

EmilyTest

Tackling Gender based Violence in Education

EmilyTest Gender- Based Violence (GBV) Charter for Colleges and Universities

Application Pack

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The Gender-Based Violence (GBV) Charter for Colleges and Universities is a Scottish Government-funded framework that has been created and developed by EmilyTest, a not-for-profit charity in Scotland. EmilyTest aims to improve GBV prevention, intervention and support among students, following on from the death of Emily Drouet, a law student, in 2016.

The Charter can be accessed on our website www.emilytest.co.uk along with a number of policy and research documents relating to the Charter.

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What is this application form for?

This document is to allow colleges and universities in Scotland to apply for the EmilyTest Gender-Based Violence (GBV) Charter award. This document can be used by institutions wishing to:

- Apply to take the 'Emily Test'
- Apply for the excellence awards
- Pledge to take the 'Emily Test'

What is the GBV Charter?

The Charter is embodied by the question: 'would your institution pass the Emily test?'. Therefore, the aim of the Charter is to instil **minimum standards** and **excellence** in GBV prevention, intervention, and support in colleges and universities where Emily Drouet's life could have been saved.

Using two, flat tiers, the Charter award involves:

- minimum standards in GBV prevention, intervention, and support, asking institutions the question 'would we have saved Emily's life?'. This tier allows educational institutions to take the 'Emily Test'.
- excellence in GBV prevention, intervention, and support, asking institutions the question 'how would you have helped Emily to thrive?'. This tier moves beyond minimum standards, celebrating innovation and best practice.

The two tiers are flat and interrelated - institutions can submit for one or both. Institutions can also submit examples of 'minimum standards' for the 'excellence awards', as building and maintaining minimum standards can be an excellent achievement.

More information on the GBV Charter:

- The Charter is a framework arising from the failures in Emily's case, and the needs of student victims/survivors and professionals working in GBV, education and in the charity sector
- It is an institution-wide and nationwide framework

- The award is an internal and external marker: an 'inwards' toolbox for universities and colleges to effectively prevent, intervene and respond to GBV in line with best practice, and an 'outwards' celebration of progress and accountability

The Charter was created between March 2020 and March 2021 after extensive research and co-creation across Scotland and the United Kingdom (UK) with hundreds of students, graduates, further education (FE) and higher education (HE) staff, GBV and Violence Against Women (VAW) professionals and other charity sector professionals working with 'marginalised' groups such as ethnic minority women, disabled students and LGBTQIA* youth.

What are the application criteria?

Any college or university in Scotland* can apply. We are committed to working with a diversity of institutions so every college and university in Scotland, including digital, rural, and specialist institutions are welcome to apply.

*The Charter will be initially rolled out in Scotland, but it is worth noting that EmilyTest has been contacted by numerous institutions across the UK and Ireland and is intending to explore rollout UK-wide and beyond.

What will the Charter process involve?

From December 2021, the GBV Charter for universities and colleges is being rolled out across Scotland. Institutions can engage with the Charter in three ways:

1. Apply to take the 'Emily Test'

This is the core of the Charter award and involves:

- Instilling minimum standards in GBV prevention, intervention and support, answering the question 'would your institution have saved Emily's life?'
- Coaching-style support from EmilyTest Charter manager to help you identify 'where you are at' with GBV and scope strengths, gaps, priorities and ambitions
- Undertaking focus groups to map out changes according to the five Charter principles
- Implementing changes according to the five Charter principles

- Self-assessment using EmilyTest's impact and evaluation framework, so change can be benchmarked, measured and sustained
- 'Taking the Emily Test' i.e. being assessed according to the five Charter principles. Assessment can take place within 6 months but will likely be in a year or more
- Assessment takes place through collecting and submitting evidence to our independent, revolving, cross-sector panel who meet bi-annually to 'blind' review submissions. The evidence-collection process focuses on minimising paperwork as much as possible and involves a site visit from EmilyTest
- Regardless of outcome, the panel provides feedback and recommendations for the institution
- If institutions pass, they will be given a Charter badge to display in buildings, outputs and websites
- If institutions do not pass, they will be asked to undertake changes to then resubmit within an agreed timeframe

