



EXPECTATIONS
OF
SISTERHOOD

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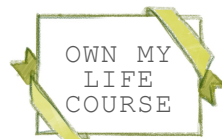
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Introduction

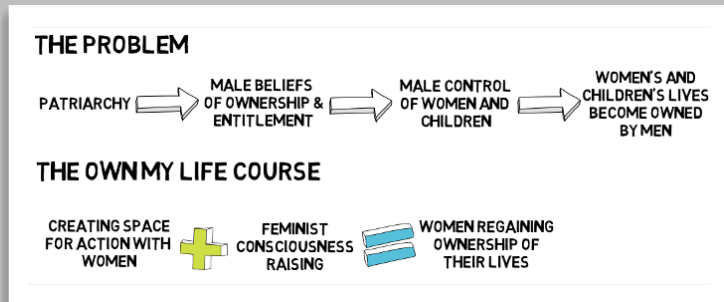
We are committed to ensuring that every woman who accesses the Own My Life course has a life-changing, positive experience; which aligns with our core values and principles. To ensure this, we have developed our **Expectations of Sisterhood** which encompass how trainees and their organisation engage with our CPD accredited training and includes their ongoing commitment to delivering the course well. Every organisation is different and we seek to empower practitioners to deliver the Own My Life course in ways that are best suited to their context, with freedom and flexibility to ensure women accessing the course benefit from the practitioner skill and the unique strengths of each organisation. We also have non-negotiable delivery requirements which are designed to protect the integrity of the material, safeguard practitioner wellbeing and ensure women get the most benefit from the course.

There are three parts to the **Expectations of Sisterhood**; 1) before training, 2) during training, and 3) after training. For each part, there are commitments made by a) the practitioner who will be attending the training and b) by the organisation the practitioner works for.



Methodology

Our theory of change starts by recognising that patriarchy leads to some men developing beliefs of ownership and entitlement over women. As a result of these beliefs men control their female partner and any children, taking ownership of their partner and children's lives.

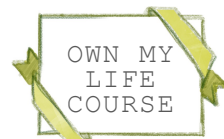
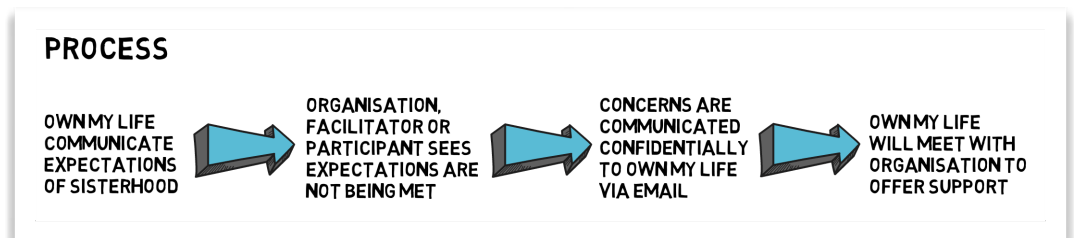


In order to enable change, the Own My Life course combines feminist consciousness raising with creating space for action in order to enable women to take back ownership of their lives from the abuser.

The impact of patriarchy goes beyond the reality of men's violence towards women. It involves recognising that all systems of power are influenced by patriarchal ideology. We also recognise that racism, classism, ableism, homophobia and other forms of oppression intersect with patriarchy.

In all our work, we seek to creatively reject patriarchal power systems, finding new ways to empower and liberate that do not adhere to old patriarchal patterns.

While some organisations use quality standards and others use centralised administrative systems to protect the quality of work being done, **we instead seek to empower organisations, facilitators and women attending Own My Life courses to ensure the work they do is positive, constructive and healing.** We do this through our '*Expectations of Sisterhood*,' set out in the **document you have here**, which have been formulated to align with our core values and principles. We communicate these expectations clearly and comprehensively. When running or attending an Own My Life course, an organisation, facilitator or course participant may conclude that these expectations are not being met. They can confidentially contact us and ask us to communicate with their organisation about any issues. We will meet with the organisation running the course and establish how we can support the organisation and/or facilitator to abide by the *Expectations of Sisterhood*.



