Men’s Behaviour Change Programs

# Application for Registration with the Department of Communities and Justice

**Existing and new providers must complete this form**

Providers need to complete this form if they are:

* New providers seeking to be registered with the Department of Communities and Justice (the Department) as compliant with the Practice Standards for Men’s Behaviour Change Programs (PS) (new providers – application for registration).
* Existing providers registered as compliant with the Minimum Standards for Men’s Behaviour Change Programs (MS) seeking to transfer registration to comply with the Practice Standards (existing providers – application for registration).
* Existing providers registered as compliant with the Practice Standards seeking to renew registration that is due to expire (existing providers – registration renewal).
* Existing providers seeking to vary an existing registration as compliant with the Practice Standards (existing providers – registration variation).

**The application process has two stages:**

1. Pre-assessment Checklist Review
2. Formal Assessment

The pre-assessment checklist review is an informal assessment to ensure MBCP providers are required to apply for registration, are submitting the correct type of application, and have fully and accurately completed the application in line with the Compliance Framework for Men’s Behaviour Change Programs and the instructions within this application.

The Department will undertake formal assessments only when the checklist review can be fully satisfied. MBCP providers will be notified of their application progressing to this stage.

An application failing to satisfy the checklist review will be returned to the provider for resubmission. The Department may submit a request for information to assist providers to satisfy the checklist review.

**This application form has four parts**

* Part 1: Type of application
* Part 2: Applicant details
* Part 3: MBCP compliance
* Part 4: Declaration

**Pre-submission provider checklist**

*Before submitting an application, ensure you:*

[ ]  Are required to apply for registration as an MBCP provider

[ ]  Are submitting the correct type of application for your circumstance

[ ]  Have fully and accurately filled out the information required, providing answers and evidence with references for each requirement

[ ]  **Have redacted all sensitive and personal information from evidence and materials submitted**

[ ]  Have addressed any issues raised as feedback if resubmitting an application

[ ]  Consulted the Practice Standards and Compliance Framework for Men’s Behaviour Change Programs

**Please do not provide sensitive or personal information relating to program participants in and with this application**

**All case work and employee related evidence submitted must be redacted.**

This form may be updated to reflect updates in policy and practice.

# Part 1: Type of application

## Provider status

[ ]  New provider

[ ]  Existing provider

*Registration type:* Choose an item.

*Expiry date:* Click here to enter a date.

## Type of application

[ ]  Application for registration

[ ]  Registration renewal

[ ]  Application for registration variation
*Reason for variation:* Choose an item.

# Part 2: Applicant details

## Program provider

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| Registered name\* | Click here to enter text. |
|  |  |
| Trading name  | Click here to enter text. |
|  |  |
| ABN | Click here to enter text. |

*\*The registered business name should align with the name listed on the funding agreement to run the MBCP if the program is funded by a Government Agency.*

## Primary office

|  |  |
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| Street address | Click here to enter text. |
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| Postal address(if different from above) | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Facsimile number | Click here to enter text. |
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| Website address | Click here to enter text. |

## Provider representative\*

*\*This is the person with authority to make decisions on behalf of the provider*

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| --- | --- |
| Name | Click here to enter text. |
|  |  |
| Position  | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Email address | Click here to enter text. |

## Contact person\*

*\*This is the person authorised to have direct contact with the Department to action feedback and coordinate the submission of evidence and other information*

[ ]  Same as above

|  |  |
| --- | --- |
| Name | Click here to enter text. |
|  |  |
| Position  | Click here to enter text. |
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| Phone number  | Click here to enter text. |
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| Email address | Click here to enter text. |

## Provider MBCP delivery list

For your registration to apply to the delivery of MBCPs you wish to receive funding and referrals, provide a list of programs and locations to be assessed against the Practice Standards.

Please complete **Provider MBCP Delivery Profile** in full and submit alongside this application.

# Part 3: Compliance with the Practice Standards

Providers are required to address the below compliance requirements to demonstrate compliance with the Practice Standards for Men’s Behaviour Change Programs. Providers must document responses to the assessment questions and provide evidence showing how the standards are or will be implemented. Where relevant, program/location specific responses and evidence should be provided and the programs/locations they apply to noted.

Evidence will include indirect and direct evidence:

* Indirect evidence is information that demonstrates how the provider intends to implement practice that meets the Practice Standards, e.g. publications such as staff induction and/or orientation kits and training manuals or policies and procedures on risk assessment and management.
* Direct evidence is information that shows how the provider meets the Practice Standards through its practice e.g. de-identified staff meeting minutes and risk assessments.
	+ **Please note: A 10% sample size of direct evidence is required.** For example, if you had 30 MBCP participants in the previous 12 months, provide a sample of 3 participants. If you had a staff of 20 provide a sample of 2. If your sample sizes are very small or very large, please contact us to discuss an appropriate percentage.

The assessment questions and examples of evidence providers may submit are detailed in the Compliance Framework. If a provider does not consider a standard relevant or achievable for a particular program and/or location then they must provide a detailed explanation for consideration in the application and registration process.

