

# HUMAN RIGHTS TRAINING INFORMATION BOOKLET

## Contents

1. Introduction .....	2
2. About our Human Rights training .....	2
3. Online and face-to-face training .....	2
4. The types of training workshop we offer .....	3
- Workshop Type A: Capacity Building Workshop (one-off) .....	3
- Workshop Type B: Upskilling Workshop (one-off) .....	3
- Workshop Type C: Two-Part Workshop .....	3
- Workshop Type D: Lunch & Learns .....	4
5. Workshops with Lived Experience Experts .....	4
6. Maximum numbers .....	5
7. Online workshop administration .....	5
8. Online platform requirements .....	6
9. Accessibility needs .....	6
10. Fees for online workshops .....	7
11. Fees for face-to-face workshops .....	8
12. Fees for full-day workshops .....	9
13. Contact us for fees about .....	9
14. VAT .....	9
15. Certificates .....	10
16. Completing / submitting the booking form .....	11
17. Terms of payment .....	11
18. Cancellation .....	12
19. Data Protection .....	12
20. Other training offers .....	12
- Practice Leads Programme .....	12
- Change Programme .....	13
- Event Talks .....	13
- Resources .....	14

## 1. Introduction

Thank you for expressing an interest in the human rights training offered by The British Institute of Human Rights (BIHR). This information booklet outlines the type of learning and development support that we offer (we use the term “training” for short) and confirms our fees.

If you wish to book training, please read this booklet carefully before filling out the accompanying booking form and emailing it to [training@bihr.org.uk](mailto:training@bihr.org.uk). If you have any questions about the contents of this booklet, or when filling out the booking form, please also feel free to email us at [training@bihr.org.uk](mailto:training@bihr.org.uk).

## 2. About our Human Rights training

BIHR offers Human Rights training to voluntary, third sector and not-for-profit organisations, to organisations providing publicly funded and statutory services, and to private sector organisations.

Our training aims to build the capacity of participants to use and apply human rights law in their lives and/or work. Our focus is on the rights and duties in the UK Human Rights Act and how these are put into everyday practice, including in relation to others laws and policies (and where relevant, international laws such as the European Convention on Human Rights and UN conventions). As far as possible, we tailor the content of our training to the organisation and participants to whom we are delivering the training. The content will also be determined by the type of training workshop booked (see Section 4 of this booklet).

As standard, however, training will include information on human rights and the Human Rights Act, and on the specific rights within the Human Rights Act that are most relevant to participants.

## 3. Online and face-to-face training

We are able to deliver training either online or face-to-face (with the client being responsible for arranging and covering the cost of the venue and equipment for face-to-face training). Information on both online and face-to-face training options are provided later in this booklet.

## 4. The types of training workshop we offer

- **Workshop Type A: Capacity Building Workshop (one-off)**  
**Duration: Up to 3 hours (and over 2 hours)**
  - This type of workshop is a mix of content delivery, activities and discussion to equip participants with the knowledge and confidence to apply human rights in their lives or practice.
  - The longer duration allows more time for questions, discussions and activities where participants can apply the learning to relevant practice-based scenarios.
  - This type of workshop can also cover how to apply human rights more broadly in policy or planning or how to raise a human rights issue.
- **Workshop Type B: Upskilling Workshop (one-off)**  
**Duration: Up to 2 hours**
  - This is a shorter type of workshop designed to equip participants with the knowledge needed to recognise and respond to human rights issues in their everyday practice or advocacy work.
  - There is a heavier focus on content delivery with shorter standardised activities supplied by BIHR.
  - This type of workshop is a perfect introduction to, or refresher on, human rights law.
  - If the duration is less than 2 hours (e.g. 90 minutes or 1 hour), the workshop would involve a talk which might address a policy issue or give a more general overview of human rights or our work at BIHR. Such a workshop would not include any participatory activities but could include a Q & A.
- **Workshop Type C: Two-Part Workshop**  
**Duration: 2 x 2.5–3 Hour Sessions**
  - Our two-part model offers more time and space for reflection on practice than our one-part model and will be even more closely tailored to your organisation or group and its specific needs.
  - This type of workshop is designed to build participants' knowledge and confidence in human rights and embed this into their everyday approach to their work.