Core Values

- **Woman-centred:** We centre women and their needs in all that we do, and we understand that a feminist analysis is necessary to effectively respond to male violence and the harm men cause to women and children.
- **Intersectionality:** Alongside sex, there are other axis of oppression including race, ethnicity, sexuality, class, disability, gender identity, education, age, job, religion, and economic status that interact with the impact of male violence on women's lives
- **Ownership and Entitlement:** Men's abuse and violence is rooted in their beliefs that they own their partner (and children), and they are entitled to behave in whatever ways they choose to.
- **Controlling Behaviour:** Men who abuse use the following tactics to control women and children, and to maintain their beliefs of ownership and entitlement: isolation, exhaustion, monopolising their partner's perceptions, threats, occasional indulgences, violence and sexually harmful behaviour, humiliation and degradation, enforcing trivial demands. (Biderman, 1957)
- **Space for Action:** In order to leave an abuser and move forward with their lives women need space for action, where the abuser's tactics become less effective and they have a supportive space to take positive action for their lives. (Kelly, 2003)
- **Consciousness Raising:** This refers both to a woman's consciousness of her own personal life but also to gaining understanding about the dynamics of domestic abuse and what is driving the abuser's behaviour. It also includes socio-political education in identifying misogyny, patriarchy, and sexism in media, law, history, and across society.
- **Regaining Ownership/Building Self-Efficacy:** Women need to be able to take back ownership of their lives from the abuser. They can be supported to do this through having space for action and through consciousness raising. Self-efficacy is defined as having confidence in your ability to exert control over your own motivation, behaviour, and social environment. Helping women to build self-efficacy is integral to recovery after a relationship with an abuser. (Bandura, 1994)
- **Safety:** Abusive men kill women and children. They rape, injure, disfigure and violate women and children. Any intervention with women may increase an abuser's risk to them, and this requires practitioners and organisations to make every effort to maintain and increase the safety of women and children.



Core Principles

- **Women are the experts on their own lives:** They need our support in moving forward (much like a pregnant woman needs a midwife to help her through labour) but women are the experts on their lives, what they need and how we can best support them.
- **Addressing the professional/personal dichotomy:** Women's services have developed a tendency to treat professional knowledge and expertise as being of greater value and have viewed it as inappropriate for female practitioners to share their personal experiences with service users. However, appropriate and ethical use of our personal narratives as professionals can be helpful and useful to women.
- **Depathologisation:** Often women with abusive partners are pathologised, which means they are treated as if they are "psychologically abnormal". However, women's reactions and management of their lives with an abuser are usually totally normal. The issue is the abuser, not the woman.
- **Trauma literacy and psychoeducation:** Building women's literacy about trauma will enable them to more quickly regain ownership of their lives and make sense of the ways they have responded to an abuser and the wider pressures and challenges within their life.
- **Information ownership:** The information within the group will be owned by the group. This is particularly important with regard to the Own My Story journals. Practitioners should NEVER look in women's journals without being invited to do so by women themselves. When running in-person courses, the journals need to be stored securely. Agreements around confidentiality should be reiterated in every session to ensure that if women do disclose information, they are fully aware that the information may be shared outside of the group.
- **Right use of power:** The facilitator and the organisation running the Own My Life course holds significant power and this must be acknowledged and managed appropriately.
- **Collaborative not competitive:** The Own My Life course recognises that patriarchy seeks to divide women to conquer them, this is evident in women's magazines, TV programmes, the beauty industry and across society. We seek to foster collaborative spaces that build sisterhood and combat competitive attitudes.
- **Honouring resistance:** Women always resist abusers, and this resistance should be honoured. Sadly, most often when women share how they have resisted abuse, they are met with scorn and blame. The Own My Life course seeks to honour women's resistance.
- **Liberation and equality:** In light of the Own My Life course's core principles of being woman-centred and intersectional; the value and equality of all human beings is recognised. The current state is one in which women are oppressed by men; black people are oppressed by white people; lesbian and gay people are oppressed by heterosexual ideals; transgender people are oppressed by transphobia; and disabled people are oppressed by a society designed by and for able-bodied people. The Own My Life course works to ensure all participants experience equality of opportunity but seeks to move beyond equality to full liberation.



Before training

Practitioner

- Expectations of Sisterhood agreed.
- Accurate training information provided on time.

Organisation

- Ensure practitioner's other duties are covered in advance of the training.
- Pay invoice on time.
- Provide practitioner details (email, home address, phone number) at least 1 month prior to first day of training.



To book onto our CPD accredited training the practitioner will need to access THIS webpage, find suitable training dates and complete the booking form. They can choose to pay for the training by card via PayPal (you do not need a PayPal account to do this) or an invoice can be requested. For organisations booking multiple staff onto the training, your staff will still need to complete a booking form, but prior communication with the Own My Life Team may be needed, email us: info@ownmylifecourse.org.

Practitioner Checklist

You must be able to answer YES to all the questions before joining the training.

