



# SAFERWORLD

PREVENTING VIOLENT CONFLICT. BUILDING SAFER LIVES

## Doing things differently:

### Using outcome monitoring and harvesting to support adaptive programming and advocacy

#### FAQs

##### How can I apply for Saferworld's training?

The first step is to fill in the application form and email it to [training@saferworld.org.uk](mailto:training@saferworld.org.uk). Please give as much information as possible when filling out the form, as this will allow the course facilitators to understand your specific needs.

Kindly note that applications are assessed on a rolling basis, and that we may close the enrolment before the deadline once a course is fully booked. So please make sure you apply well in advance of the booking deadline listed in the training announcement.

Once we receive your booking form, we will send you a booking email with all the relevant payment information and terms and conditions. This means that a place on the course has been provisionally reserved for you whilst we await payment. We request that payment is made as soon as possible after receiving the invoice. Once payment has been received, your place on the course will be confirmed.

##### What is included in the training fee?

Our training fee **includes** all course materials, refreshments (tea, coffee, biscuits) and lunch (please notify us of any dietary requirements on your application form).

Please note that the training fee **does not include** travel arrangements and Saferworld cannot provide assistance with specific individual travel arrangements.

##### What is Saferworld's cancellation policy?

If you wish to cancel your place on a course, we will refund the fee according to the number of weeks before the course that you notify us of this. To cancel your place on the course we require written notification.

- More than 3 weeks: 100% refund
- Between 2 to 3 weeks: 50% refund
- Less than 2 weeks or not attending the course: No refund



Saferworld reserves the right to cancel or postpone a course **up to 2 weeks** before the course in the unlikely event that it is undersubscribed. In these cases, participants will be offered alternative dates or a full refund.

In the unlikely event a course has to be cancelled **within 2 weeks** of the course start date by reason of force majeure, (war, civil unrest, fire, flood, action by any government, trainer illness, or any event beyond the reasonable control of Saferworld) then Saferworld shall promptly notify participants and seek alternative solutions.

### **What support is available after the training?**

Saferworld can provide further tailor made training or consultancy support if you or your organisation need further assistance. Please contact us with any questions.

### **Copyright**

All materials distributed in connection with this training can be used, with due recognition given to Saferworld.

### **What does Saferworld do with my personal data?**

Saferworld is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, for example when applying for our training course, then you can be assured that it will only be used in accordance with our privacy policy.

### **Contact us**

If you have any questions or need more information about our training, please contact Saferworld:

Phone: +44 (0)20 7324 4646

Email: [training@saferworld.org.uk](mailto:training@saferworld.org.uk)

Web: [www.saferworld.org.uk](http://www.saferworld.org.uk)