

SUMMARY OF CHANGES IN THE 2026 INSTRUCTOR LICENSE AGREEMENT

A comparison to the 2025 Instructor License Agreement

Added the following in Part A, Section 2 (b)

To become a Licensed MHFA Instructor and maintain your status as a Licensed MHFA Instructor you must:

upgrade to the latest version of the materials in accordance with the timelines and requirements set by MHFAI from time to time

Updated the following in Part A, Section 3 (d)

Failure to comply with the requirements set out in this clause 3 might lead to the lapsing of your license by MHFAI. Requests for exemptions from these requirements must be submitted to MHFAI's address for notices on the top of page 1 in writing, with accompanying reasons and will be considered by MHFAI on a case-by-case basis in its absolute discretion.

Added and updated the following in Part A, Section 7

(the text highlighted in yellow indicates the additions or updates)

You must:

- (c) ensure all course participants receive a current hard copy **MHFAI manual, workbook or manual coupon (Blended courses)** for each course they attend (or digital version if MHFAI amends this requirement during the license term);
- (d) ensure that, in relation to each course created by you in MHFAI's systems, you have purchased and hold in your inventory an amount of **Learner Access Passes¹** not less than the total number of course participants enrolled in that or those courses (does not apply to Teen MHFA and Youth Yarns);
- (e) ensure that only the courses you genuinely intend to deliver are entered into MHFAI systems;
- (f) ensure your planned courses are not entered or advertised more than 12 months in advance on MHFAI Systems;
- (g) make every reasonable effort to enable participants to arrange alternative options for completing their course if the original plans change; and
- (h) Collect, enter or maintain the following information in MHFAI Systems for every course you deliver by course completion:
 - (i) course type, date, course delivery location and number of participants; and
 - (ii) name and **unique** email addresses for all participants (this might include expression of interest (EOI) information or other collection methods as agreed and approved by MHFAI in writing); and

¹ A small, pre-learner cost that supports ongoing system improvements, enhanced participant resources and investment in digital post-training tools and resources.

- (iii) for participants who do not or cannot provide an email address, you must provide a manual alternative to collect participant feedback and administer the assessment and enter it into the specified MHFAI System; and
- (iv) **update a participant's enrolment status to "Attended" only after they have successfully completed all required components of the course**

Added a new section in Part A, Section 8

REPORTING AND AUDIT

You must, in respect of each course delivered:

- a) keep accurate and up to date records of the information outlined in clause 7(h);
- b) upon request by MHFAI, allow MHFAI to arrange for all records and documents relating to one or more courses to be reviewed by an auditor appointed by MHFAI

Updated the following in Part B, Section 14 (c) and (e)(ii)

For the avoidance of doubt, if you are licensed to deliver multiple MHFA courses and your license expires, lapses, or is deactivated for certain courses, you may continue to use the MHFA Materials only for the courses for which you still hold a valid license under these Terms, as permitted under clause 14(a)

You agree that:

you will not share the teaching resources (including but not limited to teaching notes, PowerPoint slides or films) with your participants;

Added the following in Schedule 1: Code of Conduct

- Commitment to the Added National Principles for Child Safety
- Charter of Rights

Updated the pre-requisites for Teen MHFA in Schedule 2: Licensed Courses

(the text highlighted in yellow indicates the updates)

Additional Core Course Licensing for Current MHFA Instructors

Core Course License	Requirements for existing Licensed MHFA Instructors	Pre-requisites
Teen MHFA	Must successfully apply for and complete the full 4-day Teen ITC to gain a license.	<p>Existing Instructor with a current Youth MHFA License Must hold a current Core Course License and have delivered 3 face-to-face courses of that current license.</p> <p>Existing Instructor WITHOUT a current Youth MHFA License Must hold a current Core Course License and have delivered 3 face-to-face courses of that current license existing and be a current Youth MHFAider before applying for this license.</p>

Added information in Schedule 4: Course Delivery Requirements

Face-to-face and Blended Face-to-Face delivery

When delivering face-to-face MHFA courses, days 1 and 2 should ideally be delivered within one week of each other. We strongly recommend that both days be completed within three weeks.

Blended Online delivery

When delivering Blended online courses, it is recommended that the two sessions be delivered on consecutive days wherever possible. We strongly recommend that both sessions be completed within three weeks.

If you choose to deliver both sessions on the same day, you may do so provided there is a minimum break of one hour between Session 1 and Session 2. Ensure this additional time is factored into your planning and promotional materials.

Presentation times and scheduled breaks

The presentation times outlined in the tables above refer only to the delivery of course content and do not include scheduled breaks. Instructors may vary the length of breaks at their discretion; however, breaks must be scheduled at appropriate intervals and in accordance with the specified content sequence outlined in clause 7(a) of this Agreement, and/or where specifies in the presentation times in the tables above.

Advertised course times must accurately reflect the total duration, including all scheduled breaks.

Supporting the delivery of Courses

A **Supporting Licensed MHFA Instructor** is defined as someone who can provide practical support to the Lead Instructor during the course delivery. **They cannot deliver any component of the course.**

These Instructors must be current Licensed MHFA Instructors and will typically be ones who do not meet the criteria of a Licensed Co-Facilitating MHFA Instructor for a given course delivery (see the table on the previous page).

- Supporting Licensed MHFA Instructors are limited to being able to provide practical support to the Lead Instructor during delivery. This does not include delivery of the content.
- Practical support includes activity management (setting up break out room, group logistics, distributing materials), supporting participants in the session, and other actions that support the Lead Instructor
- The Supporting Licensed MHFA Instructor will not be able to gain recognition of this course towards their license maintenance.