

# MHFA England Instructor Training Programme FAQs

## Contents

Contents.....	1
Glossary.....	4
General information.....	5
What is the MHFA England Instructor Training Programme?.....	5
What is the MHFA course? .....	5
What are MHFAider® support and benefits? .....	6
Why should I train with MHFA England?.....	6
Is the MHFA England Instructor Training Programme an accredited course? .....	7
How much does the MHFA England Instructor Training Programme cost?.....	7
Will there be any additional costs?.....	8
How do I pay for the programme? Can I pay in advance?.....	8
Can I pay in instalments or get funding to cover the cost of the programme? .....	8
Do you offer other programmes?.....	9
There are no available programmes with dates that work for me. When are future programme dates released? .....	9
Eligibility.....	9
How do I know if I am eligible to apply for the MHFA England Instructor Training Programme? .....	9
Can I apply to deliver MHFA England courses to my clients for profit as an independent trainer or on behalf of my employer/organisation? .....	10
What course must I attend before applying for the MHFA England Instructor Training Programme?.....	10

Why must I attend an MHFA England MHFA course before applying for the MHFA England Instructor Training Programme? ..... 11

As a psychologist/mental health professional, can I attend a shorter course to become an MHFA England Instructor Member?..... 11

I don't have a mental health related qualification/professional background. Can I apply to train as an MHFA England Instructor Member? ..... 11

I don't have any training/teaching experience. Can I apply to train as an MHFA England Instructor Member? ..... 12

Application process ..... 12

    How do I apply for the MHFA England Instructor Training Programme?..... 12

    Do I have to apply for a specific programme? ..... 13

    I'm trying to apply online but I cannot create an account to log in – why is this?... 13

    I've applied for a programme. When will I hear a decision on my application?..... 13

    Who assesses my application, and how is it assessed?..... 13

    I have been asked to provide additional information on my application. How do I do this?..... 13

    My employer has chosen me for this training. Why is my application being assessed? ..... 14

    What happens after my application is accepted? ..... 14

    What happens if my application is not accepted? ..... 14

The MHFA England Instructor Training Programme ..... 15

    What is the programme structure? ..... 15

    How much time will the individual learning take?..... 16

    What happens if I can't attend all the dates of the same programme?..... 16

    What is the assessment process to become an MHFA England Instructor Member? ..... 17

    What happens after I receive my programme score? ..... 17

    Is it possible to fail the programme? ..... 17

The Instructor Member sign-off process..... 17

    How do I become a signed off MHFA England Instructor Member?..... 17



What happens if I don't become signed off within nine months? .....	18
Will MHFA England organise my course deliveries? .....	18
How do I find someone to co-deliver with?.....	18
How much does a course co-delivery cost? .....	19
My organisation is only interested in face-to-face or online course deliveries. Can I still become an Instructor Member? .....	19
Your role as an Instructor Member .....	20
What course(s) can I deliver once I become an Instructor Member?.....	20
Are there any requirements to maintain my MHFA England Instructor Membership? .....	20
What benefits will be available to me as an Instructor Member? .....	21
Do I need public liability insurance and professional indemnity insurance coverage to deliver MHFA England courses? .....	21
Commissioned Instructor Training Programmes.....	22
What is a commissioned programme? .....	22
How much does a commissioned programme cost?.....	22
How do I know if a commissioned programme is suitable for my organisation? ....	22

## Glossary

To help you understand this document in full, we have put together a glossary of terms that we use regularly in the MHFA England Instructor Training Programme.

**Co-delivery** - A delivery of an MHFA course that is shared between two Instructor-Members-In-Training, or between an Instructor-Member-In-Training and a signed off Instructor Member or National Trainer. All Instructor-Members-In-Training must complete co-deliveries to achieve sign off.

**Instructor Member** - A person who has been signed off to deliver specific MHFA England courses, having completed the MHFA England Instructor Training Programme.

**Instructor Member dashboard** - Part of the MHFA England website where Instructor Members access resources and manage their courses.

**Instructor-Member-In-Training** - A learner on an Instructor Training Programme. They are considered an Instructor-Member-In-Training from the point they begin the programme, until they are signed off as an Instructor Member, or drop out of the process.