- Is your training application complete with HOME address provided?
- Is your internet access fast enough to manage 5-days online training, including keeping webcam on?
- Have you read and implemented the Zoom Protocols (page 6)?
- Have you read through the Resources Needed (page 9) and ensured you have them all available?
- If unconfident in Zoom participation, have you booked to attend the OML Zoom practise session?
- Is your email auto-reply on so that your colleagues and clients know you are unavailable during the training?
- Have you ensured cover for work commitments to ensure you can fully participate in the whole training?

Organisation Checklist

An organisation must be able to answer YES to all these questions before staff can join the training.

- Have you read the training terms and conditions (page 21-25)? By booking the training, it is understood you agree to these.
- Have you ensured your practitioner has booked in to the training?
- Will the invoice be paid two weeks before training commences?
- Have you ensured that the practitioner's time is cleared for the week so she can concentrate on the training? This should include her not being required to deliver evening sessions on any of the training dates.
- Will you ensure that during the training, the practitioner will not be required to answer emails or do her other work, in order to focus on the training material?

Before training

Practitioner

- Expectations of Sisterhood agreed.
- Accurate training information provided on time.

Organisation

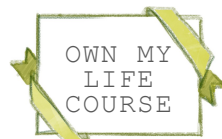
- Ensure practitioner's other duties are covered in advance of the training.
- Pay invoice on time.
- Provide practitioner details (email, home address, phone number) at least 1 month prior to first day of training.



Resources Needed

The resources needed to participate in Own My Life course CPD accredited facilitator training:

1. **Stable internet access:** The training will take place online. This requires an internet connection that is not intermittent.
2. **Access to Zoom:** Zoom is an online video conferencing tool. You can sign up to Zoom here: <https://zoom.us/signup> but you don't need to be signed up to participate in the training.
3. **WoManual:** This will be posted out to you in advance of the training.
4. **Pen/pencil/felt tips/highlighters:** You will need to write in the WoManual during the training.
5. **Laptop/desktop computer/tablet:** While Zoom can be accessed from a smart phone, for a 5-day training this is unfeasible and a larger screen is required.
6. **Webcam:** Most laptops and tablets have a built in webcam, but if you are using a desktop computer you will need a webcam. There are apps which will allow you to use your smart phone as a webcam.
7. **Headphones:** In order to ensure the sound quality for all participants and that other participants' contributions are not overheard by those in your vicinity, headphones are required. If your device has a built-in microphone, your headphones **do not** need a microphone.
8. **Timer:** This needs to be separate to your computer, as you will be invited to go get fresh air at various points during the training and need a timer to ensure you get back on time.
9. **Water:** Please have water close-by as it is important to remain hydrated throughout the day.
10. **Post-it notes:** To bookmark WoManual content to be read later.



Before training

Practitioner

- Expectations of Sisterhood agreed.
- Accurate training information provided on time.

Organisation

- Ensure practitioner's other duties are covered in advance of the training.
- Pay invoice on time.
- Provide practitioner details (email, home address, phone number) at least 1 month prior to first day of training.



Training protocols

The protocols to ensure that training runs smoothly and is enjoyable for everyone:

1. **Keep your camera on throughout the training (except for breaks).** Turning your camera off will indicate that you have stepped away or are not present.
2. **Mute your microphone:** unless you are speaking.
3. **Use the “raise your hand” button** if you have a question then wait to be called upon before you unmute your microphone.
4. **Locate a quiet, indoor location:** as much as possible, please be sure there is no background noise for interactive participation (dogs barking, blenders grinding, kids playing, etc.).
5. **Plain background:** if possible please find a plain background when on zoom as this makes it easier to see you. There should be no one else seen on your camera.
6. **Look at the camera when you are speaking** to the group and not the screen.
7. **Always remember that everyone can see you when you have your camera on:** large movements or doing other activities could be distracting to others.
8. **No pyjamas:** please dress for your online participation the same way you would for an in-person training event.
9. **Be aware of the light source:** sitting with your back to a window or bright light will silhouette your face. Try to ensure the light source is behind camera directed at you for us to best see you.



During training

Practitioner

- Committed participation.
- Adherence to community agreement.
- Tech suitable for training participation.

Organisation

- Ensure practitioner is fully available during training.
- Appropriate support in place for practitioner while on training.

The Own My Life facilitator training should be fun, but it is also very intense. As a result of this, it is crucial that other work is kept to a minimum. While some care responsibilities will be unavoidable for many participants, we hope that participants will minimise these to ensure they can get the most out of the training.

Practitioner Checklist

You must be able to answer YES to all the questions when participating in the training:

- Are you fully engaged in the training and have you minimised distractions wherever possible?
- Are you adhering to the Own My Life Training Community Agreement (page 11) throughout the training?
- Have you got stable internet, a large enough screen to see the group, and all the equipment to be able to make notes?

