

Student Welfare and Support Services

Sexual Harassment and Violence Support Service

Training - Terms and Conditions

These terms and conditions relate to the scheduled Student Welfare and Support Services courses delivered face-to-face and online.

In these terms and conditions:

“Applicant” means an individual who has submitted a booking form for a course

“Participant” means an individual who has a confirmed place on a course

“In Writing” means by letter/email

By submitting this booking form you agree to the terms and conditions outlined here:

Booking

- Acknowledgement of the booking and joining instructions will be sent via email to the address attached to the participant's Oxford Single Sign-On.
- If a training date is full, applicants can join a waiting list. Applicants should cancel their waiting list place if at any stage if it is no longer required by emailing supportservice@admin.ox.ac.uk

Cancellations

- If at any stage a participant finds that they cannot attend a training, the place must be cancelled by emailing supportservice@admin.ox.ac.uk, ideally with at least 3 working days' notice. If a participant needs finds they cannot attend last minute, they must still contact us to let us know.
- On occasion, unforeseen circumstances may require the Sexual Harassment and Violence Support Service team to cancel a training date. In such circumstances the course providers will give as much notice as possible and endeavour to organise another course date.

Recording

- We do not record or provide recordings of our training due to the nature of the training content and to protect the confidentiality of participants

Attendance

- The location of each training is stated in the description and the confirmation and reminder emails. Most face-to-face training takes place at 3 Worcester Street, however, locations do vary so please make careful note of the location of the training you are attending. Online courses are usually delivered via Microsoft Teams.

- Training starts promptly at the advertised time. If a participant is delayed, we ask that they contact the support service supportservice@admin.ox.ac.uk to advise us as soon as possible. Admittance may not be possible for late arrivals of 15 minutes or more, to minimise disruption for the other participants and the facilitators.
- A certificate will usually be emailed after the training, alongside the slides and any training material. The certificate of attendance can be used as part of an attendee's personal development portfolio as a record of their development. It is the responsibility of training participants to ensure that records of their attendance are obtained before they leave the University, as it is not always possible to supply these retrospectively.

Feedback

- Participants are given an in-class or sent an online evaluation survey after the training which allows feedback to be submitted. Anonymised comments may be used for advertising purposes unless a participant requests otherwise.

Bespoke Sessions

- Bespoke or role specific training available for additional runs on request of a college / department wishing to train a larger group of staff can be made available and usually take place in a venue organised by the party requesting the training. Please contact supportservice@admin.ox.ac.uk if you want to explore tailored training needs.