**Instructor-Member-In-Training portfolio** - Documentation of the full Instructor-Member-In-Training's journey. Its completion is part of the sign off criteria. It includes the feedback from tasks throughout the delivered days of the programme, the overall programme rating at the end, and the associated sign off conditions.

**Mentor** - A National Trainer who is assigned to support an Instructor-Member-In-Training through their sign off process.

**National Trainer** - An experienced Instructor Member who is appointed and contracted by MHFA England to deliver the MHFA England Instructor Training Programme and associated upskills.

**Training Delivery team** - MHFA England team responsible for the planning, administration, and co-ordination of the MHFA England Instructor Training Programme and associated upskills, as well as the support of Instructor-Members-In-Training and National Trainers.

## General information

### What is the MHFA England Instructor Training Programme?

The MHFA England Instructor Training Programme will give you the skills, knowledge, and materials to deliver MHFA England's Mental Health First Aid course. By completing the programme you will also become an MHFA England Instructor Member.

Our market leading programme has been developed by experts with input from people with lived experience of mental ill health. It is accredited by the Royal Society of Public Health (RSPH) for the standard, rigour and quality assurance we apply.

The programme helps support the creation of mentally healthy workplaces. By training with us, you will be able to deliver our MHFA course and train Mental Health First Aiders (MHFAiders®) within your workplace.

We offer the flexibility of either online or face-to-face delivery to suit all learning styles with no impact on the learning experience.

As an MHFA England Instructor Member, we will give you the tools to deliver training and help you continuously develop your skills and knowledge through various Instructor Member benefits.

The programme is a cost-effective solution to support you in creating a mentally healthy workplace through delivering mental health training to your wider workforce. By training with us, you will be able to deliver our market leading MHFA course within your workplace confidently and give Mental Health First Aiders (MHFAiders®) the knowledge, skills, and awareness to better support themselves and others.

### What is the MHFA course?

Our MHFA course gives individuals the knowledge and skills they need to spot the signs of people experiencing poor mental health. It provides the confidence to start a conversation and signpost a person to appropriate support.

Following completion of the course, learners will be able to:

- Recognise those that may be experiencing poor mental health and provide them with first-level support and early intervention
- Encourage a person to identify and access sources of professional help and other supports
- Practise active listening and empathy

- Have a conversation with improved mental health literacy around language and stigma
- Discuss the role of the MHFAider® in depth, including boundaries and confidentiality
- Practise self-care
- Know how to use the MHFAider Support App®, including how to access a dedicated text service provided by Shout and ongoing learning opportunities with MHFA England

Learners will also join the largest community of MHFAiders® in England, and gain access to three years of MHFAider® support and benefits to help them carry out their role effectively.

### **What are MHFAider® support and benefits?**

Our insight showed that learners want support once they have completed the course to increase their confidence and knowledge to carry out the role effectively.

MHFAiders® get access to a package of support, including the MHFAider Support App®, exclusive resources, and ongoing learning opportunities.

The MHFAider Support App® offers a dedicated 24/7 text service provided by Shout. This will provide advice and reassurance on a mental health first aid conversation and support wellbeing after a difficult conversation. MHFAiders® can also utilise the conversation logging feature to reflect on the conversations they have.

They will receive monthly emails for three years, signposting them to additional learning and online events. This content sits on the MHFAider Support App® or MHFA England's Online Learning Hub. Typical support tools range from guides and films, to top tips and webinars.

### **Why should I train with MHFA England?**

MHFA England is the only organisation in England that provides MHFA Instructor Training licensed by [Mental Health First Aid International](#). We are part of a global movement that has trained over five million people.

As an MHFA England Instructor Member, we will give you the tools to deliver training and help you continuously develop your skills and knowledge through various

Instructor Member benefits. You will be joining a network of over 2,000 Instructor Members dedicated to improving the mental health of the nation.

MHFA England's Instructor Training Programme offers:

- Your first year of membership free, once your programme ends
- Mentorship during your training from one of our National Trainers with experience and expertise to help equip you to deliver high quality training
- Access to ongoing developmental activities through our Instructor Member Development Programme to further your skills and knowledge
- A wide range of Instructor Member benefits to give you the tools to deliver training effectively
- Supporting resources to suit your delivery style, including accessible course materials and a clear quality assurance framework

## **Is the MHFA England Instructor Training Programme an accredited course?**

Yes, the MHFA England Instructor Training Programme is accredited by [RSPH](#). They have long been an accrediting partner of our programme, as we both share the belief that mental health is a public health issue.

