



# Autumn 2021 Application Process: Frequently asked questions

## Who can apply?

1. Hold a current active caseload. This is because you need to reflect on the work you do whilst completing the worksheet for the course.
2. A line manager or equivalent role within an appropriate organisation, who can vouch for you for the entire time they are on the course and completing the worksheets.
3. Professionals working with young people who may be affected by domestic abuse

It is suitable for both experienced practitioners and those who are new to the role. All learners should have a basic understanding of the dynamics of domestic abuse before attending the course.

## Can I apply if I have a disability? .

Please let us know by disclosing on the application form so we can better support you from the beginning. This information, as well as any other information on your application form, will be treated as private and processed according to our GDPR policy. If you are successful, before the course starts, we will be in touch with a private email to discuss necessary arrangements.

## What else do I need to know before registering?

As this term is entirely online, learners are responsible for their own internet connection and accessing devices. You will need to have access to a computer, tablet, or phone with working and stable internet access.

We will not be providing recordings if you miss a session and you will need to reattend in order to receive accreditation. There will be a fee for resitting as per our Terms and Conditions.

We will perform an ID check on the first day of the course. You also will be required to have your camera on for the entirety of all online training sessions for security and safeguarding reasons.

## Are there any subsidies?

We are committed to supporting smaller and specialist services to access our services. To help facilitate this, we offer a fixed number of subsidies (on two tiers) for services with an annual income of less than £1 million (£550 per learner) and less than £500,000 (£300 per learner).

### How are the subsidised spaces allocated?

We use information on the application form to determine who to award the subsidised spaces to.

### I have completed an expression of interest (EOI) form, do I need to complete an application form?

Yes, you need to still complete an application form for the specific course you wish to attend. This is a more detailed form than the EOI. Filling in the EOI only means you receive an early-bird email about the application link.

### How do I apply?

Please complete the application form here between 12:00 15th July 2021 and 12:00 22nd July 2021. You will receive an email confirmation after your application is submitted.

Please note this is different to the Expression of Interest (EOI) link. The EOI only asks you a few basic questions to register your interest while the Application is an elaborated form.

Your application will then be reviewed individually. The result will be emailed to you on 2nd August 2021.

### Does completing an application form guarantee me a space?

No. Each application is individually reviewed, as above. Spaces are not secured until payment is received.

### How are spaces allocated?

Our lead trainer reviews each individual application to check eligibility and follow internal selection criteria. We encourage you to be very detailed on your application.

### My application has been successful, what is next?

If successful, you will receive an email containing a registration link. This link will take you through an Amazon-like check-out process. This will include providing details for payment, such as a purchase order number and nominated order contact. The order contact is the person who will receive the invoice, they may have a job title like Finance Administrator.

Once the registration is completed, an invoice will be sent to your nominated order contact. Payment terms are **10 working days** from date of invoice. By registering, you confirm that you are responsible for paying the fee for the course. After 10 working days, if we cannot contact you, we may reallocate the space or pursue legal

### My application has not been successful, what can I do?

If your application is unsuccessful, you may be put on a waiting list. In this case, we will let you know and contact you if a place becomes available. Otherwise you are welcome to put in an application in a future course when you feel you have met our criteria better.