Organisation Checklist

An organisation must be able to answer YES to all these questions when staff are participating in training.

- Have you ensured the staff are not being required to do any other work during the training?
- Are staff being supported to leave emails and calls until after the full training has finished?



Training Community Agreement

During training

Practitioner

- Committed participation.
- Adherence to community agreement.
- Tech suitable for training participation.

Organisation

- Ensure practitioner is fully available during training.
- Appropriate support in place for practitioner while on training.



This training agreement will be explained during Day 1 of the training, but is included here to enable participants to consider the agreement. During Day 1, training participants will be invited to suggest any other elements they would appreciate to ensure the training feels safe and works for all participants.

1. **Confidentiality:** within whole group parts of the training we will use Chatham House rules. This means that what is said is not confidential, but who said it is. In the breakout rooms, there will be full confidentiality to enhance small group discussions.
2. **Safeguarding:** If any safeguarding issues emerge during the training, we would first discuss these with the relevant participant (if it was safe to do so) and would then refer the situation to the participant's manager within their organisation.
3. **Emotional safety:** The training can be emotionally intense. If participants find content overwhelming, they can speak to one of the trainers (in the chat or via a call or text), or take some time out.
4. **Take responsibility for our own processing:** Each participant needs to do this when needed.
5. **Physical safety:** If participants are not physically safe during the training, we ask that they try and let us know, so that we can support them in accessing safety.
6. **Positive intentions:** Each participant is attending the training because they want to make a difference in women's lives, as such we understand all participants are approaching the training discussions with positive intentions for human flourishing, even if we may have different ideas as to how this is to be achieved
7. **Honouring the experiences of others:** Each participant will have their own personal journey and we will collectively seek to honour that.
8. **Mindful communications:** We have a limited amount of time together in the training and while open discussion is integral to the training, each participant is responsible for ensuring all have chance to speak and for wisely using their own opportunities to share.
9. **Cultivating presence:** While some training interruptions are unavoidable, participants are encouraged to cultivate presence during the training.
10. **Trainer intervention:** Wherever possible, the trainer will honour the flow of discussion but at times may need to move the conversation on.



After training

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.



Once trained, Own My Life course facilitators are nearly ready to start delivering the course with women. Hurrah! To deliver the course, facilitators must sign up and adhere to the Facilitator Agreement (pages 13-14) and their organisation must sign the Service Delivery Agreement (pages 15-19).

Practitioner Checklist

You must be able to answer YES to all the questions when participating in the training:

- Have you signed the Facilitator Agreement?(pages 13-14)
- Are you adhering to the Facilitator Agreement when delivering the course?
- Are you receiving regular clinical supervision when running the course?
- Are you effectively using the Evaluation Station?
- Do you have mechanisms in place to safeguard women and their children as they participate in the Own My Life course?
- Are you using the course as instructed during the training and in the WoManual? If not, have you contacted info@ownmylifecourse.org to clarify this?

Organisation Checklist

An organisation must be able to answer YES to all these questions when staff are participating in training.

- Have you signed the Service Delivery Agreement?
- Are you adhering to the Service Delivery Agreement when delivering the course?
- Are you providing facilitators with regular supervision when they are running the course?
- Are you ensuring every course participant has an Own My Story journal?
- Are you protecting facilitator wellbeing when the deliver the course?
- Are you ensuring that facilitators are safeguarded when delivering the course?
- Are you seeking to build positive relationships with other services local to you who use the course? This is aligned with our Core Principle of *collaboration not competition* (page 6).

Facilitator Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.



Part 1: Right to Use

Own My Life facilitator training enables you to deliver the Own My Life course to women. It does not give you the facility to train others to run the Own My Life course.

You agree to:

1. Give credit to the Own My Life course whenever you use the material.
2. Commit to the core values of the Own My Life course (see page 5).
3. Commit to the core principles of the Own My Life course (see page 6).
4. Ensure only original resources are used, to protect the integrity of the resources for course participants you as a facilitator.
5. Ensure you have a copy of this agreement and the connected Service Delivery Organisation Agreement and understand the terms and conditions detailed in both.

The Own My Life course agrees to:

1. Provide support, advice and feedback as required, as you use materials in your current and future settings.

Part 2: Feedback Agreement

You agree to:

1. Use the Evaluation Station when delivering the Own My Life course.

We agree to:

1. Use your evaluation data to improve the Own My Life course.



Facilitator Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.

Part 3: Support and Community

We agree to support each other in our work: we will connect you with others we hear of, who are doing similar things to you, or running the programme near you; you will let us know what you are doing and spread the word about the Own My Life course to relevant networks.