## **How much does the MHFA England Instructor Training Programme cost?**

Our MHFA England Instructor Training Programme costs £2,500 plus VAT per person to attend. This cost includes:

- An online welcome session with the MHFA England team to begin your programme
- Six days of training delivered by two experienced National Trainers
- Resources for the programme including your Instructor-Member-In-Training workbook, portfolio, and online individual learning
- Training materials, including an MHFA session plan, manual, and workbook
- Access to MHFAider® support and benefits, including the MHFAider Support App®
- Support from a National Trainer mentor during your sign-off period

- Access to your Instructor Member dashboard, filled with regularly updated supporting resources and documents

### **Will there be any additional costs?**

If you have not completed our MHFAider® qualification, the RSPH Level 3 Award in Mental Health First Aid, you must pass this as part of the programme. The cost of this is £99 including VAT.

If you are asked to complete course co-deliveries with a National Trainer or require further observation as part of the sign-off process, there may be an additional charge. These range from £270-£900. The cost would be based on the overall time you need, your individual requirements, and recommendations from your National Trainer.

Once you have become an accredited MHFA England Instructor Member, you will be required to pay an annual membership fee. Your first year is free of charge following the completion of your programme. The membership fee is currently £140 plus VAT.

You must also purchase course materials for each learner on your courses. The learner bundle for the MHFA course includes a lanyard, ALGEE action card, workbook, access to a digital manual, and MHFAider® support and benefits. The cost of the bundle is currently £30 plus delivery.

### **How do I pay for the programme? Can I pay in advance?**

Once your MHFA England Instructor Training Programme application has been submitted and approved, you will receive an invoice by email, which must be paid within seven days.

### **Can I pay in instalments or get funding to cover the cost of the programme?**

Unfortunately, we are unable to accept payment in instalments. To secure your place, payment is required in full before the start of the programme.

MHFA England is currently unable to provide fully funded training for individuals or workplaces. If you work in one of the following organisations, we may be able to offer a discount in line with our goals as a social enterprise:

- The NHS



- Community organisations
- Those working primarily with Black people or People of Colour

## **Do you offer other programmes?**

We offer two instructor training programmes, our MHFA England Instructor Training Programme and our MHFA England Youth Instructor Training Programme.

Our [MHFA England Youth Instructor Training Programme](#) accredits you to deliver our Youth MHFA course, designed for adults who work with and support young people.

## **There are no available programmes with dates that work for me. When are future programme dates released?**

We release dates several times during the year, they are scheduled for up to six months ahead. We recommend that you keep checking our website for the latest dates.

## **Eligibility**

### **How do I know if I am eligible to apply for the MHFA England Instructor Training Programme?**

Before applying, you must have attended an MHFA England MHFA course within the past three years.

Most adults spend at least a third of their time at work. That's why, to change how society manages mental health, we focus on the workplace.

With that in mind, you will need to meet at least one of the following criteria to apply for the programme:

- You are applying to deliver MHFA England training to other employees in your workplace only, and not to any clients, partner organisations, or other external parties
- You are applying for a specific programme with MHFA England, commissioned as an in-house programme by your employer

- You have secured grant funding and are looking to deliver MHFA England training as part of a wider project whose aims align with MHFA England
- You are applying to deliver MHFA England training on a not-for-profit basis to organisations which work with disadvantaged groups, communities, or vulnerable individuals
- You are applying to deliver MHFA England training to a non-profit or community organisation which works primarily with Black people or People of Colour, in line with MHFA England's commitment to anti-racism
- You are an existing MHFA England Instructor Member looking to upskill in different products

### **Can I apply to deliver MHFA England courses to my clients for profit as an independent trainer or on behalf of my employer/organisation?**

MHFA England is currently focused on the benefits of Mental Health First Aid in the workplace. We are not accepting applications from anybody looking to train as a for-profit or independent Instructor Member, unless you meet one of our eligibility criteria above.

### **What course must I attend before applying for the MHFA England Instructor Training Programme?**

Before applying, you must have attended one of MHFA England's MHFA courses in the past three years. Unfortunately, we do not accept attendance at other mental health courses, or other experiences, in place of this.

If you are applying for a programme before April 2024, we will accept attendance of an MHFA England Adult MHFA or Adult MHFA Refresher course within the past three years.

If you completed the course over three years ago or your Adult MHFA or Adult MHFA Refresher certificate has recently expired, you must complete the new MHFA course to ensure you have up-to-date MHFA training.

## **Why must I attend an MHFA England MHFA course before applying for the MHFA England Instructor Training Programme?**

The programme focuses on familiarity with and delivery of our course material. All applicants must have the same level of familiarity with the course and the role of the MHFAider® to participate in the learning fully.

Attending the MHFA course and training as an MHFAider® allows you to experience the content you will be delivering and the opportunity to practice your learning. It will also help you decide whether the course will be suitable for you before you commit to the MHFA England Instructor Training Programme.

## **As a psychologist/mental health professional, can I attend a shorter course to become an MHFA England Instructor Member?**

No. Whilst we recognise that psychologists and other mental health professionals are skilled and knowledgeable in talking about mental health and treatments of poor mental health, our courses focus on first aid rather than the clinical element.

The MHFA England Instructor Training Programme is focused on our MHFA course content and how to deliver this safely and accurately. It is necessary to attend the programme in full, despite any other experience or qualifications you may have.

## **I don't have a mental health related qualification/professional background. Can I apply to train as an MHFA England Instructor Member?**

Yes. We welcome applicants from a diverse range of professional backgrounds. However, you will need some knowledge and experience of mental health relevant to the MHFA course you will be trained to deliver.

This may come from attending an MHFA England course, your own lived experience of poor mental health or caring for someone with poor mental health, and voluntary work.

You must demonstrate how your experience will help equip you to train others to become MHFAiders®.

Please refer to the [application criteria](#) or guidance on the skills and experience needed to become an MHFA England Instructor Member.

## **I don't have any training/teaching experience. Can I apply to train as an MHFA England Instructor Member?**

You must have some form of experience in this area. Guidance and best practice on course delivery is part of the training but you need to have prior experience of facilitating training.

You will be assessed on your delivery before becoming accredited to deliver the course.

## **Are there any other skills I will need to be able to complete the MHFA England Instructor Training Programme?**

You will need basic IT proficiency to complete the MHFA England Instructor Training Programme and deliver an MHFA England course. This includes delivering on an online conferencing system such as Zoom or Teams and using features including the chat function, breakout rooms, and sharing slides. This will not be covered in the programme and we expect people to have basic knowledge of these tasks and platforms.

Instructor Members will get access to our online dashboard to access and order materials and manage their own learners before, during, and after the course. You will also need to create courses on the online dashboard and our Online Learning Hub. MHFA England will provide guidance and support on how to do this, but a basic level of IT knowledge will be needed so that you can deliver a positive experience for your learners.

## **Application process**

### **How do I apply for the MHFA England Instructor Training Programme?**

If you meet our eligibility criteria, you can apply for upcoming programmes via our website.

You must complete the online application form and provide a copy of your MHFAider® certificate of attendance, your MHFAider® qualification certificate, and a declaration of eligibility signed by your employer.

## **Do I have to apply for a specific programme?**

Yes. You will be required to select a programme to apply for as part of your application. Please ensure that you are able to attend all the dates of that programme when you apply.

Once your application is approved, you will be booked onto your selected programme. You will be subject to our booking terms and conditions. Changing or cancelling your booking may require payment of corresponding fees.

## **I'm trying to apply online but I cannot create an account to log in – why is this?**

If you cannot create an account to apply for the MHFA England Instructor Training Programme, please get in touch with [training@mhfaengland.org](mailto:training@mhfaengland.org) or call 0203 928 0760 and select option 3 to speak to a member of our team.

## **I've applied for a programme. When will I hear a decision on my application?**

We aim to respond to all applications within four weeks.

## **Who assesses my application, and how is it assessed?**

One of our highly experienced National Trainers, who deliver the MHFA England Instructor Training Programme, will assess your application. They will evaluate whether you demonstrate the necessary skills, experience, and values outlined in the [application criteria](#).

All applications are anonymised, and MHFA England encourages applicants from diverse backgrounds, regardless of identity.

## **I have been asked to provide additional information on my application. How do I do this?**

The National Trainer assessing your application may require further information to evidence that you have the necessary skills, experience, and values to become an MHFA England Instructor Member. This allows you to support your application and respond to any feedback provided.

To provide additional information on your application, please click the link in the email you receive. You must log in to your Instructor Member dashboard and navigate to 'My applications'. From there, click the green icon next to your application and click 'Provide feedback'. If you are having issues logging into your account, please email [training@mhfaengland.org](mailto:training@mhfaengland.org).

### **My employer has chosen me for this training. Why is my application being assessed?**

We have a duty of care to ensure we are training the right people as MHFA England Instructor Members, those with a positive attitude towards mental health and proactive in supporting and celebrating equity, diversity and inclusion.

All applications go through our assessment process, and each candidate must show experience of facilitating training, resilience, and adaptability to navigate the challenges of the mental health landscape.

### **What happens after my application is accepted?**

A place will be provisionally held for you on the programme(s) you requested to attend. If your application is accepted, you will receive an email confirmation. You will then be sent an invoice for payment of the programme. This must be paid within seven days to secure your place.

### **What happens if my application is not accepted?**

If your application is not accepted, you will be given feedback as to why. This will allow you to take action on the feedback and develop any gaps in your skills, knowledge, or experience.

You can reapply again for a future programme after three months. In your new application, you should demonstrate how you have addressed the feedback given.

### **My application has been accepted, but now I can't attend the programme. How do I cancel my place?**

Once your application has been accepted, you are subject to [MHFA England's booking and cancellation terms](#).

If you cancel your programme booking after your application has been accepted, you will be subject to the following cancellation charges:

- If you cancel your booking without transferring to another programme within 21 - 40 business days of your programme's start date, you will be charged 50% of the programme fee
- If you fully cancel your booking within 20 working days of your programme's start date, you will be charged the full programme fee

If you request to move to a later programme there is a one-off transfer fee of £250 in addition to the full programme fee.

## The MHFA England Instructor Training Programme

### What is the programme structure?

The programme comprises a welcome session and six days of training delivered by two National Trainers. The training days are spread across multiple weeks, followed by a nine month sign-off period.

Your National Trainers and the MHFA England Training Delivery team will be on hand and happy to support you with any guidance along the way.

Throughout the sessions, you will:

- Learn how to consistently deliver the MHFA course in line with MHFA England's quality assurance standards
- Learn and demonstrate the role requirements, attributes, and values of an MHFA England Instructor Member
- Demonstrate effective facilitation, presentation skills, and group leadership required to be a successful Instructor Member
- Discuss varying lived experiences of poor mental health and journeys to recovery
- Discuss how disparities caused by racism affect the mental health of Black people and People of Colour in England, learn how to facilitate discussions of racism and other areas of intersectionality and their impact on mental health, and understand how to make reasonable adjustments to accommodate the diversity of learners in relation to the learning experience

- Review and explore the similarities and differences between online and face-to-face learning environments, and learn how you can adapt to deliver effectively

You are also expected to complete individual learning outside of the programme sessions, including time spent preparing delivery materials for assessment tasks.

### **How much time will the individual learning take?**

You'll need to complete around 10 to 15 hours of study during the training days, including:

- Time spent on individual learning activities
- Reading through session plans
- Preparation for delivery tasks during the training
- Completion of your Instructor-Member-In-Training portfolio

### **What happens if I can't attend all the dates of the same programme?**

You must be available to attend all dates of the programme you are applying to attend. If, for any reason, this is no longer possible, please get in touch with [training@mhfaengland.org](mailto:training@mhfaengland.org). Please note you may be subject to cancellation charges.

### **What will happen if I miss part of the programme?**

If, after the programme has begun, you miss or are unable to attend more than half a day of the programme, due to extenuating circumstances, you will need to continue on another programme.

If this is the case, you must contact [training@mhfaengland.org](mailto:training@mhfaengland.org) as soon as possible to organise this.

There is a one-off cost of £250 for reallocating a learner to a different programme due to missed days for a reason other than personal illness or bereavement. Please note if you are unable to attend because of illness we will require a medical note.



## What is the assessment process to become an MHFA England Instructor Member?

Course attendance alone is not sufficient to become a signed off MHFA England Instructor Member. Your engagement, progress, and delivery will be assessed by the National Trainers leading your programme. You will receive an overall programme score. This score will determine what you need to do to become a signed off Instructor Member.

## What happens after I receive my programme score?

Once you have received your programme score from your National Trainer mentor, you must complete at least two co-deliveries and one solo delivery of the MHFA course. You must submit learner feedback and your completed portfolio to your National Trainer to be signed off.

The portfolio is a document you will develop throughout your training and the signoff period.

## Is it possible to fail the programme?

Whilst this is unlikely, it is possible not to pass the MHFA England Instructor Training Programme. This can happen if your National Trainer mentor does not have sufficient confidence in your performance across the programme.

If this is the case, we are unable to offer a refund for the programme in line with our [terms and conditions](#).

## The Instructor Member sign-off process

### How do I become a signed off MHFA England Instructor Member?

To become a signed off Instructor Member who is able to deliver courses independently, you must do the following:

- Complete at least two course co-deliveries and one solo delivery of the MHFA course. One should be delivered online, and one should be delivered face to face
- Obtain feedback from at least eight learners on each of the above course deliveries

- Share your RSPH Level 3 Award in Mental Health First Aid certificate with your National Trainer

Your programme score will dictate the full requirements for your sign-off criteria. You will be required to co-deliver with either a fellow Instructor-Member-In-Training, an existing MHFA England Instructor Member, or a National Trainer. A National Trainer may also observe some of your course deliveries.

If your National Trainer is happy with your progress, you will complete a final solo delivery to at least eight learners and provide their feedback to become signed off.

These steps must be completed within nine months following the end of your programme.

### **What happens if I don't become signed off within nine months?**

If you are concerned that you cannot achieve your sign off within the nine month window, you should discuss this with your National Trainer at the earliest opportunity. Failure to complete the sign off requirements after this deadline may mean you will need to carry out additional activities to become signed off, such as additional course deliveries, attending a recap or having to recomplete all or parts of the programme. This may involve additional costs.

### **Will MHFA England organise my course deliveries?**

You will be responsible for organising and promoting your course deliveries independently, including any co-deliveries for approval. Applicants should consider this before applying.

If you are delivering alongside another Instructor-Member-In-Training you may be able to organise and promote your course together.

### **How do I find someone to co-deliver with?**

You should be able to organise your co-deliveries with other Instructor-Members-In-Training on your programme. These may be course deliveries for your own organisation, or you may join another Instructor-Member-In-Training's course delivery.

If you cannot find a suitable course co-delivery opportunity, we encourage you to attend one of our Instructor Member networking and engagement events or join our

online community platform for Instructor Members on Workplace. You can contact the team at [training@mhfaengland.org](mailto:training@mhfaengland.org) to discuss this further.

If you are required to co-deliver with a National Trainer as part of your sign off, our Training Delivery team will help to find a National Trainer for you. There may be a cost involved with this.

### **How much does a course co-delivery cost?**

You must purchase course materials from MHFA England for each of your learners on your courses at the cost of £30 per learner plus delivery. The learner bundle for the MHFA course includes a lanyard, ALGEE action card, workbook, access to a digital manual, and MHFAider® support and benefits

There may also be additional costs, ranging from £270 - £900, depending on who you are required to co-deliver with or if a National Trainer is required to observe your course deliveries.

### **My organisation is only interested in face-to-face or online course deliveries. Can I still become an Instructor Member?**

You must deliver a face-to-face and online course to become signed off. This is to ensure you are confident in delivering both face-to-face and online training. It means you have the flexibility to deliver in both formats in the future without the need for reassessment.

### **How much feedback will I need to collect for each delivery in the sign-off period?**

You will be expected to collect a minimum of eight pieces of feedback per delivery. You must also collect eight pieces of feedback for any solo deliveries.

### **My organisation only wants me to co-deliver. Will I still need to complete a solo delivery to become signed off?**

You must complete a solo delivery to become fully signed off. This is to ensure you are confident delivering on your own. It means you have the flexibility to deliver on your own in the future without the need for reassessment.

## Your role as an Instructor Member

### What course(s) can I deliver once I become an Instructor Member?

Once you are a signed off Instructor Member, you will be approved to deliver the MHFA course online and face to face.

If you wish to upskill to deliver any other MHFA England courses, you must pay for and attend an upskill. You can find more details about our [available upskill courses](#) on our website.

If you are currently an active Instructor Member and would like to train to deliver a different MHFA course, you will need to attend the relevant MHFA England Instructor Training Programme in full.

### Are there any requirements to maintain my MHFA England Instructor Membership?

Yes. To maintain your MHFA England Instructor Membership, you will need to:

- Sign the Instructor Member Agreement each year
- Pay an annual membership fee, which is first due 12 months after the final training day of your MHFA England Instructor Training Programme
- Deliver a minimum of two MHFA England courses per year, all of which need to be logged on the dashboard with the full learner details
  - This must include at least one delivery of every full Mental Health First Aider course you are accredited to deliver
- Complete at least two developmental activities, one of which must be from the selection provided by MHFA England
- Demonstrate the attributes expected of Instructor Members as described in the Instructor Member handbook
- Adhere to the guidance and instructions laid out in our quality assurance framework

## What benefits will be available to me as an Instructor Member?

As an MHFA England Instructor Member, you become part of a supportive community that gives you the appropriate tools and resources to deliver high quality, consistent training.

Alongside enabling you to deliver MHFA England licensed products, Instructor Membership comes with a wealth of benefits, tools, and resources.

These include, but are not limited to:

- Access to the **Instructor Member Development Programme**, with exclusive monthly events, workshops, and resources
- Access to an **Individual Assistance Programme**, offering 24/7 support from a leading wellbeing provider to help with any personal and professional concerns
- Access to the **MHFAider Support App®**, enabling you to support your learners to access the exclusive support and benefits available to them
- Free access to the **Online Learning Hub**, an integrated learning platform that allows you to deliver training in an online setting
- Access to **MHFA England Workplace network**, an online peer-to-peer collaboration platform between Instructor Members
- Access to competitively priced **professional indemnity and public liability insurance**
- Access to discounted **membership with Enabley**, a digital learning platform ideal for those who provide training on top of MHFA England courses
- Free access to **Votel**, a venue finding service

## Do I need public liability insurance and professional indemnity insurance coverage to deliver MHFA England courses?

Yes. As part of your MHFA England Instructor Membership, we offer competitively priced insurance in partnership with Endsleigh. Regardless of whether you deliver MHFA England courses independently or on behalf of your employer, you must have both Public Liability Insurance and Professional Indemnity Insurance before delivering courses.

If you are delivering MHFA England courses within your organisation, you may already be covered through your employer's insurance. We recommend confirming this with your employer at the earliest opportunity.

## Commissioned Instructor Training Programmes

### What is a commissioned programme?

If you want to train a group of individuals to become MHFA England Instructor Members, you can commission a private programme of between eight and twelve learners for your organisation. Our Training Delivery team will work with you to agree the dates, location, and National Trainers best suited to your requirements.

To hear more about this opportunity, please get in touch with [training@mhfaengland.org](mailto:training@mhfaengland.org) to discuss this further.

### How much does a commissioned programme cost?

A commissioned programme costs £27,500 plus VAT. This includes your training programme delivered by two National Trainers on dates arranged with you, at a location of your choice.

You will also have the support of our Training Delivery team and a primary contact at MHFA England to guide you through the programme. Please note that this is a set price and does not change depending on the number of learners.

The commissioner is responsible for sourcing a venue for face-to-face training and paying any costs associated with this.

### How do I know if a commissioned programme is suitable for my organisation?

We recommend a commissioned programme for organisations that operate with a large workforce or support other organisations. NHS Trusts, local authorities, large charity groups, and regulatory bodies have utilised commissioned programmes with MHFA England.

As Instructor Members must deliver at least two courses per year to maintain their MHFA England Membership, we ask that you keep this in mind before committing to a commissioned programme. You will need to be confident that you have enough learners to train to become MHFAiders®.