



Ending domestic abuse

Frequently asked questions about our Idva foundation training

Take a look at some frequently asked questions below. For any other queries, please email training@safelives.org.uk or call 0117 403 3224.

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. Precourse reading material is made available to all successful applicants.

How do I apply?

Use the application link at the bottom of the 'Idva foundation' training page on our website and fill in the application form.

For practitioners based in Scotland or Wales there are different application forms. For Scotland-based practitioners please see our 'Idaa: Independent Domestic Abuse Advocate training' page, and for Wales-based practitioners please see our 'Wales: Idva foundation' page.

Please note the application form is different to the Expression of Interest (EOI) form which simply 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. 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 accreditation level is the course?

The course is mapped to National Occupation Standards for the domestic abuse sector and is accredited by the Open College Network London Region (OCNLR) at Level 3, which is broadly equivalent to NVQ3 and A level, and provides 27 credits in total. OCN allocates credit values per topic and awards you credits on successful completion of individual units.

To achieve OCN accreditation you must have attended the full course and completed all units to the required standard.

In order for SafeLives to be able to offer OCN London accreditation, our training practices and procedures have been reviewed and approved in accordance with OCN London's accreditation framework.

How is the foundation course assessed?

In order to establish that you have reached the required level of understanding for each topic, your work is assessed and moderated by both an internal and external moderator. The assessment consists of four worksheets and five e-learning modules which are completed via the [SafeLives online learner centre](#). If there are circumstances which make it difficult for you to meet a deadline, you will be able to contact the lead trainer or training coordinator to discuss this. Extensions are considered on a case by case basis.

In order to complete your assignments you will also need to do the following at some point during the training (some of these you may be doing anyway as part of your role):

Assignment	Completed before
Visit your local sexual assault referral centre (Sarc) and ask what other services are available to victims of sexual violence in your area	Block 3
Review at least 3 of your own case files using our case review system	Block 2
Observe a Marac or similar local domestic abuse risk management process	Block 2

Contact your local Cafcass officer about your local procedures	Block 2
Reflect on a case management supervision session	Worksheet 2
Observe at least two cases in a Magistrate's Court (ideally but not essentially domestic violence related)	Block 3
Sit in on a Crown Court trial (ideally but not essentially domestic violence related)	Block 3
Contact your local Crown Prosecution Service Violence Against Women and Girls (VAWG) coordinator about your local procedures	Block 3
Visit your local county court and ask about the process for applying for an injunction	Block 3

We also ask that you complete a reflective log for the period of the training. This will take conscious effort, and can feel uncomfortable at times. However, this process promotes the development of personal and professional insight and learning, which in turn enables us to improve our knowledge, skills and practice. This log is for your own development and you will not be required to submit it in its entirety, however, at times during your worksheets you will be asked to submit sections relevant to one of the actions required above.

What are the training requirements?

To ensure you get the most from your training, we ask that all applicants:

- Attend all 12 days of the training
- Understand, speak and write good English in order to understand the training materials and be able to fully participate in classroom exercises and complete assessments
- Complete all compulsory assessment exercises within the timescales agreed
- Use IT skills and have access to a current version of Microsoft Word, Excel and the internet (to access the [SafeLives online learner centre](#), submit assessment worksheets and receive email communications)

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 for our Idva foundation training, but you may be eligible for a free or subsidised space. See the next questions.

What is the cost?

The full fee is £2,400 per learner. This is the final amount. This training is “tax exempt”.

The course price varies for practitioners based in Wales and Scotland. Please see information below:

- In Wales the Idva Foundation training is fully-funded
- In Scotland the Idaa: Independent Domestic Abuse Advocate training costs £1,552 which includes registration fees with SQA

There are a very limited number of reduced fee spaces: £1,950 for learners from registered charities with an annual income of less than £1m, or £950 for learners from registered charities with an annual income of less than £500,000.

How are the reduced fee spaces allocated?

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

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

Yes, you still need to complete an application form for the 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.

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 particular 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 your preferred course date, you will need to apply again for the following course. To receive notification of when these courses will open you will need to be on the Expression of Interest (EOI) list which is available on the 'Idva foundation' training page. For practitioners based in Scotland or Wales there are different EOI forms. For Scotland-based practitioners please see our 'Idaa:

Independent Domestic Abuse Advocate training' page, and for Wales-based practitioners please see our 'Wales: Idva foundation' page.

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?

Lunch is provided for in-room training. You will be asked your dietary requirements in the application stage.

What else do I need to know before registering?

For online sessions, 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. You also will be required to have your camera on for the entirety of all online training sessions for security and safeguarding reasons.