[CLICK TO SIGN ONLINE FORM](#)



Service Delivery Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.



Part 1: Right to Use

Own My Life facilitator training enables your staff or volunteers to deliver the Own My Life course to women. It does not give your organisation the facility to train others to run the Own My Life course.

You agree to:

1. Commit to the core values of the Own My Life course (see page 5).
2. Commit to the core principles of the Own My Life course (see page 6).
3. Ensure only original resources are used, to protect the integrity of the resources for course participants and staff and volunteer facilitators.
4. Ensure all Own My Life courses are facilitated by at least one trained facilitator, with support from an untrained assistant, if necessary.
5. Ensure the course is run in a context with robust safeguarding processes in place, taking particular note of the [Online Course guidance](#) when running the course remotely.
6. Ensure the number of participants in each course:
 - A. Does not exceed 8 women for the first course facilitated by a staff member or volunteer.
 - B. Does not exceed 15 women for any subsequent course(s).
7. Run each course as a fixed, 12-week course, referencing the Guidance in the Supplementary Page (see page 18).
8. When selecting a time for any evening courses, organisations should be mindful of the following:
 - A. Staff's ability to work in the evening and the impact of evening work upon their wellbeing.
 - B. Holding space for women's groups for 2 hours is intense work and unlike delivering in the day, staff working in the evening won't have an opportunity to gradually process & discharge so that they are able to properly switch off and have some downtime before sleeping. This can sometimes take a few hours after delivery and so the timing and remuneration for evening courses should take this into account.
 - C. Likewise please also consider the same for women who will be participating on the course in the evening and whether they have adequate support mechanisms after group.



Service Delivery Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.



Part 1: Right to Use (cont.)

You agree to (cont.)

9. Ensure each facilitator is delivering no more than one evening course per week and:
 - A. All evening courses start by 7:30pm, to ensure they finish by 9:30pm.
 - B. Include at least 45 minutes post-session reflection time, which should be included in any paid working hours for staff.
 - C. A manager/safeguarding lead is available until 30 minutes after the course finishes, to respond to any safeguarding or other concerns.
10. Ensure access to appropriate support, including supervision or suitable alternative mechanism for:
 - A. Any staff or volunteers who are facilitating the Own My Life course.
 - B. Commit to trained staff or volunteers attending an annual refresher and development session, the cost of which is not included in the initial charge for training.
11. Ensure any evaluation of the Own My Life course is undertaken by someone who has completed the 5-day Own My Life course facilitator training. This includes standalone evaluation of Own My Life and any evaluation where Own My Life forms part of wider project and applies to all named evaluators on all projects involving Own My Life.
12. Accept that any break in these terms will result in removal of your Right to Use.

We agree to:

1. To provide all of the resources your staff and volunteers will need to successfully facilitate the course with women in your setting.
2. To provide reasonable support, advice and feedback as required, as you use the materials for your current and future settings.
3. To host an annual refresher and development day for all staff and volunteers who are trained to facilitate the Own My Life course, ensuring appropriate notice to ensure maximum attendance.



Service Delivery Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.

Part 2: Feedback Agreement

You agree to:

1. Use the Evaluation Station when delivering the Own My Life course.

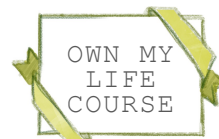
We agree to:

1. Use your evaluation data to improve the Own My Life course.

Part 3: Support and Community

We agree to support each other in our work: we will connect you with others we hear of, who are doing similar things to you, or running the course near you; you will let us know what you are doing and spread the word about the Own My Life course to relevant networks.

ORDERING OUR RESOURCES REQUIRES ORGANISATIONAL AGREEMENT TO THIS



Service Delivery Agreement

**After
training**

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

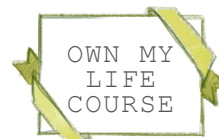
- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.



Supplementary Page

Guidance

1. Facilitators should be confident in leading and facilitating groups.
2. The Own My Life course should be run by at least one trained facilitator.
3. Facilitators should only ever use inclusive language ('we' and 'I' rather than 'you' or 'they') during sessions.
4. Facilitators provide guidance to participants throughout the sessions but also give women space to work independently.
5. The Own My Life course operates as a closed programme. After week 2 the course is closed to new participants until the next cycle of the course begins.
 - A. No students, new staff, volunteers or others should be allowed to join the group mid-course. They should wait until a new course begins and should only be present in the course if they intend to join for the whole course.
 - B. No men should be allowed to attend the course. This includes male workers, students or volunteers.
6. Always ensure every woman has her Own My Story journal each week.
7. Where women do not want to take their Own My Story journals home; each woman's journal belongs to her and should only be viewed by others at the invitation of the woman who owns it.
8. The "Own My Life Course Extra" sessions are available at: www.ownmylifecourse.org/extra for women who want to continue their learning after each session.
9. Always have 30 minutes preparation time beforehand and 30 minutes debriefing time afterwards (45 minutes for evening courses), in which the Facilitator Reflective Evaluation should be completed.
10. Supervision must be available for facilitators.
11. The aims and objectives for each week must be considered, to ensure the focus is correct.



