



# Mental Health First Aid Skilled Workplaces



Be Recognised as a Mental Health First Aid Skilled Workplace

*Acknowledging the commitment of workplaces across Australia  
to Mental Health First Aid training for their staff.*

# MHFA Skilled Workplaces Initiative Application Information

## Requirements and Levels of Recognition

To be eligible to apply for recognition, your workplace must maintain a certain percentage of staff with a current MHFA certificate.\* The percentage varies according to the workplace size.

Workplace Size	Percentage trained		
	Bronze	Silver	Gold
Small (2 - 50 staff)	10%	20%	40%
Medium (51 - 500 staff)	5%	10%	20%
Large (501+ staff)	2.5%	5%	10%

\* A current certificate is one that has been issued within the last 3 years from date of application.

## How are MHFA Skilled Workplaces Recognised?

Applications that are assessed as meeting the above requirements will be acknowledged in the following ways for 12 months:

	Bronze	Silver	Gold
Custom electronic badge can be displayed on workplace's website and publications.	✓	✓	✓
Workplace's name on MHFA Skilled Workplace webpage	✓	✓	✓
Recognition in Annual MHFA Report and MHFA newsletter	✓	✓	✓
Logo displayed on homepage <a href="http://www.mhfa.com.au">www.mhfa.com.au</a>			✓

After 12 months, workplaces will be asked to confirm that they still meet the requirements for that level of recognition.

## How to Apply

Applications are only accepted from an employee of the applying workplace. To apply, simply complete the application form in full. For your application to be assessed, the declaration section of the application form must be completed and signed by a member of senior management in your workplace.

*For workplaces applying for Gold recognition, you must also supply a high resolution version of your workplace's logo along with your application form.*

## TERMS AND CONDITIONS

### Recognition Content

- This initiative and recognition is known as "Mental Health First Aid (MHFA) Skilled Workplaces".
- Recognised workplaces in each category will be listed on the MHFA website, and will be recognised in the Annual MHFA Report and the Friends of MHFA Australia Newsletter.
- Recognised workplaces will be provided with a custom electronic badge for use in electronic and printed marketing materials.

### Eligibility

- For a workplace to be eligible to apply, they need to be an Australian incorporated legal entity, with operations based in Australia. This includes consortiums, individual worksites of multi-site workplaces and individual workplace departments.
- Unfortunately, sole traders are not eligible to apply.
- After 12 months, workplaces will be asked to confirm they reach the requirements to remain recognised as an MHFA Skilled Workplace.

### Nomination

- Workplaces may nominate themselves for this recognition.

### Judging

- Successful workplaces may be granted recognition as an MHFA Skilled Workplace if the specified requirements are met (See How are MHFA Skilled Workplaces recognised?)

### Administration

**Applications (original copy) must be sent to Mental Health First Aid Australia by:**

### EMAIL (preferred)

[mhfa@mhfa.com.au](mailto:mhfa@mhfa.com.au)

### POST:

Mental Health First Aid Australia  
Level 6, 369 Royal Parade  
Parkville VIC 3052

**For Gold applications, please email a high res copy of your logo to [mhfa@mhfa.com.au](mailto:mhfa@mhfa.com.au)**

# MHFA Skilled Workplaces Application Form

**APPLICATION FOR RECOGNITION LEVEL:**  **GOLD** Workplace  **SILVER** Workplace  **BRONZE** Workplace

**SIZE OF WORKPLACE:**  **SMALL** Workplace (2 - 50)  **MEDIUM** Workplace (51 - 500)  **LARGE** Workplace (501+)

Workplace name:	Accredited Instructor/s names:
Postal address:	
Phone:	Email:

**ADDRESS OF SELECTION CRITERIA**

How many staff does your workplace currently employ? \_\_\_\_\_  
 In total, how many employees have been trained in MHFA? \_\_\_\_\_  
 How many employees have been trained in MHFA in the last 3 years? \_\_\_\_\_

**\*To support your address of selection criteria, you must complete the Declaration below, to be signed by a member of senior management in your workplace.**

**APPLICANT DETAILS**

Applicant name:	Position:
Workplace name:	
Postal address:	
Phone:	Email:
Applicant signature:	Date:

I (the applicant) give permission for our workplace to be listed on the MHFA Australia website, and for MHFA Australia to use the text I have provided below and our workplace's logo in all online and printed materials relating to this initiative.

- Yes  No
- I have emailed a high resolution version of our logo with this application to: mhfa@mhfa.com.au

**Please share your experience of MHFA in your workplace for our use in online and printed communication materials:**

---



---



---

**\* DECLARATION**

I \_\_\_\_\_  
Applicant's full name Applicant's occupation

of \_\_\_\_\_  
Applicant's address

do solemnly and sincerely declare that:

\_\_\_\_\_ currently employs \_\_\_\_\_ people and since \_\_\_\_\_ has trained  
Workplace name number of employees year of 1st MHFA Course

a total of \_\_\_\_\_ employees in Mental Health First Aid. Further, in the last three years, our workplace has trained  
number of employees

\_\_\_\_\_ employees in Mental Health First Aid.  
number of employees

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular:

<small>Signature of applicant</small>	<small>Date</small>
<small>Signature of member of senior management in workplace</small>	<small>Date</small>
<small>PRINTED NAME of member of senior management in workplace</small>	<small>Senior manager's position title</small>
<small>Senior manager's email address</small>	<small>Senior manager's phone number</small>