

Mental Health First Aid Instructor Co-Delivery



1. Purpose

This policy outlines the expectations, responsibilities, and professional standards for Mental Health First Aid (MHFA) instructors who collaborate with Empowered Forward to co-deliver accredited MHFA courses. It ensures consistent, high-quality delivery and compliance with national guidelines and legal obligations.

2. Scope

This policy applies to any accredited MHFA instructor invited or contracted to co-facilitate a course with Empowered Forward, whether on a freelance, casual, or partnership basis.

3. Accreditation & Compliance

All co-delivering instructors must:

- Hold current accreditation with Mental Health First Aid Australia
- Deliver content in accordance with MHFA Australia's curriculum, guidelines, and licensing terms
- Abide by all conditions outlined in the Mental Health First Aid Australia Instructor Agreement, including professional conduct, branding, confidentiality, and reporting obligations
- Maintain current professional development and insurance as required by MHFA Australia

Empowered Forward reserves the right to verify accreditation status and compliance prior to engagement.

4. Professional Conduct

Co-instructors are expected to:

- Arrive prepared and on time for all scheduled sessions
- Collaborate respectfully with Empowered Forward and participants
- Uphold trauma-informed, inclusive, and culturally safe practices
- Maintain confidentiality and professionalism at all times
- Adhere to Empowered Forward's internal policies, including Health & Safety, Accessibility & Inclusion, Privacy, and Technology Use

Any concerns or conflicts must be raised promptly and handled constructively.

5. Course Planning & Delivery

Empowered Forward will coordinate:

- Course scheduling, venue booking, and participant communications
- Distribution of materials and certificates
- Participant registration and payment processing

Co-instructors may contribute to planning and facilitation, but final decisions rest with Empowered Forward unless otherwise agreed in writing.

6. Payment & Agreements

Terms relating to any agreed upon payment of the co-instructor will be decided upon prior to course delivery and confirmed in writing. This may include:

- A fixed fee per course, per session or per participant
- Reimbursement for travel or accommodation (if applicable)
- Clear invoicing requirements and payment timeframes

All financial arrangements must comply with the Fair Work Act 2009 (Cth) and relevant tax obligations.

7. Insurance & Liability

Co-instructors must hold their own public liability insurance and professional indemnity insurance. Empowered Forward is not liable for any claims arising from the independent actions of co-instructors.

8. Intellectual Property & Branding

All MHFA course content remains the property of Mental Health First Aid Australia.

Empowered Forward retains ownership of its own branding, promotional materials, and administrative systems. Co-instructors may not use Empowered Forward's name, logo, or materials outside of the agreed course delivery without written permission.

9. Privacy & Data Protection

All participant information must be handled in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). Co-instructors must not retain, use, or share participant data for personal or external purposes.

10. Review & Updates

This policy is reviewed as required or when changes occur in MHFA Australia guidelines, Australian workplace legislation, or Empowered Forward's operational practices. The most current version will be provided to all co-instructors prior to engagement.

Onboarding Questionnaire: Instructor Co-Delivery



Section 1: Personal & Contact Information

Full Name: _____
DOB: _____
Preferred Pronouns: _____
Email Address: _____
Mobile Number: _____
Residential Address: _____
Emergency Contact Name & Number: _____

Section 2: Accreditation & Professional Details

1. Are you currently accredited with Mental Health First Aid Australia?
☐ Yes ☐ No
If yes, please provide your MHFA Instructor ID: _____
2. What MHFA courses are you accredited to deliver?
☐ Standard MHFA
☐ Youth MHFA
☐ Aboriginal & Torres Strait Islander MHFA
☐ Other (please specify): _____
3. Do you hold current public liability and professional indemnity insurance?
☐ Yes ☐ No
Please attach a copy of your certificate of currency.
4. Do you have a valid ABN (Australian Business Number)?
☐ Yes ☐ No
ABN: _____
5. Are you registered for GST?
☐ Yes ☐ No

Section 3: Availability

6. What regions are you available to deliver training in (e.g. Cairns, remote QLD, online)?

7. Are you comfortable co-delivering with another instructor and sharing facilitation responsibilities?
☐ Yes ☐ No
If yes, do you have any preferences or requirements for co-delivery? _____

Section 4: Compliance & Conduct

8. Do you agree to abide by all terms outlined in the Mental Health First Aid Australia Instructor Agreement?
☐ Yes ☐ No
9. Do you agree to follow Empowered Forward's internal policies and disclaimers?
☐ Yes ☐ No
10. Are you willing to complete a short induction or briefing prior to co-delivery?
☐ Yes ☐ No

Section 5: Payment & Administration

11. Preferred payment method:
☐ Bank Transfer ☐ Other (please specify): _____
Details (account name, BSB, account number etc)
Account Name: _____ BSB: _____ Account Number: _____
12. Do you require a formal contract or agreement prior to engagement?
☐ Yes ☐ No
13. Do you have any invoicing requirements or payment terms we should be aware of?

Section 6: Additional Notes

14. Is there anything else you'd like us to know about your availability, preferences, or support needs?

Name: _____ Signature: _____ Date: _____