Service Delivery Agreement

After training

Practitioner

- Facilitator agreement signed and adhered to when delivering the course.

Organisation

- Service delivery agreement signed and adhered to when the course is being delivered.
- Use the Evaluation Station with participants.

Appendix 1 (cont.)

Guidance

12. If you are facilitating Own My Life in a mixed-sex service, please contact us for additional guidance on managing this within your service.
13. The timings are advisory, and facilitator expertise is required in deciding how long each section should take.
14. While the order of the sessions may be useful, there are some sessions where the facilitator and participants may prefer to change the order of the content, for instance by covering the more intense or difficult elements of the session at the beginning.
15. Ensure that participants have an email address to be able to contact the facilitator during the week if they need to.
16. If possible, have a children's worker present during Session 9.



FAQs

1. What happens if (as a facilitator) I move to a new organisation?

As a result of attending Own My Life facilitator training, you remain qualified to deliver the Own My Life course with women. Your new organisation must sign up to the Service Delivery Agreement, and commit to appropriately support you (and the women accessing the courses you are facilitating). Depending on your previous organisation's approach, you may be able to take your WoManual with you when you change organisations, or you may have to purchase a new WoManual from us, as the course materials were purchased by your previous organisation. If/when you start delivering Own My Life for your new organisation, please let us know so that we can add your organisation to our course providers list.

2. What will Own My Life do to support our organisation/facilitator with abiding by the Expectations of Sisterhood?

We will develop new resources and send out regular email newsletters to support your course facilitation. If we are contacted with concerns that you are not abiding by the Expectations of Sisterhood. We will firstly communicate with the line manager for the person facilitating the course, raising the concerns. A plan will be put in place to ensure the concerns are resolved. If this plan does not work, or the organisation/facilitator refuses to adhere to the Expectations of Sisterhood, we reserve the right to remove your right to use our materials. This will mean you cannot order further journals and will potentially have your e-Hub membership revoked.

3. How will you guarantee confidentiality to those who contact you with concerns?

All notes and meetings with the concerned contact will be kept under strictest confidence. Where possible, any identifying elements

will not be shared. If the person raising concerns is a facilitator, we would first of all consider strategies for speaking with the organisation which do not identify who has raised the issue (i.e. a facilitator or course participant). Contacting us with concerns would not be taken further without the concerned persons permission, unless the issues raised were around safeguarding.

4. What if we don't agree with Own My Life core values and principles?

Prior to, and during, training it is made clear what our core values and principles are. These underpin our methodology and are the reason the Own My Life course is so successful and effective. Using the course with other values and principles will undermine the course's effectiveness. If we are made aware that you are not aligned with our values, we may suggest that your organisation would be better placed using Own My Life: Discovery and formulating your own group work with elements of Discovery and your own materials.



Appendix 1

TRAINING TERMS AND CONDITIONS

1. DEFINITIONS

1.1 "Agreement" means these terms and conditions and any training proposal and agreement between The Women's Liberation Collective (Charity No. 1184411), for provision of the Own My Life course and the Client.

1.2 "Booking Confirmation" means the booking confirmation issued to the Client for the Own My Life course training.

1.3 "Charges" means the charges for the Training Services set out in the Booking Confirmation, Quotation or Training Agreement.

1.4 "the Client" means the organisation or service provider identified in the Booking Confirmation, Quotation or Training Agreement.

1.5 "Clause" means a clause in these terms and conditions.

1.6 "the Date(s) for the Training Services" means the date(s) upon which the Training Services are to take place as set out in the Booking Confirmation, Quotation or Training Agreement.

1.7 "Participants" means the number of the Client's staff who are to receive the Training Services as set out in the Booking Confirmation, Quotation or Training Agreement.

1.8 "Expenses" means expenses incurred in respect of travel and accommodation wholly and necessarily for the purposes of the Agreement as may be identified in a Proposal or Training Agreement.

1.9 "Personal Data" means the data which relates to an individual who can be identified from that data or from that data and other

information and which is provided to The Women's Liberation Collective, for provision of the Own My Life course, by the Client.