**Existing providers applying to vary their registration**

Existing providers registered as compliant with the Practice Standards wishing to vary their registration as outlined in the Compliance Framework only need to address compliance requirements where implementation of the Practice Standards would be substantially impacted as a consequence of the variation.

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## Principle 1: The safety of victims, including children, must be given the highest priority

### Victim risk assessment and referrals

***Relevant standards***

*Standard 1.1: MBCP providers and support services will undertake risk assessments for victims and children*

*Standard 1.2: MBCP providers will ensure that victims and children have access to appropriate support services that respond to their needs*

*Standard 1.3: MBCP providers must respond immediately to any indications of increased risk to the safety of victims and children*

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|  | **Compliance requirements**  | **Assessment questions and evidence** *To demonstrate compliance you are required to document responses to the assessment questions outlined in the Compliance Framework. You are also required to provide evidence showing how the standards are or will be implemented. Please document your responses to the questions below – supported by evidence –to demonstrate compliance with the standards.**Please provide responses and/or evidence for each program/location listed in Part 2 where responses and/or evidence will vary between programs/locations, noting which they apply to.* *If you believe a requirement is not relevant or achievable for all or specific programs/locations please provide a detailed explanation.*  |
| 1. | Demonstrate processes are in place to ensure MBCP staff are aware of their roles and responsibilities in keeping victims and children safe, including identifying and responding to indicators of increased risk to victim safety  |  |
| 2. | Demonstrate processes are undertaken by your organisation to assess risks to victims and children | Click here to enter text. |
| 3. | Demonstrate processes are in place to address identified risks to victims and children | Click here to enter text. |
| 4. | Detail the relationship the organisation has with victim support services | Click here to enter text. |

### Support for victims

***Relevant standards***

*Standard 1.4: MBCP providers and support services will prepare victims and children for the participation of their family member in a MBCP*

*Standard 1.5: Support services will complete individual safety plans for victims and children*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 5. | Explain how the MBCP ensures that victims and children are prepared for the participation of a family member in the program  | Click here to enter text. |
| 6. | Explain how the completion of individual safety plans for victims and children by support services is managed | Click here to enter text. |
| 7. | Demonstrate processes are in place to ensure victims have access to appropriate support services  | Click here to enter text. |

### Policies, procedures, training and expertise on victim safety

***Relevant standards***

*Standard 1.6: MBCP providers will develop and adhere to written policies and procedures that address risks to victims and children*

*Standard 1.7: MBCP facilitators and support service workers will have appropriate knowledge about, and training on, the nature and impact of domestic and family violence*

*Standard 1.8: Support service workers must have specific knowledge, training and experience to support and advocate for people impacted by domestic and family violence*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 8. | Outline how risk assessment and management policy and procedures assist staff to understand, identify and respond to risks or threats to victim safety and how often these policies and procedures are reviewed and updated  | Click here to enter text. |
| 9. | Detail how the MBCP ensures facilitators and support workers understand the nature and impact of domestic and family violence  | Click here to enter text. |

## Principle 2: Victim safety and perpetrator accountability are best achieved through an integrated service response

### Integrated service response

***Relevant standard***

*Standard 2.1: MBCP providers will develop ongoing relationships with relevant local agencies to support an accountable and coordinated service response*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 10. | Demonstrate the MBCP provider has developed relationships with local agencies with a clear understanding of the objectives of the relationship  | Click here to enter text. |
| 11. | Explain how these relationships ensure safety of victims and children is the highest priority  | Click here to enter text. |
| 12. | Demonstrate the process to monitor and review the relationships the MBCP has with local agencies  | Click here to enter text. |

## Principle 3: Effective programs must be informed by a sound evidence base and subject to ongoing evaluation

### Program design and delivery

***Relevant standards***

*Standard 3.1: MBCPs must have a sound evidence-base*

*Standard 3.2: MBCP providers will apply the Risk, Needs, Responsivity principles to the program design*

*Standard 3.3: MBCP providers must demonstrate that proposed delivery models including length and intensity are based on the Risk, Needs, Responsivity principles*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 13. | Explain how the MBCP is based on a well-established theoretical approach and theory of change  | Click here to enter text. |
| 14. | Explain your program logic model *A MBCP program logic model will visually set out the relationship between resources, program activities, participation and the intended systems, community and individual level outcomes of the program* | Click here to enter text. |
| 15. | Explain how the MBCP applies the Risk, Needs, Responsivity principles to program design  | Click here to enter text. |
| 16. | Explain how the MBCP applies the Risk, Needs, Responsivity principles to program delivery  | Click here to enter text. |

### Program review and evaluation

***Relevant standards***

*Standard 3.4: MBCP providers will complete operational reviews of each program focusing on process and content*

*Standard 3.5: MBCP providers will assess and report on the impacts of programs on attitudes and behaviours of participants*

*Standard 3.6: MBCP providers will contribute to building the evidence base for men’s behaviour change programs*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 17. | Explain the process for operational reviews of the program  | Click here to enter text. |
| 18. | Explain the process undertaken to measure the impact of the program on participants  | Click here to enter text. |
| 19. | Provide details for how the MBCP is contributing to building an evidence base  | Click here to enter text. |