- Examples of suggested content: Introduction to human rights law; history, aims and how it works; key rights; practical examples and discussion; frameworks and action planning.
- **Workshop Type D: Lunch & Learns**  
**Duration: A series of 45–60 minutes session**  
**(minimum of 3 sessions – maximum unlimited)**
  - A series of short, bite-size training sessions for participants to access over lunch (or any time of the day!).
  - This type of workshop is ideal for busy organisations or groups who cannot dedicate long periods of time for training or have a specific interest area. Whilst this style of learning is intensive, it is beneficial, and can deliver key messages in a concise and memorable way to staff.
  - The series of workshops can comprise one focused workshop repeated for different groups of participants or a series of several workshops covering different topics. delivered every week, fortnight or month to the same group.
  - Fees in Section 10 are provided for 3 to 5 sessions. If more than 5 sessions are required, please contact [training@bihr.org.uk](mailto:training@bihr.org.uk) to get more information on fees.

## 5. Workshops with Lived Experience Experts

- For workshops that focus on Children and Adolescent Mental Health Services (CAMHS) services, we can offer lived experience co-production and co-delivery of the workshops. BIHR works with three Lived Experience Expert Consultants with direct experience of Children and Adolescent Mental Health Services (CAMHS) in England. You can find out more about our experts [here](#).
- Embedding real lived experience of accessing CAMHS services and linking this to human rights adds enormous value to the impact of our workshops. Co-producing and co-delivering workshops with our Lived Experience Experts means that the workshops focus on the experiences of people accessing services and highlight how using the Human Rights Act can be used to make sure decisions in services respect their human rights. Workshops co-delivered with Lived Experience Experts also mean questions can be answered from an LEE perspective on the spot.
- 100% of previous participants surveyed would recommend a co-delivered BIHR human rights session with one saying, "I guess it was a wakeup call – no matter how uncomfortable you may feel questioning policy / practice, it's nothing compared to the lasting impact on a young person's life if you don't."

- If you are booking a workshop that is linked to Children and Adolescent Mental Health Services, please do consider opting for this to be co-developed and co-delivered alongside our Lived Experience Experts. You can find out more by contacting [training@bihr.org.uk](mailto:training@bihr.org.uk).

## 6. Maximum numbers

- To ensure our training is as effective as possible, **the maximum number of participants we can accept is 45 in an online workshop and 35 in a face-to-face workshop**. If you wish to arrange training for more than our maximum numbers, you should book two or more dates.
- In exceptional circumstances, we may consider arranging a workshop for more than our maximum numbers. However, please contact us to discuss any such requirements before you submit your booking form.
- Please also note that additional fees will apply for workshops for more than our maximum numbers. With groups above our maximum numbers, we will also develop/adapt our materials and facilitation as needed to cater to the increased number of participants.

## 7. Online workshop administration

If you book an online workshop with us, we will:

- Set up the online workshop on Zoom or MS Teams and provide you with the joining link and a pre-workshop survey link for you to distribute to participants. (Workshops delivered via MS Teams must be set up by BIHR so that we can administer and deliver the workshop effectively).
- Provide you with an auto-generated attendance report after the workshop showing the names used by attendees when signing into the online session.
- Provide you with a post-workshop survey link to distribute to the attendees.
- Make the slides used in the workshop available for download by the attendees at the end of the post-workshop survey.
- Provide a standard Survey Monkey post-workshop survey report to you.

As standard, however, we do not set up or administer registration processes for workshops or handle any pre- or post-workshop communications directly with the participants. If you have such requirements, or if there are any other administrative requirements that you would like us to be responsible for, please contact us to discuss these before submitting your booking form.

## 8. Online platform requirements

As noted in Section 7, we will set up the online sessions for workshops and administer the workshops on the day, and, as regards sessions on MS Teams in particular, these must be set up by BIHR so that we can administer and deliver the workshops effectively. If, however, you wish to set up a workshop yourselves in your own Zoom account, please note that the BIHR trainer will need permission to:

- share screen;
- access the chat (to type / share links and read participant responses);
- put people into breakout rooms, and start and end breakout rooms.

