

# Instructor Co-Delivery



## Purpose

This agreement outlines the expectations and responsibilities for co-delivery of Mental Health First Aid (MHFA) courses between accredited instructors and Mindshift 4 Life. It ensures clarity, professionalism, and alignment with MHFA Australia's standards.

## Scope

This agreement applies to all MHFA course co-deliveries facilitated by Mindshift 4 Life, including Standard, Youth, and other accredited MHFA programs.

## Instructor Responsibilities

Instructors agree to:

- Hold current MHFA accreditation and comply with MHFA Australia's Code of Conduct
- Deliver course content in accordance with MHFA Australia guidelines
- Maintain a trauma-informed, culturally safe, and inclusive learning environment
- Communicate respectfully and professionally with participants and co-facilitators
- Arrive prepared and on time for all scheduled sessions
- Notify Mindshift 4 Life promptly of any changes to availability or accreditation status

Mindshift 4 Life agrees to:

- Coordinate course logistics, including venue, registration, and materials
- Provide timely communication and support to instructors
- Ensure compliance with MHFA Australia's licensing and reporting requirements
- Promote courses via appropriate channels
- Offer fair remuneration and reimbursement as agreed prior to delivery

## Co-Delivery Expectations

- Instructors will collaborate respectfully and share facilitation duties equitably
- Feedback and debriefing may be conducted post-course to support continuous improvement
- Any concerns should be raised promptly and handled in accordance with Mindshift 4 Life's Complaints & Feedback Policy

**Mindshift 4 Life**

[mindshiftlife9@gmail.com](mailto:mindshiftlife9@gmail.com)

0491614531

<https://www.mindshift4life.com.au/>

ABN: 57 487 527 752

# Instructor Co-Delivery



## Payment Terms

- Payment will be made within 14 days of course completion, unless otherwise agreed
- Rates and reimbursement details will be confirmed in writing prior to delivery
- Instructors must submit an invoice and any required documentation to receive payment

## Confidentiality & Intellectual Property

- All course materials are the intellectual property of MHFA Australia and used under license
- Instructors must not reproduce or distribute materials without permission
- Participant information must be handled in accordance with privacy legislation

## Cancellation & Rescheduling

- If an instructor is unable to attend, they must notify Mindshift 4 Life as soon as possible
- Mindshift 4 Life reserves the right to reschedule or cancel courses due to unforeseen circumstances
- Alternate arrangements will be made in good faith to ensure continuity and fairness

## Agreement Duration

This agreement remains in effect for all MHFA co-deliveries unless superseded by a new agreement or terminated in writing by either party.

To reach out, please contact us via phone or email.

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