2. Apply for the excellence awards

- Submit examples of best practice and innovation in GBV prevention, intervention and support. The evidence-collecting process focuses on minimising paperwork as much as possible - excellence examples can be submitted in different ways, such as via email, via a presentation or during a site visit
- Assessment takes place through collecting and submitting evidence of your example(s) to our independent, revolving, cross-sector panel who meet bi-annually and will 'blind' review submissions
- The panel will accept or reject - both include feedback and recommendations for the institution
- If your institution has already passed the Emily Test, an excellence badge will be added to your Charter award. If your institution has not, the example will be included in our portfolio of best practice and shared at our annual conference

3. Pledge to take the 'Emily Test'

- This is a promise commitment
- Agree to take the Emily Test in 6 months, a year or a year and a half
- Receive a pledge badge to display in buildings, outputs and websites
- Skeleton coaching-style support from EmilyTest and access to some resources, entry-level training and the Charter conference

How do institutions apply?

- Decide on your engagement level out of the three options: this is the main thing institutions need to come to us with when they apply. If you're unsure, please use the details at the bottom of this form to contact EmilyTest for help
- Visit the last two pages of this document. Fill out the relevant part of the application form depending on how your institution wishes to engage with the GBV Charter, and ask your Principal or Vice-Chancellor to sign the statement of commitment
- Email both documents to charter@emilytest.co.uk by the deadline (see below). We will confirm receipt of your application by the deadline via email and we will confirm acceptance of your application and confirm your engagement option via email by 14th February.

The **deadlines** are as follows:

- Stream one: the 'New Year's Resolution' stream opens December, closes January with work towards the Charter starting in February. The first stream opens on Friday 10th December 9.00 and closes **Monday 31st January 18.00**
- Stream two: the 'Start of Term' stream opens June, closes July with Charter work starting in September. The specific dates will be announced in advance on our website and social media channels

What will the process of assessing Charter applications involve?

There is no assessment or standard required to initially engage with the Charter. We will confirm receipt of your application by the stream deadline. With the help of our expert panel, EmilyTest will then review applications, feed back on whether you are applying for the right level and make some initial recommendations. We will confirm acceptance of your application and confirm your engagement level by Monday 14th February 2022 via email.

What are the costs and benefits of engaging with the Charter?

We hope that the benefits, both institutional and societal, professional and personal, of ending GBV and keeping students safe are clear to applicants already. If they are not, we invite you to explore a vast body of evidence that includes EmilyTest's research reports and the Scottish Government's Equally Safe strategy.

We also hope that the benefits of tackling student GBV through this Charter in particular have been clarified in this document. EmilyTest is a charity which plays a critical and collaborative role in the FE, HE and GBV/VAW sectors. Based on evidence and led by Principles, the Charter is the first of its kind in the world. It has been co-created with students, survivors and staff to bring real, sustainable change.

The framework aims to benchmark both minimum standards and excellence for the sector, and the flat tier structure allows institutions to self-assess, progress and achieve no matter 'where they are at' in their GBV work. Our approaches are flexible and supportive - a few more benefits for Charter institutions:

- Tailored coaching-style support, feedback, guidance and learning opportunities
- Access to our library of tools and resources
- Entry-level training free of charge and reduced rates for further EmilyTest training
- Access to the annual Charter conference
- Membership of our Charter community which offers good practice-sharing and partnership opportunities

We are committed to not-for-profit ways of working and have worked hard to keep costs to a minimum in order to achieve our aims and ambitions as a collective.

There are three possible fees associated with the Charter, but only one fee will apply to your institution at any one time. There is an **Assessment Fee**, a **Pledge Fee** and an annual **Charter Award/Charter Award with Excellence** fee. All the Charter fees are on a sliding scale based on student numbers, labour hours and sector benchmarking.

The pledge option involves agreeing to be assessed within a set timeframe, so the **Pledge Fee** is a one-off payment. A pledging institution would then pay the **Assessment Fee** when they are ready to be assessed.

