



FACT SHEET Program 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.

The Program Registration process has been designed to promote continuous quality improvement. Program developers and providers should use the Program Registration Guide to ensure they have all the information required to complete the online registration application.

Who

Registration is open to any healthy lifestyle program developer wishing to have their program listed on the Healthy Living Network (HLN) registration portal. You can choose whether or not you would like to have your registered program outline available to registered Service Providers to use or adapt. If you intend to allow licensees deliver you program you can indicate this in your application.

If program developers are involved in delivering the program (or other relevant services) and would also like to be registered as a Service Provider, they must complete the Service Provider Registration. Program developers who train and license/accredit others to deliver the program on their behalf, to register as a Service Provider, depending on the nature of the licence/agreement.

Why

The Healthy Communities Quality Framework (the HCI Quality Framework) has been developed to support high quality service provision and accountability of program funds. While registration of a program is not mandatory, it 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 a program is registered and those who deliver the program are registered as a Service Provider, activity registration can be completed. Activity registration is a short questionnaire which includes contact information, location, target audience and a brief description of the activity which will be listed. This information is searchable by community members and referring preventive health professionals on the Health Living Network (HLN).



Healthy Living *Network*



Quality pathways to healthier communities

How

Program developers wishing to be recognised under the HCI Quality Framework need register through the Health Living Network registration portal - www.healthylivingnetwork.com.au

Program registration involves the completion of:

- A detailed program outline
- Resource material relevant to the program
- Risk assessment

Program developers may also need to register as a Service Provider. The completed program outline and associated evidence is then submitted to QMS for assessment. Applicants not meeting the registration criteria will be provided with feedback from an expert group who assess applications and support from the registration body to assist you in meeting the program registration criteria. Once suggested improvements have been made you will be able to resubmit your application.

When

In line with the continuous quality improvement approach, registration renewal will be required every two years or sooner if significant amendments (including change to program scope, qualifications required and major changes to approach or content) 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 Program 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**.

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

www.healthylivingnetwork.com.au

