



**Mental Health**  
**First Aid Aotearoa**

## Workplace Recognition Programme information costing sheet

**Thank you for your commitment to Mental Health First Aid (MHFA) Aotearoa, and to the wellbeing of people in your workplace, school or organisation.**

A fee applies to participate in the MHFA Aotearoa Workplace Recognition Programme (WRP). This varies depending on the type and size of your business or organisation. Your WRP status is valid for two years. You will receive a certificate and can share your status on your website and social media with employees, customers and stakeholders.

### WRP fee: by type/size and recognition level

Recognition	School	NP & NGO	Small	Medium	Large
<b>Bronze</b>	\$500	15% Discount	\$2,000	\$3,000	\$4,000
<b>Silver</b>	\$750	15% Discount	\$3,000	\$4,000	\$5,000
<b>Gold</b>	\$1,000	15% Discount	\$5,000	\$6,500	\$8,000

### WRP requirements by recognition level

	MHFA training	MHFA training actions	Timeframe
<b>Bronze recognition</b>	% of staff trained in accordance with organisation size	Minimum six actions implemented in the workplace to support MHFA and must include 3, 4 and 9.	N/A
<b>Silver recognition</b>	% of staff trained in accordance with organisation size	All six bronze actions continued, plus a minimum of six additional silver actions implemented in the workplace to support MHFA and must include 3, 5, 10 and 12.	Minimum of two years as a bronze workplace
<b>Gold recognition</b>	% of staff trained in accordance with organisation size	All six bronze and six silver actions continued, plus a minimum of six additional gold actions implemented in the workplace to support MHFA and must include 1, 2, 3 and 5.	Minimum of two years as a silver workplace

### WRP workplaces: sizes and percentage of staff trained

Small workplace	Medium workplace	Large workplace
5 to 50 staff	51 to 150 staff	151 or more staff
5% of staff trained	5% of staff trained centralised; 10% of staff trained nationally	5% of staff trained centralised; 10% of staff trained nationally

# Workplace Recognition Programme

## MHFA Aotearoa NZ – BRONZE Recognition



Action required	Evidence to support
1. MHFA training is incorporated into a broader framework or strategy.	Strategy and internal workplace documents, meeting minutes.
2. There is an annual work plan for MHFA training in the workplace.	Strategy and internal workplace documents, meeting minutes.
3. A minimum of two leaders (and at least one per site) are appointed to champion MHFA and are accountable for driving the workplace MHFA strategy. Please discuss with MHFA Aotearoa if meeting this requirement will be a challenge.	Strategy and internal workplace documents, meeting minutes.
4. The workplace requires all MHFA champions to become accredited MHFAiders. They must complete the post-course accreditation assessment.	Checking that the champions have completed the post-course accreditation assessment.
5. How to access MHFAiders is promoted in the workplace.	Evidence of posters or information on the intranet.
6. MHFA posters are displayed around the office and on the intranet.	Evidence of posters (which should include information about any upcoming MHFA trainings, and be updated annually).
7. Evaluation findings and follow-up plans of action are communicated within the workplace.	Strategy and internal workplace documents, meeting minutes.
8. MHFA resources and marketing collateral are displayed in languages other than English.	Evidence of resources or marketing collateral in other languages.
9. Senior management demonstrates engagement and participation with MHFA.	Strategy and internal workplace documents, meeting minutes.

# Workplace Recognition Programme

## MHFA Aotearoa NZ – SILVER Recognition



*In addition to the six bronze actions, silver recognition includes a minimum of six additional silver actions from the list below, and must include 3, 5, 10 and 12.*

Action required	Evidence to support
1. An existing or new committee is appointed to lead and coordinate the MHFA training programme within the workplace and is composed of employees from a range of areas within the workplace.	Meeting minutes.
2. MHFA training is promoted to clients.	Evidence including external documents, social media posts and stories on your website, use of email signatures.
3. MHFA champions are equipped with identifying uniforms and/or materials.	Photos. In-person visit where available.
4. Information about MHFA training is included in external communication channels.	Copy of external communications.
5. MHFA training is incorporated into the employee induction process.	Strategy and internal workplace documents.
6. MHFA training is provided to a broad range of staff.	Meeting minutes.
7. Employees are provided with refresher training every three years in accordance with the MHFAider accreditation programme.	Register of staff who have completed the MHFA Aotearoa training and refresher.
8. The workplace provides opportunities to reflect on learning after MHFA training is delivered (e.g. lunchtime sessions to revisit the action plan or email reminders of key messages from the training).	Meeting minutes (MHFA workplace champion/committee to be given opportunity to drive this).
9. The workplace establishes the role of MHFA champions and develops a position description to support the role.	Strategy and internal workplace documents.
10. A broad diverse and accessible network of MHFA champions is established across the workplace.	Meeting minutes and register of staff who have completed the training (minimum of 1:20).
11. A central coordinator is appointed to support MHFA champions.	Strategy and internal workplace documents.
12. The workplace evaluates the implementation and/or impacts of MHFA training in the workplace, with the aim of continuous improvement.	Documents and evaluation report (a senior leader and champion to drive this).
13. MHFA training is included in the scheduled training offered to staff at least every six months. Training is integrated into other development programmes within the workplace such as leadership programmes.	Documents and evaluation report (a senior leader and champion to drive this).

# Workplace Recognition Programme

## MHFA Aotearoa NZ – GOLD Recognition



*In addition to the six bronze and six silver actions, gold recognition includes a minimum of six additional silver actions from the list below, and must include 1, 2, 3 and 5.*

Action required	Evidence to support
1. Promotion of MHFA training is included at workplace events.	Photos.
2. MHFA training is integrated into other development programmes within the workplace, such as leadership programmes.	Leadership programme documents.
3. MHFA champions are provided with ongoing support and continuous professional development opportunities (e.g. regular team meetings, networking with other MHFA champions, guest speakers and further training).	Meeting minutes, photos, newsletter.
4. Employees at different levels of the organisation participate in the continual improvement of the workplace MHFA training programme.	Meeting minutes or internal documents.
5. Evaluation findings and follow-up plans of action are communicated within the workplace.	Evaluation documents.
6. The workplace incorporates the collection of the MHFA training evaluation data into the existing annual surveys conducted with employees.	Evaluation documents and copy of survey results.
7. The workplace collaborates with MHFA Aotearoa to develop a case study based on the evaluation findings.	Case study documents.
8. The workplace establishes the role of MHFA officer and develops a position description to support the role.	Strategy and internal documents.



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Find out more about Mental Health First Aid Aotearoa at [mentalhealthfirstaid.nz](https://mentalhealthfirstaid.nz) or follow us on LinkedIn or Facebook. Email [mhfa@tepou.co.nz](mailto:mhfa@tepou.co.nz) to explore options for bringing this innovative, evidence-based, internationally recognised mental health literacy programme into your business or organisation.

