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**Living Smart Facilitator Policy and Licensing Agreement**

**Rationale**

Be Living Smart Inc. (BLS) and Living Smart Facilitators (Facilitators) are in an interdependent and mutually supportive relationship. Our facilitators enable Living Smart to grow and flourish and are the public face of the program. The success of our programs is dependent on the quality and professionalism of their delivery and how our Facilitators conduct themselves. The ongoing training and up-skilling of new and existing Facilitators is great importance to BLS.

This Policy Agreement describes the relationship between BLS and facilitators and the obligations both parties have.

This relationship is underpinned by this Living Smart Facilitator Policy including; the listed Facilitator standards, the terms of agreement the facilitators agree to, the details in the “Application to deliver a Living Smart Facilitator Training Course” form, the list of minimum evaluation requirements and other respective agreement terms and conditions.

This Policy outlines the mutual responsibility of BLS and Facilitators, and outlines the standards that need to be upheld in the delivery of LS courses. Agreement to this policy licences a LS Facilitator Trainer to deliver the Community Living Smart program.

This policy may be reviewed periodically at the discretion of the BLS Board, and will be formally reviewed in 2013.

**1. Facilitator Standards:**

BLS defines the standard, training, skill requirements and competency level required of the Facilitator to deliver the Living Smart program. BLS requires the Facilitator to comply with the following:

* Be actively on their own Living Smart journey and be willing to share this journey with others;
* Have completed the LS Community Course. Attendance must be a minimum of 5 out of 7 or 8 sessions. If a community course is not available, the Facilitator needs to have completed the 3 day Regional Facilitator Training, and have established a mentoring relationship with an experienced and active facilitator.
* Have completed the LS Training Course (min 2 day program, including completion of all course presentation requirements);
* Be a current financial member of BLS;
* Be engaged with the BLS Facilitators Network. The Facilitator must attend a minimum of 2 meetings and one training day sharing session per calendar year. The Facilitator must be willing to share their experiences, any materials and resources developed with other facilitators and on the Living Smart facilitator portal.
* Participate as a volunteer promoting Living Smart courses at community events endorsed by BLS at least twice in each calendar year.
* Keeping in line with the principles of a Common Licence Agreement, Facilitators must acknowledge the person who has created the work/activity used from the Facilitator Resource Site. Presentations and activities from the LS Facilitator resources should only be used in the context of a Living Smart course, unless with permission of the author.

**2. Facilitator Terms of Agreement:**

The “Application to Deliver a Living Smart Course” form licences each Facilitator to deliver a community Living Smart program and use the Living Smart brand, logo and resources for specific courses. It sets out the responsibilities of the Facilitator to BLS. The Facilitator must abide with the following requirements:

**Course Advertising**

* The **“**Application to Deliver a Living Smart Facilitator Training Course” agreement is completed and approved before any hosting bodies are approached, and course advertising or marketing is undertaken. If a hosting body approaches a Facilitator directly about facilitating any Living Smart course or activity they should immediately be referred to Living Smart All course commitments listed on the agreement must agree to and abided by. Any exceptions need to be agreed to by the BLS Coordinator.
* All advertising material must clearly advertise the course as Living Smart, and use the logo and brand as given (i.e. no adjustments to size, colour, dimensions, as per the Living Smart style guide on the facilitator portal). The available poster heading and footing must be used, or permission granted for changes. The Living Smart website address must be on all material and all online registrations made through this site.
* Although the Facilitator may be contracted or sponsored by a host body they represent Living Smart in all advertising, promotions and verbal advertising related to the course. If the Facilitator runs a business related to sustainability they should advertise the course as “brought to you by Living Smart, sponsored by \_\_\_\_\_\_\_(relevant sponsor(s), and facilitated by \_\_\_\_\_\_\_(Facilitator name) from \_\_\_\_\_\_\_(business name)
* The inclusion of the following acknowledgement clause will be made in media releases, course reports and posters: “*The Living Smart program was developed by the City of Fremantle, Murdoch University and Southern Metropolitan Regional Council and is now coordinated by Be Living Smart Inc.*”
* All advertising material shall have a clear link to the Living Smart website.

**Course Requirements**

* Course size to be minimum 15 and a maximum 40 enrolled participants.
* All ten Living Smart topics are covered.
* There is in-class time for goal setting during each session.
* There is sharing of goal setting and/or actions taken each session.
* There is some process for the setting of end of course goals setting and/or visioning process.
* There is at least one field trip in each course.
* A “mid-week” email will be sent to participants.
* Following best practise principles of adult learning, there are group discussion and activities in each session.
* The minimum evaluation components will be completed. These are the current pre-course form, some sort of brainstorming activity where participants list achievements and plans in each Living Smart area and the post-course form.
* A basic course report including results of all evaluations will be completed and a copy given to BLS, based on the pro-forma provided within a month of the course finishing.
* A full list of participants and their contact details will be given to BLS within a month of the course finishing.
* If a Facilitator is interested in creating a Living Smart program or activity other than a community based program, permission must be granted by the Living Smart board and an appropriate evaluation process be determined.
* **Financial Requirements**
* $440 (includes GST) for each course will be payable to BLS. An invoice will be provided to you and payment is to be made within four weeks of the end of the course.
* A $40 (includes GST) course and Living Smart membership fee per participant will be charged and be payable to BLS. The collection and banking of this fee will occur within 3 weeks of the course starting.

**3. Be Living Smart Inc. Terms of Agreement:**

BLS agrees to provide to the Facilitator the following (as a minimum):

* Professional Development in the form of a two or three day Facilitator Training Course available at a reasonable cost.
* Resources to market and deliver the LS programs/courses, including:
  + Templates for posters and media releases and advice regarding promotion of courses
  + Facilitator Guides, Action Guides and support documents
  + Examples of presentations for each topic, including power point templates
  + Creation and upkeep of an online site to allow the sharing of new ideas and suggestions
* Mentoring by experienced and active Facilitators, via a “Currently Facilitating Email List”.
* Provision of LS Facilitator Network with at least four meetings held annually.
* Support to access potential course hosts and participants.
* Insurance – all licensed Living Smart Facilitators delivering a course in a voluntary capacity will be covered under BLS’s Voluntary Workers Insurance Policy. Facilitators being paid for their services are responsible for their own workers compensation and other insurances as they are not covered by BLS

**4. Addressing Grievances or issues related to this Policy**

BLS and the Facilitator agree to abide by the above standards and terms of agreement.

BLS is obliged to fulfil the Terms of Agreement as described. Should a Facilitator have any grievance or issues associated with the fulfilment of these terms, these should be forwarded in writing to the BLS Board either directly via any Board Member or indirectly via the BLS Coordinator. BLS undertakes to consider and address the grievance or issue within one month of receiving such notification.

The Facilitator is obliged to fulfil the Terms of Agreement as described. Should BLS be made aware of any complaints, issues or concerns relating to the Facilitator’s conduct in meeting the terms of agreement, they will be contacted and formally notified by the BLS Facilitators Board Representative or BLS Board Convener.

If deemed necessary, the Facilitator will be required to address these concerns to the BLS Board in writing. Should the BLS Board determine there has been any serious breach of the terms of agreement, the Facilitator will be notified and will be required to address the breach(es) immediately. If the breach(es) are not resolved and/or continue, the BLS Board reserves the right to revoke the Facilitator’s license. If appropriate, the BLS Facilitators’ Network will be consulted on and advised of such determinations.

**Signed by Be Living Smart Inc. Representative**

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| Signature | Name | Date |

**Signed by Living Smart Facilitator:**

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