



## **Bristol Domestic Abuse Forum Training Standards**

As part of BDAF's continued aim to deliver the best quality training around domestic violence and abuse that we can, the following standards must be observed.

### **Monitoring of Quality**

1. Evaluation forms will be completed at the end of each session by all participants and trainers. Trainers must allow time at the end of each session to discuss and complete their evaluation.
2. At least one session of a new course will be observed by the training coordinator within 12 months of the course being approved
3. The training coordinator will make quarterly reports on training to relevant working/sub-groups, and produce an annual report which covers at minimum the range of courses delivered, the number of participants, and the quality of evaluation feedback.
4. Training aims and objectives for new courses are reviewed and agreed by Training Working Group

### **Course Content and Materials**

5. Every course has a defined aim and between 3 - 5 objectives, worded to be understood by non-specialists.
6. Accreditation, where available, is offered at cost price to all participants. All participants on every course will receive a certificate of attendance, showing the aims that their attendance has achieved.
7. A complete training script will be produced for the entire day, including an aim and resource list for each activity/section
8. At least two weeks prior to delivery of the first session of a course (date), a training agenda, training script, presentation and handouts will be sent digitally and in house style to the training coordinator. Unformatted materials must be sent one month in advance to allow time for formatting.
9. House style includes the BDAF logo; a clear, legible font of minimum size 12; clear images; accessible language; clear accreditation of the source where appropriate including statistics. Unsourced statistics or claims will not be used unless explicitly acknowledged as being anecdotal.

### **Trainers and Delivery**

10. All training is delivered by trainers accredited to OCN level 3 or equivalent with relevant specialist knowledge
11. All potential trainers, including non-trainers, for the course will have agreed the aims, content, and delivery methods



12. Each course will have a minimum and maximum number of participants agreed in advance of advertising.
13. Any substantive amendments to training courses will be made in consultation between the training coordinator and relevant trainers
14. Trainers will meet prior to the session with any non-trainers delivering part of a session (e.g. a specialist coming to give a presentation), to clarify (a) content (b) duration and (c) method of delivery for their part of the session. This must take place prior to the finalised training script being submitted.
15. At least one week prior to each delivery session, all trainers and non-trainers involved in that session will meet for at least one hour for final preparations, including agreeing who will lead each section
16. BDAF will maintain a pool of accredited trainers with a variety of specialist knowledge.
17. All BDAF trainers will work to an agreed set of standards and conditions, and prepared to improve and share their training skills. This includes attendance at two development days per year.
18. Guest trainers or non-trainers will be invited to share their skills and agree training delivery methods where appropriate.
19. BDAF will support the training pool and training programme through the availability of a training coordinator, and quarterly meetings of the training working group.

### **Accessibility**

20. All venues will be fully accessible.
21. We will work with participants to meet their specific needs; eg dietary requirements, free places for interpreters or personal assistants etc.
22. Wherever possible, alternative format materials will be made available on request.

### **Communications**

23. BDAF will support the training pool and training programme through advertising, both general and targeted, through a variety of means including the BDAF website.
24. The agenda and venue details will be emailed to participants a minimum of one week in advance of the course date.
25. The agenda, venue details, and participant details will be emailed to trainers, including guest and backup trainers, a minimum of one week in advance. Any unavoidable changes after this date will be communicated via telephone.
26. All level 2 Understanding Domestic Violence and Abuse courses will have backup trainers scheduled to avoid cancellation. In the event of course cancellation, participants will be given a minimum of one week's notice; in exceptional circumstances, participants will be informed of cancellation by telephone and offered alternative training where available.