1.10 "Quotation" means a quotation for Training Services.

1.11 "The Trainer" means the person(s) delivering the Training Services.

1.12 "The Training Location" means the place at which the Training Services are to be provided by The Women's Liberation Collective for the provision of the Own My Life course training as set out in the Booking Confirmation or Quotation.

1.13 "Training Services" or "Services" means the training, consultancy or advisory services set out in the Booking Confirmation, Quotation or Training Agreement.

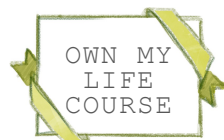
2. TRAINING SERVICES AND LOCATION

2.1 The Women's Liberation Collective (Charity No. 1184411) shall provide the Training Services on the Date(s) for the Training Services and in accordance with these terms and conditions.

2.2 At any time before the Training Services are due to commence, The Women's Liberation Collective (Charity No. 1184411) may, by notice, alter the Training Location.

3. TRANSFERS, CANCELLATION AND POSTPONEMENT

3.1 If a Participant identified in a Booking Confirmation, Quotation or Training Agreement wishes to cancel or transfer to another course, for any reason, The Women's Liberation Collective reserves the right to recover fees if notification of cancellation is less than 14 days from the commencement date of the Training services. A suitable substitute Participant may be provided at no extra cost.



Appendix 1

3. TRANSFERS, CANCELLATION AND POSTPONEMENT (CONT.)

3.2 If Training Services arranged exclusively for the Client are cancelled or postponed at the request of the Client, The Women's Liberation Collective reserves the right to recover fees if notification of cancellation is less than 14 days from the commencement date of the Training services.

3.3 Where Training Services arranged exclusively for the Client are cancelled or postponed at the request of the Client more than 14 days from the commencement date of the Training Services, The Women's Liberation Collective reserves the right to retain a non-refundable and non-transferable deposit of 30% of the total value of the Training Services.

3.4 Notification of any cancellation or transfer must be made in writing to The Women's Liberation Collective.

4. PARTICIPANTS

4.1 Participants shall act reasonably throughout the training. The Women's Liberation Collective may remove a Participant from a course, where, in the opinion of the Trainer, which shall be final, the Participant is behaving unreasonably. In such circumstances, no refund will be made.

5. CHARGES AND PAYMENT

5.1 The Charges for Training Services shall be due 14 days before training is due to commence, or if the training is booked within 14 days of the course start date, payment should be made as soon as is practicably possible. An invoice will be provided to the Client within this timeframe if required.

5.2 The Client shall pay the Charges without deduction or set-off unless this is specifically advertised, or confirmed to the Client

directly, as a 'special' or 'early bird' offer by The Women's Liberation Collective.

5.3 In the event the Client fails to make payment in accordance with this Agreement, The Women's Liberation Collective may:

5.3.1 Charge interest at the statutory interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998 and amendments thereto per month or part thereof on the unpaid sum for that period the sum remained properly due before and after any court judgment; and/or

5.3.2 By notice in writing suspend supply of the Training Services.

5.3.3 Pursue the debt via agency or Court processes. In the event that this is necessary to recover outstanding monies, The Women's Liberation Collective will add a surcharge of 15% to the debt to cover costs incurred if a customer's continued failure to pay results in referral to our Debt Recovery Agency.

6. LIABILITY AND ITS EXCLUSION AND LIMITATION

6.1 Clause 6 sets out the entire liability of and exclusion thereof by The Women's Liberation Collective under and/or in connection with this Agreement and in respect of breach of this Agreement or statutory duty, representations, statements or tortious act or omission including negligence.

6.2 In no event shall The Women's Liberation Collective be liable for (whether direct or indirect) any loss of contracts, profits, anticipated savings, revenue, goodwill, business, loss or corruption of data or software programs, financing expenses, interruption in the use or availability of data, stoppage to other work or consequential losses, nor for any indirect losses.



Appendix 1

6. LIABILITY AND ITS EXCLUSION AND LIMITATION (CONT.)

6.3 Nothing in this Agreement shall operate to limit or exclude any liability of The Women's Liberation Collective which may not be excluded and or limited by law.

6.4 Clause 6 shall apply before and after any termination of this Agreement.

7. INSURANCE

The Women's Liberation Collective and the Client, where relevant in relation to delivery venue and management, shall carry public liability insurance for a minimum amount of one million pounds for each and every claim and shall provide evidence of this cover upon reasonable request.

8. ADVERTISING

8.1 The Women's Liberation Collective may make reference to a Client's contract within any proposal to further Clients, provided only fundamental facts are divulged and not proprietary and confidential information.

