



# SafeLives Independent Domestic Violence Advisor Foundation Training FAQs

## Spring Idva 2019 Application Process: Frequently asked questions

### Will there be more Idva courses in 2019?

Yes. Once the Spring 2019 courses are fully allocated we will begin work on the Autumn 2019 courses.

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

Yes, you need to complete an application form for the specific course you wish to attend. This is a more detailed form than the EOI and will allow us to allocate spaces. We are using a new system therefore everyone will need to fill out an application form.

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

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

### How are spaces allocated?

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

### How do I apply?

Click on the link relevant to your chosen course on the webpage on **3<sup>rd</sup> October**. Use the link that is specific to the location in which you wish to undertake training.

### 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.

### Are Home Office bursaries available?

No.

### 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** amount of reduced fee spaces: £1,950 for 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 £1m. These will be allocated on a **first come, first served basis per course**.

### **Can I pay in instalments?**

No, payment must be made in a **single transaction**.

### **Will there be any other courses running in Spring 2019?**

No. We are only running 3 open-enrolment courses in Spring 2019 in the following locations: Bristol, Manchester, London. The locations will not change.

### **What happens if my application is unsuccessful?**

You will be notified via email if you have not got a space on the course. Please do not email us to ask if you have been successful.

### **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.

### **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.

### **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 course you applied for.

### **What happens if my application is successful?**

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 30 days from date of invoice.

### **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 40 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 complete payment. See above. Payment needs to be received within **40 calendar days** of the registration link being sent to you: until payment is received your place is not secured.

### **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.

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

If you would like to register your interest for future courses, please fill in this [form here](#).

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 on a daily basis 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.