If you wish to set up a workshop yourselves on Zoom, please note that:

- Attendees should have permission to open documents sent as links by BIHR.
- A designated individual from your organisation should be available on the day of the workshop, from 15 minutes before the workshop starts, to test that BIHR has the required permissions as listed above.
- A designated individual from your organisation, and who has the above permissions, should also be present during the workshop to step in and share screen, open breakout rooms etc. in case any obstacles arise on the day that prevent the above permissions being given to the BIHR trainer.

## 9. Accessibility needs

All materials we use in our workshops are prepared in plain language as standard (i.e. language designed to be as accessible, understandable and easy to read as possible by our target audience) but, as an additional step, we can also prepare the materials in Easy Read format if needed (Easy Read documents usually combine short, jargon-free sentences with simple, clear images to help explain the content). If this is a requirement, please indicate this in the relevant section of the booking form.

If participants have any other accessibility needs (e.g. BSL interpretation) the cost of meeting such needs is not included in the fees given later in this booklet; these will be charged to the client organisation separately. Please indicate in the relevant section of the booking form if there are any other accessibility needs. (If you become aware of any such needs after submitting the booking form, please let us know at least **2 weeks prior to the training**).

## 10. Fees for online workshops

Organisation type ↓	Workshop Type ↓			
	(A) CAPACITY BUILDING WORKSHOP up to 3 hours (& over 2)	(B) UPSKILLING WORKSHOP up to 2 hours	(C) TWO-PART WORKSHOP 2 X 2.5/3 hour sessions	(D) LUNCH AND LEARNS 3 to 5 x 45-60 minute sessions
Private sector organisation	£1,495	£1,295	£2,990	3 L&LS - £1,360 4 L&LS - £2,145 5 L&LS - £2,790
Organisation providing publicly funded or statutory services*	£1,215	£975	£2,430	3 L&LS - £1,160 4 L&LS - £1,705 5 L&LS - £2,190
Voluntary or Third Sector organisation with annual turnover above £500K	£810	£650	£1,620	3 L&LS - £775 4 L&LS - £1,135 5 L&LS - £1,395
Voluntary or Third Sector organisation with annual turnover from £100K to £500K	£685	£550	£1,370	3 L&LS - £655 4 L&LS - £960 5 L&LS - £1,180
Voluntary or Third Sector organisation with annual turnover below £100K	£570	£455	£1,140	3 L&LS - £545 4 L&LS - £800 5 L&LS - £980

\* Any organisation providing publicly funded or statutory services including, for example, NHS trusts and local authorities, charitable organisations delivering public services, and universities in receipt of public funding.

## 11. Fees for face-to-face workshops

Organisation type_↓	Workshop Type ↓		
	(A) CAPACITY BUILDING WORKSHOP up to 3 hours (& over 2)	(B) UPSKILLING WORKSHOP up to 2 hours	(C) TWO-PART WORKSHOP 2 X 2.5/3 hour sessions
Private sector organisation	£2,145	£1,945	£4,290
Organisation providing publicly funded or statutory services*	£1,865	£1,625	£3,730
Voluntary or Third Sector organisation with annual turnover above £500K	£1,460	£1,300	£2,920
Voluntary or Third Sector organisation with annual turnover from £100K to £500K	£1,335	£1,200	£2,670
Voluntary or Third Sector organisation with annual turnover below £100K	£1,220	£1,105	£2,440

\* Any organisation providing publicly funded or statutory services including, for example, NHS trusts and local authorities, charitable organisations delivering public services, and universities in receipt of public funding.

- You will be responsible for arranging and paying for any rooms and equipment required for the training to be delivered.
- Our fees will cover any travel, accommodation and subsistence costs that we incur in delivering the training face-to-face, irrespective of location, as well as any costs we incur in providing hard copies of any training materials.
- When delivering training face-to-face, we will also:
  - give you a pre-workshop survey link for you to distribute to participants;
  - take attendance registers on the day;
  - provide a post-workshop link direct to participants on the day;
  - make the slides used in the workshop available for download by the attendees at the end of the post-workshop survey;
  - provide a standard Survey Monkey post-workshop survey report to you.