## Principle 4: Challenging domestic and family violence requires a sustained commitment to professional practice

### Facilitator recruitment

***Relevant standards***

*Standard 4.1: Facilitators must have specific qualifications and training*

*Standard 4.2: All group programs will have a minimum of two group facilitators*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 20. | Detail how MBCP facilitators are recruited  | Click here to enter text. |
| 21. | Demonstrate how facilitators have appropriate experience and skills to run the program  | Click here to enter text. |

### Facilitator training and support

***Relevant standards***

*Standard 4.3: Facilitators must undertake supervision*

*Standard 4.4: MBCP providers will ensure that facilitators undertake ongoing professional development*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 22. | Explain the training requirements and processes to ensure facilitators continue professional development  | Click here to enter text. |
| 23. | Demonstrate facilitators are supported in their role through clinical supervision  | Click here to enter text. |

## Principle 5: Men responsible for domestic and family violence must be held accountable for their behaviour

### Engagement and assessment

***Relevant standards***

*Standard 5.1: MBCP providers will document and implement thorough policies and procedures for participant assessment*

*Standard 5.2: MBCP providers will have policies and procedures for engaging with participants, which require them to acknowledge their abusive behaviour*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 24. | Explain processes undertaken to ensure facilitators are prepared to commence the program with new participants  | Click here to enter text. |
| 25. | Explain the processes undertaken to ensure participants are prepared for a MBCP  | Click here to enter text. |
| 26. | Explain the processes for ensuring interested participants are supported to address their abusive behaviour when a MBCP may not be available  | Click here to enter text. |

### Program content

***Relevant Standards***

*Standard 5.3: Program content will include information about the impact of domestic and family violence on victims, including children*

*Standard 5.4: Program content will include information on different forms of domestic and family violence and provide opportunities for participants to come to an understanding about the nature of their violent, abusive and/or controlling behaviour*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 27. | Demonstrate how program content enables participants to better understand the nature of domestic violence and the impact of their behaviour | Click here to enter text. |

### Participant referrals

***Relevant Standards***

*Standard 5.7: MBCP providers will offer appropriate referrals to meet participants’ additional needs and ensure appropriate follow up occurs*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 28. | Demonstrate how participants’ additional needs are supported particularly those that may impact of their engagement with the MBCP | Click here to enter text. |

### Other mechanisms to keep men accountable

***Relevant standards***

*Standard 5.5: MBCP providers will develop policies and procedures to address non-attendance of mandated participants*

*Standard 5.6: MBCP providers will have policies and procedures to prevent implicit or explicit collusion with participants’ attitudes towards victims in group programs*

*Standard 5.8: MBCP providers must comply with the requirements of a referring agency to report on participants’ completion of a program*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 29. | Demonstrate how the potential for implicit and explicit collusion is addressed  | Click here to enter text.  |
| 30. | Explain the processes in place to ensure mandated participants are fulfilling stipulated requirements  | Click here to enter text. |
| 31. | Explain how referring agencies are provided with information relating to participants’ engagement and completion of a MBCP  | Click here to enter text. |

## Principle 6: Programs will respond to the diverse needs of participants

### Diverse needs

***Relevant standards***

*Standard 6.1: MBCP providers must deliver a service that is accessible, inclusive and culturally appropriate*

*Standard 6.2: Facilitators must undertake training to ensure culturally competent practice*

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|  | **Compliance requirements**  | **Assessment questions and evidence**  |
| 32. | Demonstrate how the MBCP ensures it responds to the diverse needs of participants  | Click here to enter text. |
| 33. | Demonstrate how MBCP facilitators receive training and support to meet the diverse needs of participants  | Click here to enter text. |

**Part 4: Declaration**

This declaration must be completed by the provider representative as listed in Part 2.

|  |  |
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| I, | Click here to enter text. |

*Provider representative*

|  |  |
| --- | --- |
| of | Click here to enter text. |

*Program provider*

hereby certify to the Department of Communities and Justice that:

* The information provided in and with this application form is complete, true and accurate.
* The information provided in and with this application does not contain any personal or sensitive information relating to program participants.

I agree that the provider applying for registration in this application will:

* Advise the Department of Communities and Justice of material changes in the details continued in this form.
* Abide by the statements made in this form.
* Comply with the Practice Standards and ensure its staff are fully informed of these requirements where they affect their duties.
* Comply with relevant Commonwealth and NSW legislation and regulatory requirements that are relevant to men’s domestic and family violence behaviour change programs and ensure its staff are fully informed of these requirements where they affect their duties.

I acknowledge that the Department will provide information about this registration process to relevant government funding and referral agencies, including:

* The Registration Decision
* Notice of Conditions
* Assessment Report

|  |
| --- |
| Click here to enter text. |

*Signature*

|  |
| --- |
| Click here to enter text. |

*Position/Title*

|  |
| --- |
| Click here to enter a date. |

*Date*