A logo with ladybugs in the center

Description automatically generated**Northern Integrated Family Violence Services  
*Training Request Form***

Training requestor to complete:

|  |  |
| --- | --- |
| **Date of request** |  |
| **Organisation** |  |
| **Contact person** | Name:  Email address: |
| **Type of training/topic** |  |
| **Proposed training date/s** |  |
| **Preferred duration** |  |
| **Mode of delivery**  ***(Online or In-Person)*** |  |
| **Expected number of participants** |  |

|  |
| --- |
| **Who are the training participants? What are their roles?**  Please provide any useful information about the participant group (e.g. shared purpose, identified needs from group, potential resistance, previous training on similar topics). |
| **What prompted this training?** |
| **What are the expected/desired outcomes of this training?** |
| **Are there any known accessibility\* requirements for the participant group?** E.g. AUSLAN, bilingual interpretation, vision impairment. *Please specify.* |
| **For in-person delivery, is there a proposed venue for the training?  If yes, please provide details including room capacity, set up and available IT.**  **Does this venue meet the accessibility needs of the participant group?** |
| **Price budged for the training (if known).** |
| **Any other useful information?** |

***\*Note on accessibility:*** *NIFVS is committed to making its training events accessible to a wide range of workers and community members, regardless of ability, language, age, culture or background. We welcome any and all knowledge about specific accessibility needs that will help us to tailor our training delivery to best meet the needs of all participants.*

*We encourage partners to undertake good practices when it comes to the coordination and hosting of training events, such as:*

* *Offer participants the choice to nominate accessibility requirements as part of the registration process.*
* *Ensure that the registration process is easy to use and conveys your organisation’s commitment to inclusion.*
* *Ensure that participants have autonomy and choice when registering for the event.*
* *Include a direct method for contacting event organisers that is operational prior to and during the event.*
* *Ensure that actions are taken to meet the accessibility needs of participants so all participants can engage fully in the training.*

***Completed by:***