

Healthy Living Network



Quality pathways to healthier communities

FACT SHEET Licensee Registration

The Healthy Communities Initiative (HCI), under the Australian Government's National Partnership Agreement on Preventive Health, will fund healthy living programs through grants to Local Government Areas (LGAs) focussing on improving poor nutrition, physical inactivity and unhealthy weight.

Licensee Registration can only occur for service providers and programs that have completed the HCI Quality Framework Registration and which train and support licensees to deliver their program

Who

Any person or organisation licensed to deliver programs who would like to have their activity listed on the Healthy Living Network (HLN) registration portal, including those not funded under Health Community Initiatives.

If you are a Service Provider or sole provider and intend to deliver other programs which do not operate under a licensing agreement you will need to complete Service Provider Registration and Program Registration.

Why

The Healthy Communities Quality Framework (the HCI Quality Framework) has been developed to support high quality service provision and accountability of program funds. Registration is strongly recommended as the framework can be used as a mechanism to identify, plan, implement, monitor and evaluate quality improvement initiatives relevant to healthy lifestyle programs.

When you register as a licensee you are able to then complete Activity Registration for each program you deliver and have it listed as an activity on the HLN registration portal. Contact information, location, target audience and a brief description of the activity which will be listed on the HLN and will be searchable by community members and referring preventative health professionals.



For more information call 1300 HLN 000 or
email info@healthylivingnetwork.com.au

www.healthylivingnetwork.com.au

The Healthy Living Network is a component of the Healthy Communities Initiative funded by the Australian Government, Department of Health and Ageing.

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How

Licensees are required to first complete the online Licensee Registration and attach supporting information relevant to the program you are licensed to deliver via the HLN registration portal, www.healthylivingnetwork.com.au

Supporting evidence includes training you attended in order to become a licensee and any qualifications required to deliver the program. This information will be cross checked with the Service Provider.

If your license is withdrawn for any reason the Service Provider for which you hold a license with will contact QMS and your activity listing will be removed.

To have an activity listed relating to the program you are licensed to you will also need to complete Activity Registration. As part of the Activity registrations you will be asked to provide a risk assessment for the activity. *Activities based on the same program but held at different locations will each require a separate risk assessment.* For more information about how to complete a risk assessment please see the **Activity Registration – Risk Template** or the **Service Provider Guide – Risk and Safety**, located under the ‘Resources’ tab on the Healthy Living Network.

When

In line with the continuous quality improvement approach, registration renewal will be required every two years or sooner if significant amendments to the program occur.

Help

Under the ‘Resources’ tab on the Healthy Living Network you can also find a range of useful material including an instruction sheet for creating a Licensee registration, the Quality Framework, Service Provider and Program Registration Guides.

For more information regarding Healthy Communities Quality Framework Registration or the Healthy Living Network please contact QMS on **1300 456 000**.



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