and small group discussions. Rowan Consultancy cannot be held responsible or issue refunds for any difficulties with internet connection. Please ensure that you have:
  - adequate broadband connection
  - a laptop or desktop or tablet, since a phone is not sufficient
  - a webcam with microphone
  - a speaker or headset
4. It is the applicant's responsibility to inform us in advance of any special requirements so that we can try to accommodate them.
5. 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: £750 + VAT (£900 including VAT)

**01738 562005**  
**[www.rowan-consultancy.co.uk](http://www.rowan-consultancy.co.uk)**  
**[rowan@rowan-consultancy.co.uk](mailto:rowan@rowan-consultancy.co.uk)**

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

Trainee's Name	
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***The supervisor of the trainee should fill out this form.***

***Please submit the completed form to Rowan Consultancy with your application.***

*NB: If you change supervisor during this training, your new supervisor will need to complete this form and submit it to Rowan.*

Supervisor's name	
Email	
What is your highest counselling qualification/accreditation and when did you gain it?	
How many years have you been practising as a counsellor/psychotherapist?	
Do you have a supervision qualification? If so, please let us know what it is.	
How many years have you been practising as a supervisor?	