## 12. Fees for full-day workshops

- If you are arranging face-to-face training, we can deliver a full-day workshop if you wish us to. (We do not deliver full-day workshops online). Full-day workshops are for 5 hours, with a 1-hour lunch break. Fees are as shown in the table below:

Private sector organisation	£3,440
Organisation providing publicly funded or statutory services	£2,840
Voluntary or 3rd Sector organisation with annual t/o > £500K	£2,110
Voluntary or 3rd Sector organisation with annual t/o £100K–£500K	£1,885
Voluntary or 3rd Sector organisation with annual t/o <£100K	£1,675

- As with all face-to-face training, these fees will cover any travel, accommodation and subsistence costs that we incur in delivering the training face-to-face, irrespective of location, as well as any costs we incur in providing hard copies of any training materials.
- You will be responsible for arranging and paying for any rooms and equipment required for the training to be delivered.

## 13. Contact us for fees about ...

- Please contact us (via [training@bihr.org.uk](mailto:training@bihr.org.uk)) if you would like information on:
  - fees for workshops with a Lived Experience Expert (see Section 5);
  - fees for a series of more than 5 online Lunch & Learns;
  - fees for a series of face-to-face Lunch and Learns;
  - fees for groups larger than our maximum.

## 14. VAT

**No VAT is payable on our fees.** As a registered charity, BIHR is an eligible body under the VAT Act 1994, Schedule 9, Group 6 and our provision of education and training is therefore exempt from VAT.

## 15. Certificates

The fees given earlier in this booklet do not cover the provision of certificates to those who attend a workshop. However, we are able to issue certificates on the following basis:

Type of workshop	Total additional fee to issue certificates for all qualifying participants
One-off workshop, two-part workshop, series of lunch and learns, delivered online to up to 45 participants, or delivered face-to-face to up to 35 participants	£225

Please also note:

- The certificates issued will confirm attendance at but not successful completion of the workshop.
- Certificates will be issued only to those who attend for the full duration of the workshop.
- For online workshops, we are able to provide certificates only if we have set up the online meeting. (This is because, if we are issuing certificates, we need to be responsible for verifying attendance).
- Certificates will be electronic. We will not be able to issue hard copies.
- We will provide all certificates to you as the client so that you can distribute them to each individual attendee. We will not be able to issue the certificates directly to individuals.
- Although our training provides staff with CPD opportunities to increase knowledge and develop rights-based practice, we have not sought formal accreditation of our training for CPD purposes. Therefore, individuals may or may not be able to use the certificates for CPD purposes.

If you would like certificates to be provided to attendees, please indicate this on the booking form.

## 16. Completing / submitting the booking form

If you wish to book a workshop, please fill out the accompanying booking form and submit it to [training@bihr.org.uk](mailto:training@bihr.org.uk)

When filling out the form, please give as much detail as possible. This will help us plan the training more effectively and ensure smoother administration of the event. If you have any questions when filling out the booking form, please don't hesitate to get in touch with us at [training@bihr.org.uk](mailto:training@bihr.org.uk)

**Please submit your booking form at least 12 weeks before your preferred training date.** It is unlikely that we will be able to accept the booking if it is submitted any later than this.

After you have submitted your booking form, we will be in touch with you as soon as possible to let you know if we can accept your booking and confirm the training date or to raise any queries.

## 17. Terms of payment

Payment is due in full at least one month before the confirmed training date. We will aim to invoice you at least two months before the confirmed training date, with the invoice payable within 30 days of receipt.

If a Purchase Order is needed from you in order for us to issue our invoice, we must receive the PO at least two months before the confirmed training date so that we can issue our invoice on time.

If we have not received the PO at least two months before the training date, or if we have not received payment in full at least one month before the confirmed training date, we reserve the right to cancel or postpone the training.

If you are late making payment of any fees due, we also reserve the right to charge interest at the 'statutory interest' rate (currently 8% above the Bank of England base rate), as well as a debt recovery fee of £60. However, we will do our utmost to avoid having to make such charges by engaging with you constructively to ensure payments are made as promptly as possible and by giving you ample notice of any future intention on our part to make any such charges, so that you can then take steps to avoid them.