If an institution pays to be assessed and does not pass their assessment first time, but resubmits within the agreed timeframe, there is no additional cost to be assessed again.

Once an institution has achieved the Charter award or the Charter award with excellence, the **Charter Award/Charter Award with Excellence Fee** is payable annually. This fee is to maintain and review institutions' Charter status - keeping focus on continual enhancement, learning and review - and to fund continued access to Charter membership benefits.

For full information or a discussion about fees, please get in touch using the details below.

What do we do if we have questions or want more information?

For full information about the GBV Charter, please visit our website www.emilytest.co.uk and/or arrange a meeting with us using the contact details below.

Get in touch

To submit your Charter application and for general Charter queries and requests: charter@emilytest.co.uk

Erin Ross, GBV Charter Development Manager
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Gender-Based Violence (GBV) Charter for Colleges and Universities Application Form

Part A: Charter application level - this section lets us know who you are and how you want to engage with the Charter. Fill out Part A regardless of your current or previous engagement level - all institutions must fill this out.

1. Name of institution:
2. Institutional contact (name, role, telephone number and email):
3. Our institution is applying to (please delete as appropriate - institutions can submit to excellence awards as well as pledging or taking the Emily Test but will not receive an excellence mark until they have passed Emily Test):

Take the Emily Test

Re-take the Emily Test

Submit to excellence awards

Pledge to take the EmilyTest

4. Our institution is applying as part of (please delete as appropriate - note all types of engagement need to fit into the streams)

Stream one 'New Year's Resolution' (December/January application window with February start)

Stream two 'Start of Term' (June/July application window with September start)

5. Has your institution engaged with the Charter before? (please delete as appropriate)

Not applicable (n/a)

Previously/currently pledged and are now applying to take the Emily Test

Previously/currently pledged and are now submitting to excellence awards

Previously taken Emily Test and are now re-submitting

Passed the Emily Test and are now submitting to excellence awards

6. If you are taking/re-taking the Emily Test, what timeframe do you wish to be assessed within? (please delete as appropriate)

In 6 months

In one year

In one and a half years

7. If you are pledging, when do you wish to officially start the process of taking the Emily Test?

In 6 months

In one year

In one and a half years

Part B: Fill out Part B for any of the three engagement levels but only if it is your first time applying to us. Tell us about your institution - this section allows us to understand more about your institution and your infrastructure of GBV prevention, intervention and support so that we know how to tailor our support, recommendations and feedback.

Please note that bullet-points, typed or handwritten, are sufficient.

If you have previously pledged and are upgrading to 'take the Emily Test' and/or if you are submitting to the excellence awards, please visit Part C.

8. Where can you envision the Charter sitting in your institution? e.g. Student

Support

9. What unique characteristics could your institution bring to our Charter rollout?
e.g. specialist institution

10. What work has your institution already undertaken in relation to GBV? e.g. lots, some, new to the conversation

11. What areas of GBV prevention, intervention and support are you good at as an institution and which areas need improvement? e.g. good at website signposting but need to improve appointment booking system for advice

12. What challenges do you face concerning improving your infrastructure of GBV prevention, intervention and support? e.g. lack of internal expertise

Part C: Only fill this out if you have previously applied and are now going to be taking or retaking the Emily Test, and/or submitting to our excellence awards

13. If you are taking or retaking the Emily Test, please detail what dates you are happy for a site visit to take place to support with evidence-collection for assessment. This can take place at any point during your work towards taking the EmilyTest, and approximate dates/days of the week are fine

14. If applicable, please detail the format your submission(s) to the excellence awards will take e.g. via email, document, presentation, during a site visit

EmilyTest

Tackling Gender based Violence in Education

GBV CHARTER FOR COLLEGES AND UNIVERSITIES

Statement of Commitment

(Insert Here*)

*Your statement of commitment needs to relate to your dedication to being involved in the GBV Charter. It is up to institutions what they write.

Principal/Vice-Chancellor (signature)

Date: