

MHFA England Instructor Training Programme: Extension information

Purpose of this document

This document will give you all the information you need if you are an existing MHFA England® Instructor Member that would like to deliver our MHFA® or Youth MHFA® course in addition to the course you were originally signed off to deliver.

Please note, this information is only relevant if you are an existing MHFA England Instructor Member. If you are a learner that is not already associated with MHFA England, you should refer to the general programme details on our website.

Contents

Contents.....	1
General information	3
What is the MHFA England® Instructor Training Programme Extension process?	3
What extension programmes are available?	3
As I'm already an Instructor Member, why do I need to train again?	3
How do I know if I am eligible to attend an Extension programme?	3
What course must I attend before applying for the MHFA England Instructor Training Programme Extension?	3
How do I apply for the MHFA England Instructor Training Programme Extension?	4
Do I have to apply for a specific set of programme dates?	4
I've applied for a programme. When will I hear a decision on my application?	4
How is my role as an Instructor Member accounted for in the training?	4
Why do I need to complete the sign-off process again?.....	5
Once I complete the programme, what happens if I don't become signed off within the deadline?.....	5
How do I pay for the programme?	5

Can I pay in instalments or get funding to cover the cost of the programme? 5

There are no available programmes with dates that work for me. When are future programme dates released?..... 5

Are there differences between the MHFA and Youth Instructor Training Programme Extension? 6

The MHFA England Instructor Training Programme Extension 7

How is the MHFA Instructor Training Programme Extension structured? 7

How do I become signed off from the MHFA England Instructor Training Programme Extension? 7

How much does the MHFA England Instructor Training Programme Extension cost?..... 7

Will there be any additional costs for the MHFA England Instructor Training Programme Extension? 8

The MHFA England Youth Instructor Training Programme Extension..... 9

How is the Youth Instructor Training Programme Extension structured?..... 9

How do I become a signed off from the Youth Instructor Training Programme Extension? 9

How much does the MHFA England Youth Instructor Training Programme Extension cost? 9

Will there be any additional costs for the MHFA England Youth Instructor Training Programme Extension? 10

General information

What is the MHFA England® Instructor Training Programme Extension process?

The MHFA England Instructor Training Programme Extension enables MHFA England Instructor Members who are already signed off to deliver MHFA courses to train to deliver MHFA courses in a different subject matter.

For example, if you are already an MHFA instructor, you can complete our Youth Extension training to become signed off to deliver Youth MHFA courses.

What extension programmes are available?

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

MHFA Instructor Members can train as an Extension learner to gain approval to deliver the Youth MHFA course, and Youth MHFA Instructor Members can train as an Extension learner to deliver the MHFA course.

As I'm already an Instructor Member, why do I need to train again?

As the MHFA course and Youth MHFA are designed for different audiences with different course content, you must attend the relevant programme as an Extension learner to be able to familiarise yourself and become confident before delivering.

How do I know if I am eligible to attend an Extension programme?

You can apply for Extension training provided you are already signed off to deliver an MHFA England course and your membership requirements are up to date.

You do not need to meet MHFA England's Instructor Training eligibility criteria as you are already signed off in an existing course. You should also have a proven track record of delivering the MHFA or Youth MHFA course that you are signed off to deliver.

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

Extension applicants are not required to have attended an MHFA or Youth MHFA course before applying.

However, we do recommend that you complete the relevant MHFA or Youth MHFA course before you apply for or attend Extension training so that you are fully aware of the course content and structure.

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

You can apply for upcoming programmes via our [Extensions page](#) on our website.

Please ensure that you apply using your existing Instructor Member account details.

You will be asked to select your choice of programme and submit your application. This will then be reviewed by our Training Delivery team.

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

Do I have to apply for a specific set of programme dates?

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.

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.

How is my role as an Instructor Member accounted for in the training?

As an existing Instructor Member, you do not have to complete a full application to be approved in order to attend the relevant programme.

You will also receive a different sign-off criteria to account for your existing experience in delivering our courses. You have the opportunity to demonstrate this experience during the delivery tasks within the Instructor Training Programme which will form your sign-off criteria. For example, if you perform well enough, you may be able to obtain your sign-off by delivering courses solo instead of as co-deliveries.

Why do I need to complete the sign-off process again?

Our programme is accredited by Royal Society of Public Health (RSPH). Part of this accreditation is based on the fact that this is an assessed programme. Therefore, you must also complete some form of sign-off criteria to pass the programme you attend.

Once I complete the programme, what happens if I don't become signed off within the deadline?

If you are concerned that you cannot achieve your sign off within the deadline for sign-off, 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 also involve additional costs.

How do I pay for the programme?

Once your MHFA England Instructor Training Programme Extension application has been submitted and approved by our Training Delivery team, 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

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.

Are there differences between the MHFA and Youth Instructor Training Programme Extension?

Yes. Due to our new MHFA course launched in September 2022, this course now differs from the Youth MHFA course. Therefore, you must refer to the relevant section below for the programme you would like to attend.

The MHFA England Instructor Training Programme Extension - pages 7 & 8

The MHFA England Youth Instructor Training Programme Extension - pages 9 & 10

The MHFA England Instructor Training Programme Extension

How is the MHFA Instructor Training Programme Extension structured?

MHFA Extension learners must attend a full MHFA Instructor Training Programme. Please refer to our [Programme details](#) page or [FAQ document](#) (pages 15 - 17) for the specific details and structure of this programme.

How do I become signed off from the MHFA England Instructor Training Programme Extension?

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

- Complete at least three course deliveries or co-deliveries of the MHFA course. At least one should be delivered online, and at least 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 either deliver solo or co-deliver at least two courses with at least eight learners on each course and provide your feedback to your National Trainer. 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 your National Trainer to become signed off to deliver both face-to-face and online.

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

How much does the MHFA England Instructor Training Programme Extension cost?

The MHFA England Instructor Training Programme Extension costs **£2,500 plus VAT per learner**. 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

Will there be any additional costs for the MHFA England Instructor Training Programme Extension?

If you are training to deliver the MHFA course and you have not completed our MHFAider® qualification, the RSPH Level 3 Award in Mental Health First Aid, you must pass this as of the programme. The cost of this is **£99 including VAT**.

Please note that this requirement does not apply to the Youth Instructor Training Programme Extension.

If you are required to have a National Trainer observe you as part of the sign-off process, there may be an additional charge, typically between £270 - £450. The cost would be based on the overall time you need, your individual requirements, and recommendations from your National Trainer.

You must also purchase course materials for each learner on your courses that you deliver.

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.

The MHFA England Youth Instructor Training Programme Extension

How is the Youth Instructor Training Programme Extension structured?

Youth Extension learners attend must days **1, 2, 3, 6 and 7** of a Youth Instructor Training Programme. Please refer to our [Youth Instructor Training FAQ document](#) (pages 10 - 12) for the details and structure of the programme.

How do I become a signed off from the Youth Instructor Training Programme Extension?

To become a signed off Youth MHFA Instructor Member who is able to deliver the Youth MHFA course independently, you will need to:

- Complete at least two course deliveries or co-deliveries of the Youth MHFA course. The format you deliver these in, face-to-face or online, can be dictated by the formats you are already approved to deliver the MHFA course in. You should discuss this with your National Trainer mentor during the programme
- Obtain feedback from at least eight learners on each of the above course deliveries

Your programme score will dictate the full requirements for your sign-off criteria. You will be required to either deliver solo or co-deliver at least two courses with at least eight learners each, and provide your feedback to your National Trainer. If your National Trainer is happy with your progress they will sign you off to deliver the Youth MHFA course in the formats you have achieved.

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

How much does the MHFA England Youth Instructor Training Programme Extension cost?

The MHFA England Youth Instructor Training Programme Extension costs **£1,355 plus VAT per learner**. This cost includes:

- Attendance of five days of a seven-day programme delivered by two experienced National Trainers
- Resources for the programme, including your Youth Instructor-Member-In-Training workbook, portfolio, and online individual learning
- Training materials, including an MHFA session plan, manual, and workbook

- Support from a National Trainer mentor during your sign-off period

Will there be any additional costs for the MHFA England Youth Instructor Training Programme Extension?

If you are required to have a National Trainer co-deliver with you or observe you as part of the sign-off process, there may be an additional charge, which can be between £270 - £900. The cost would be based on the overall time and support required, your individual requirements, and recommendations from your National Trainer.

You must also purchase course materials for each learner on your courses that you deliver.

The learner bundle for the Youth MHFA course includes a lanyard, ALGEE action card, workbook and manual. The cost of the bundle is currently £22 plus delivery.



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