## 18. Cancellation

After we have confirmed your booking, if you cancel:

- more than 12 weeks before the training date, no fee is payable.
- more than 8 and up to 12 weeks before the training date, one third of the fee is payable;
- more than 4 and up to 8 weeks before the training date, two thirds of the fee are payable;
- up to 4 weeks before the training date, the fee is payable in full.

In the unlikely event that we have to cancel the training, we will refund any fees already paid in full (unless the cancellation results from our not having received the Purchase Order or payment in good time, as outlined above).

## 19. Data Protection

The information you provide on your booking form is protected by the Data Protection Act 2018 and will be used by BIHR only in connection with the development, delivery and administration of the training that you book.

With your consent, however, we may mention your organisation's name when posting to social media about our online human rights training workshops. Please indicate on the booking form whether you are happy for us to mention your organisation's name or not when we post to social media.

## 20. Other training offers

In addition to the training workshops outlined in Section 2 of this booklet, we also have a number of other training offers. These are outlined below.

- **Practice Leads Programme**

**Duration:** 5 x Full Day Sessions

- The Practice Leads programme consists of a 5 day bespoke practice based course. This can be delivered in a number of different ways e.g. via 10 half day online workshops or via a blended approach of a mix of online and in person workshops.
- The aim of a Human Rights Practice Leads programme is to support the long term embedding of human rights learning and development

internally. This type of programme works best for a mixed cohort of staff from different levels within organisations. This is important to ensure that human rights do not become relegated to one part of the service and to demonstrate an organisational wide commitment to a human rights approach across all areas of work.

- All our Practice Leads programmes are bespoke. The aim is to provide BIHR's expert support to enable leads to develop capacity to work in a rights respecting way and to support their colleagues, rather than offer generic training sessions. The first 2 sessions ideally would aim to solidify leads' human rights knowledge and confidence. The further sessions would be skillset sessions, produced in response to issues and areas of interest identified by the leads taking part in the programme.
- **Fees – Please contact us on [training@bihr.org.uk](mailto:training@bihr.org.uk) to discuss your requirements.**

- **Change Programme**

**Duration:** Based on programme customised to requirements

- A consultancy programme that supports you to review existing approaches/attitudes to human rights and to plan and implement changes to embed human rights at every level of your organisation.
- The programme will be tailored to your specific organisational needs. This will look different for different organisations but might include: an initial project fact finding report; an in-depth consultation; capacity building sessions for staff (and potentially some of the people you support); planning and designing future policy and practice; provision of expert recommendations for further embedding a human rights-based approach within your organisation.
- **Fees – Please contact us on [training@bihr.org.uk](mailto:training@bihr.org.uk) to discuss your requirements.**

- **Event Talks**

**Duration:** Up to 60 minutes

- A one-off webinar or in person talk in relation to your particular areas of work or interest.
- This type of workshop is ideal for organisations or individuals organising information events for sector colleagues, staff or people accessing services.

- Talks can address a specific policy issue or a more general overview of human rights or BIHR's work. All of our talks are bespoke, tailored to what is most appropriate for your staff. You can also choose a focused talk, centred around human rights in relation to a particular topic.
  - **Fees** – Please contact us on [training@bihr.org.uk](mailto:training@bihr.org.uk) . Additional face-to-face fees will apply for in person talks.
- **Resources**
    - Duration:** Available as a stand-alone or add-on service
    - **Pre-session Resources** – We can hand-pick digital pre-course materials from our range of resources for participants to access in advance of the workshops. This supports participants to prepare for the online workshops and to get insight into the type of material that will be explored. Resources range from digital copies of our popular paper resources or alternatively we have a range of short videos and online tools. We can send resources for an appointed lead to disseminate to staff.
    - **Bespoke Resources** – We can work with you to co-produce a human rights resource to support staff or the people that use your services. The resource will increase knowledge and confidence in using human rights to inform staff practice and support people accessing services to feel empowered in knowing their rights and asking for these to be met.
    - Resource creation within Bespoke Resources will follow a 3-stage co-production process: 1. Mapping: Discovering what is needed 2. Creating: Drafting content for a resource 3. Testing: Making sure the resource works for the people it is aimed at.
    - **Fees** – Please contact us on [training@bihr.org.uk](mailto:training@bihr.org.uk) to discuss your requirements.