

COSCA Certificate in Counselling Skills

Application Form Glasgow



Course: Tuesdays 9.15am–4.45pm (The Spark, 72 Waterloo Street, Glasgow G2 7DA).

Mod 1: 4 & 18 September 2018 2, 16 & 30 October 2018	Mod 2: 13 & 27 November 2018 4 & 18 December 2018 8 January 2019	Mod 3: 22 January 2019 5 & 19 February 2019 5 & 19 March 2019	Mod 4: 2, 16 & 30 April 2019 7 & 21 May 2019
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The course is run in 4 modules, each delivered over 5 days by an experienced trainer and counsellor. 85% attendance is required for each module, and progression is on successful completion of each module. Applicants who have previously completed COSCA skills modules elsewhere can also apply to join the course; please highlight above which modules you wish to join, and contact COSCA to provide evidence of modules completed.

Name	
Address and postcode	
Daytime phone/mobile	
Email (how we'll mainly communicate with you)	
Please tell us why you are interested in this course and if you've had any experience or opportunity of using listening or counselling skills. The course can be emotionally demanding; do you have any support in place to manage this?	
Your current workplace and role, or volunteering role etc.	
Any relevant education or training qualifications	
Any access or learning requirements	
How did you hear about this course?	

Your place is only secure after commitment to pay has been received by The Spark; see over for details and TICK below

Cost £980 (£245 per module)	Payment in full (see details over)	<input type="checkbox"/>	Payment by instalments (card only)	<input type="checkbox"/>
Finance Dept. contact name (if payment by invoice)			Purchase Order No.	
Finance Dept. email address			Phone	

Data Protection: how information about you will be used: We collect your personal and sensitive personal data in order to process your application and to assess your suitability for training, to record attendance, and to note assessment scores where relevant. Your personal data will also be shared with COSCA in order to register you for courses accredited or registered by them. We may also share your information with Sage Pay to process your payments for courses. We will retain your personal data for a period of 7 years after the completion of your training with us. Full details of our Data Protection procedures can be found in our Privacy Policy at www.thespark.org.uk

Signature		Date	
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Future contact: Please **X** the relevant boxes below if you agree to being contacted in the future about our counselling training or other courses which may be of interest to you. Please note that email is our primary means of communication.

By email	<input type="checkbox"/>	By phone	<input type="checkbox"/>	By post	<input type="checkbox"/>	Thank you!
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Terms and Conditions: COSCA Certificate in Counselling Skills

Please note that when you make a booking, you are agreeing to the following terms and conditions:

1. Enrolling on the course: this is only complete after commitment to pay has been received by The Spark, either:

Payment in full

- **by cheque:** please make these payable to The Spark. Do not forget to write the course name (COSCA SKILLS) and start date on the reverse, then post it to:
Finance Department, The Spark, 72 Waterloo Street, Glasgow G2 7DA
- **by card:** made by phone at the time of booking.
- **by invoice:** please provide invoice contact details at the time of booking.

Payment by instalments

- **only available via card payments:** these are processed Sage Pay, a secure payment system. Please call us to make a first payment of £125, as a deposit prior to starting your first module; thereafter with your approval, we will process a recurring payment for each module as follows:
 - £125 c. week 1 (for subsequent modules).
 - £120 c. week 4

For card payments, please call 0141 222 2166 and speak to Sophie Rogers or Sandie Butler.

2. Fee: Course cost is £980. Each module is £245, and includes handbooks.

- Each module includes 5 days of training (approximately 30 hours), training materials and course handbook; the final module also includes a certificate on successful completion. The cost does not include lunch, and the availability of refreshments may depend on the training venue.
- If an applicant does not pass a module, The Spark will refund any payments made for modules not yet begun. We cannot offer refunds for any module started but not completed.

3. Our cancellation policy

- If you wish to cancel your place more than 4 weeks before training starts: 100% refund
- If you wish to cancel your place 2-4 weeks before training starts: 50% refund
- If you wish to cancel your place under 14 days before the date of the event: no refund
- If you wish to withdraw from subsequent modules, please inform us no later than 2 weeks before the first date of that module. We will refund any payments made for modules not yet begun.
- If a course or event is cancelled by The Spark (because of insufficient numbers or unforeseen circumstances) then all fees will be fully refunded. Unfortunately we are unable to reimburse out of pocket expenses, such as travel and accommodation.

4. Waiting list

- If you request a place when the course is already full, then you will be asked whether you wish to be placed upon the waiting list. If a place becomes available, you will be contacted before your booking is confirmed.

5. Liability

- We are not responsible for items that are lost or stolen during our course and workshops nor are we responsible for accidents, illness or personal injury sustained during our training events.