Getting started

A quick overview of how to complete Coordinate – the first stage of the Achievement Program

The Achievement Program supports a whole-school approach to health and wellbeing. This approach brings together school leadership, staff, students and families to work through an improvement cycle of planning, action and review.

Coordinate guides you through the first stage of the Achievement Program. These initial steps are essential for long-term success.

If you don’t have a Coordinate booklet, it is available in an accessible format on the Achievement Program website.

If you have any questions, please contact the Achievement Program team on 1300 721 682 or email: admin@achievementprogram.org.au.

Step 1: Coordinate a health and wellbeing team

Tip: Appoint a health coordinator

Having a person who will raise awareness of the Achievement Program can help get people within your school interested in establishing and maintaining a health and well being team.

Establish a health and wellbeing team

Getting together a team of people to support the implementation of the Achievement Program in your school can help generate ideas and share the workload. Not everyone needs to be an expert - it’s more important to engage people who can represent their peer groups and engage and motivate others. You may already have a suitable team or you may want to consider working as part of a local network.

For more information and resources, see your Coordinate booklet:
- Getting started (p 4-7)
- Initial meeting information (p 11)
Step 2: Explore current practice and needs

**Review current health and wellbeing practice**
Thinking about your school’s current health and wellbeing activities can help you - and your community - recognise the good work you are already doing and identify what else you might want, or need, to do.

*Tip: Use our benchmarks to help you assess your current health and wellbeing activities.*

**Look at your community data**
This will give you a picture of your local community’s health and wellbeing priorities. This is important as these needs may similar for your students and families.

For more information and resources, see your *Coordinate* booklet:
- Benchmark assessment tables (p 16-24)
- Mapping school and community data (p 25-28)

Step 3: Engage the whole setting

**Engage staff, families, students and the wider community in health and wellbeing**
Asking your school members what they think are the health and wellbeing priorities helps ensure that future actions are based on needs and can boost long-term engagement.

**Develop a health promotion charter**
A charter is a quick and easy way to communicate to your community your school’s commitment to the health and wellbeing of staff, students and families. Displaying this proudly in a public area, such as your reception area, ensures that everyone is aware of what you want to achieve.

For more information and resources, see your *Coordinate* booklet:
- Consultation (p 32-33)
- Whole school engagement planning tool (p 51)
- Health promotion charter template (p 54)

Refer to our website for an example of the details required in the *Coordinate* progress report (p 56). Submit your progress report, with a copy of your health promotion charter, to the Achievement Program team.