8.2 The Women's Liberation Collective may store the names of the Participants or Clients for the purpose of advising them of the availability of further courses in the future meeting requirements under UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

9. CONFIDENTIALITY

9.1 The parties shall treat as and keep confidential all information whether of a technical, commercial or any other nature relating to the other party and shall not, during the period of this Agreement, or

at any time after its termination, divulge any such information to any person not authorised by the divulging party to receive it and shall not utilise any secret or confidential knowledge or information acquired in connection with this Agreement to the detriment or prejudice of the other party or use the same for any purposes save for the purposes of this Agreement.

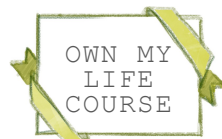
10. DATA PROTECTION

10.1 The Client shall ensure that it has in place all necessary consents in connection with Personal Data to allow The Women's Liberation Collective at all times to perform the Training Services without infringing any third party rights. The Women's Liberation Collective shall not be liable to perform the Training Services to the extent it is unable to do due to a breach of this Clause. This should include permissions to share relevant information between employer and employees.

10.2 The Women's Liberation Collective warrants to the Client that it will only use the Personal Data for the purpose of carrying out its obligations here under and that it will ensure that all reasonable and appropriate security measures are in place to protect the Personal Data and that it will destroy or deliver up the Personal Data upon written demand from the Client, and further, that it has in all respects complied with its obligations under UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

11. INTELLECTUAL PROPERTY

11.1 All intellectual property rights, including copyright, patents and design arising in connection with this Agreement shall belong to and remain vested in license to Natalie Collins, on behalf of The Women's Liberation Collective.



Appendix 1

11. INTELLECTUAL PROPERTY (CONT.)

11.2 All materials are to be used as initially intended in line with the related Service Delivery and Facilitator Agreements.

12. WARRANTY

12.1 The Women's Liberation Collective warrants that in carrying out the Training Services it has and will exercise all reasonable skill and care to be expected of a professional, experienced in such work.

13. HEALTH AND SAFETY

13.1 The parties shall comply with all applicable health and safety legislation and codes of practice.

14. TERMINATION

14.1 Either party may terminate this Agreement by written notice:

14.1.1 If the other party fails to remedy a material breach of this Agreement within 30 days of written notice identifying the breach and notifying of an intention to terminate; and/or

14.1.2 If the other party makes any voluntary arrangement with its creditors or enters into administration (whether or not pursuant to a court order) or (being an individual or firm) becomes bankrupt or (being a company) goes into liquidation or is deemed under Section 123 of the Insolvency Act 1986 to be unable to pay its debts or is dissolved; and/or

14.1.3 If an encumbrancer takes possession, or a receiver or administrative receiver is appointed, of any of the property or assets of the other party; and/or

14.1.4 The other party threatens to cease to carry on business.

15. ASSIGNMENT

15.1 This Agreement is personal to the Client and may not be assigned by the Client in whole or in part.

16. FORCE MAJEURE

16.1 Neither party shall be responsible for any failure or delay in performance of its obligations under this Agreement (other than the obligation to make payments of money) due to any force majeure event including, Act of God, refusal of licence (other than as a result of any act or omission of The Women's Liberation Collective) or other Government act, fire explosion, embargo, terrorism, civil disturbance, accident, epidemics, lightning damage, electromagnetic interference, radio interference, strikes, industrial dispute, or any other cause beyond its reasonable control.

17. ENTIRE AGREEMENT

17.1 This Agreement sets out the entire agreement between the parties in relation to the subject matter hereof and supersedes all previous arrangements, agreements and representations whether written, oral or implied between the Client and The Women's Liberation Collective relating to Own My Life Training Services; unless specified in writing.

18. AGREEMENT AMENDMENTS

18.1 Any amendments to this Agreement shall be in writing



Appendix 1

19. THIRD PARTIES

19.1 Third parties have no rights under the Contracts (Rights of Third Parties) Act 1999 or any amendment to or re-enactment of it to enforce any provision of this Agreement.

20. LAW

20.1 This Agreement shall be construed in accordance with English law and the English courts shall have sole jurisdiction.

21. COMPLETION

21.1 Where completion of agreed training / learning hours are agreed in relation to funding provision, that funding provision may be reliant upon completion of agreed learning hours.

22. COMPLAINTS POLICY

22.1 The Women's Liberation Collective aims to provide a courteous professional and efficient service to Clients and other individuals and organisations with whom it works. It is hoped that the relationship will be satisfactory, but on occasions when something goes wrong The Women's Liberation Collective will deal promptly and fairly with any complaint and the complainant should refer to the policy on [this page](#) for further information.

