



# Autumn IDVA 2020 Application Process: Frequently asked questions

## Who can apply?

SafeLives training for IDVAs and frontline professionals is designed for those who are:

- currently working (or about to start work) as an Idva or domestic violence practitioner
- frontline professionals who work with victims of domestic abuse
- managers of domestic abuse services with a caseload
- professionals working with young people who may be affected by domestic abuse
- professionals responsible for improving the local response for victims

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. Pre-course reading material is made available to all successful applicants.

## How do I apply?

By clicking on the “Apply now” application link on our website once they are released on 07 August 2020 and filling in the application form. Use the link that is specific to the location in which you wish to undertake training.

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.

## 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?

Spaces are allocated on a first come, first served basis for eligible applicants. Our lead trainer reviews each individual application to check eligibility.

## When do the applications close?

Applications will remain open through the whole of the space allocation process. There is no set date that the applications will close. This will depend on how quickly the course spaces fill up and are allocated.

It is at our discretion to close the applications at any stage during the process.

## What is the time commitment?

The course comprises 12 days in-room training, delivered in four blocks; e-learning modules which must be completed prior to attending each block of training; and the completion of four assessed worksheets that are submitted online. The list below provides guidance on recommended study time you should allow:

- Guided learning (in room training, pre-course reading and e-learning modules) - 120 hours
- Worksheets - 50 hours

- Notional study\* - 130 hours
- Total course time requirement - 300 hours

\*Notional study relates to time spent reading manuals, considering further research (such as reading reports and government guidance) and generally reflecting on what you have learnt in the training room. You may wish to do this in your own time, or you may prefer to discuss having extra time supported by your manager.

### **What happens after I apply?**

Our training team will review each application individually and get in touch with you regarding the outcome. We do not have a specific closure date, as each course fills up at different speeds. Email enquiries on the status of the application will not be answered.

### **When will I hear if my application has been successful?**

Whilst we strive to allocate spaces as quickly as possible, we cannot give a firm date. This is because each application is considered on an individual basis and some courses fill up quicker than others. Furthermore, the number of applications varies on location, so depending on where you have applied, you may receive notification sooner than other applicants applying to a different location.

### **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. Your space is not secured until the fee is paid.

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

We do not give individual feedback because of the high calibre of applications. As spaces are allocated among eligible applicants on a first come first serve basis, you may be put on a waiting list. In this case, we will let you know and contact you when a place becomes available. If you are simply unsuccessful, you are welcome to put in an application in a future course when you feel you have met our criteria better.

### **Why has my colleague had a response and I have not?**

The number of applications varies on location, so depending on where you have applied, you may receive notification sooner than other applicants applying to a different location.

### **Are Home Office bursaries available?**

Unfortunately, Home Office bursaries are no longer available, but you may be eligible for discounts. See the next questions.

### **What is the cost?**

The full fee is £2,400. This is the final amount. This training is "tax exempt". There are a very limited number of reduced fee spaces: £1,950 for self-funders or registered charities with an annual income of less than £1m.

### **How are the reduced fee spaces allocated?**

These are only available for charities with an annual income of less than £1 million and self-funders. These will be allocated on a first come, first served basis per course.

### **Will there be any other courses running in Autumn 2020?**

No. We are only running 2 open-enrolment courses in Autumn 2020 in the following locations: Bristol and Manchester. We will schedule courses in London and Leeds in Spring 2021. Please make sure to register your interest if this has not been done already.

### **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.

### **Do I need to attend all 12 training days?**

Yes. It is a condition that you attend all 12 training days in person. Please see the terms and conditions for more information.

### **Will my name be placed on the waiting list?**

If you are eligible for the course, but have not been allocated a space, we will add your name to the waiting list specific to the specific course you applied for.

### **Who is the nominated order contact for registration?**

This is the person that should receive the invoice. It is your responsibility to ensure that the correct details are entered. If you choose for the invoice to be sent to yourself, it is your responsibility to make sure that it is forwarded on to the person/department who will make payment. Failure to make payment within the 10 working days after the registration link has been sent will mean you are liable to lose your space.

### **Do I need to provide a purchase order?**

Please speak to your Finance department and ask if they use purchase orders. If they do, they will need to raise a purchase order for you. Please add the purchase order number when going through the check-out process.

### **What happens if my organisation does not use a purchase order system?**

That is fine. Please enter '0000' when prompted for a PO number. If your organisation does use purchase orders and you do not add one to your invoice, the invoice will be rejected, and you may lose your place.

### **How do I pay?**

If your application is successful, you will be sent a registration link that will take you through the steps to raise a digital invoice. See above. An invoice will be sent to whomever you nominate as the "order contact". The order contact is responsible for ensuring the invoice is paid according to the instructions on the invoice. Payment needs to be received within 10 working days of the registration link being sent to you. Until payment is received your place is not secured.

### **If I do not get a space, how can I register my interest for future courses?**

If you do not get a space on the Autumn 2020 courses, you will need to apply again for the Spring 2021 courses. To receive notification of when these courses will open you will need to be on the Expression of Interest list.

If you would like to register your interest for future courses, please fill in this form [here](#). This means that you will. If you have already completed an EOI form this will remain in place for future courses.

### **When should I book my travel and accommodation?**

Do not book any travel or accommodation until your payment has been received and space confirmed. We cannot take any responsibility for any bookings made. As this is not a residential course, we advise all learners who cannot travel to the training daily to book accommodation suitable to their needs. You will need to arrange this yourself as the cost of the course does not include overnight accommodation.

### **What if I have a disability?**

We encourage applications regardless of ability. We have trained over 3000 IDVAs and many of them have a disability. We do ask that this is disclosed from the application process for better support to be provided. If you are successful, before the course starts, we will be in touch with a private and confidential email to discuss necessary arrangements.

### **Is Lunch provided?**

Yes – lunch is provided, and you will be asked your dietary requirement in the application stage.