

# MHFA England Instructor Training FAQ

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## Before the training programme (applying, funding, course requirements)

### **Why do I need to attend an MHFA England Two Day course before attending the Instructor Training programme?**

Attending the Two Day course in the relevant product area (Adult/Youth/Armed Forces) beforehand will allow you to experience the content you will be qualifying to deliver and help you decide whether it will be suitable for you, before you commit to the seven day programme.

The first two days of the Instructor Training programme focuses on considerations when delivering the product so all applicants need to have the same level of familiarity with the product to fully participate in the learning.

It will also give you enough time prior to Instructor Training to understand the role of a Mental Health First Aider and an opportunity to practice applying the learning in real life.

### **I'm trying to apply online for the MHFA England Instructor Training programme but I can't create an account to log in – why is this?**

If you are unable to create an account to apply for Instructor Training, please contact [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 online for Instructor Training, when will I hear a decision on my application?**

We aim to respond to all applications within 15 days.

### **Who assesses my Instructor Training application?**

Your application will be assessed by one of our highly experienced National Trainers who deliver the MHFA England Instructor Training programmes.

### **How do the National Trainers decide if I should get a place on an Instructor Training course?**

Our National Trainers will assess whether you demonstrate and evidence the skills, experience and values outlined in the **Instructor Training application criteria**.

MHFA England positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, pregnancy or maternity leave status.

### **I have been asked to provide additional information on my application – why is this and how do I do this?**

The National Trainers may need further information to assess whether you have the required skills, experience and values to become an MHFA England instructor. This is your opportunity to support your application by responding to feedback provided by the National Trainers.

Please click the link included in the email sent to you and log in to the instructor dashboard. In the **'My applications'** section, click on the green button next to your application and click **'provide feedback'**. If you are having issues logging in, please contact a member of our team.

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

While we recognise that psychologists and other mental health professionals are very skilled and knowledgeable about mental health issues and their treatments, our courses have a first aid rather than clinical focus.

The majority of the training involves learning the course curriculum and how to present it so it is necessary to attend the full training, despite any qualifications you already hold. There are a number of psychologists and other mental health professionals who are accredited MHFA England instructors and all of them have completed the full Instructor Training programme.

### **I don't have a mental health related qualification/professional background – can I become an MHFA England instructor?**

Yes. We don't expect instructors to be counsellors and we welcome applicants from a diverse range of professional backgrounds.

However, you will need some knowledge and experience of mental health relevant to the course you are applying to deliver (**Adult, Youth, Armed Forces**) along with a positive and empathic attitude towards people with mental ill health.

This could come from involvement with a mental health initiative at your work, previously having attended an MHFA England delegate course, your own lived experience of mental ill health, caring for someone with mental ill health, responding to an individual in crisis and signposting them to a relevant service, or voluntary work. You will need to demonstrate how this experience will help you to train others to become Mental Health First Aiders.

Please refer to the **Instructor Training application criteria** for guidance on the skills and experience needed to become an MHFA England instructor.

### **I don't have any training/teaching experience - can I become an MHFA England instructor?**

The majority of the Instructor Training programme will be spent learning the content of the MHFA Two Day course, and while you will be given tips on how to best deliver this, you will be assessed on your delivery. Therefore it is essential you have prior experience of delivering training or facilitating learning and can provide examples of this in your application.

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

Yes, the MHFA England Instructor Training programme is accredited by the **Royal Society for Public Health**.

**I am an independent trainer. Once qualified, would it be up to me to organise the delivery of courses in my local community?**

Yes. MHFA England instructors are either self-employed or sponsored by their employer.

Once you are an established instructor there may be the opportunity to join the Associate Instructor bank, working with our Commercial team who organise business-to-business deliveries with large organisations. Instructors who have been successful in joining the Associate Instructor bank are those who have demonstrated excellent feedback and experience in delivering in various or specialised sectors.

We also have occasional requests for local training which we email out to instructors, but these are not guaranteed pieces of work.

**I want to start a business delivering MHFA England courses – can you offer advice on how to do this? How viable is delivering MHFA England training as a business opportunity?**

We recognise that many of our instructors incorporate MHFA England courses successfully into their training businesses, and that due to the popularity of Mental Health First Aid there is a high demand for our courses. However, it is not in line with our organisational policy and aims to create competition by offering bespoke business advice to our instructors.

We advise that anyone considering becoming an MHFA England instructor does some research to understand the local demand for the training, and considers this against how many courses they feel they would be able to deliver, while taking into account running expenses. You can use the [public course search](#) on the MHFA England website to see how many courses are currently being delivered in your area.

**Do I need Public Liability Insurance and Professional Indemnity Insurance cover to deliver MHFA England courses?**

Yes. Whether you deliver MHFA England courses independently, or on behalf of your employer, Public Liability Insurance and Professional Indemnity Insurance must be in place prior to delivering the courses. You will need a minimum coverage of £2 million.

If you are planning to deliver MHFA England courses as an independent trainer or as part of your own business, you will need to arrange these insurances yourself. MHFA England cannot provide insurance for instructors, but many insurance providers offer this at a reasonable price.

If you will be delivering MHFA England courses for the organisation you work for, it is likely you will already be covered through your employer's insurance. Please check your insurance cover with your employer.

### **Can I complete the MHFA England Instructor Training and deliver MHFA courses outside of England?**

If you complete the MHFA England Instructor Training programme you will only be licensed to deliver Mental Health First Aid courses within England. If you would like to deliver Mental Health First Aid outside of England you will need to check if there is a licensed programme in your country and liaise with them directly. To find out if there is a programme in your country go to [mhfainternational.org](http://mhfainternational.org).

For countries that don't have a license and wish to undertake an MHFA course, MHFA Australia has an online course. More details are available at [mhfa.com.au/courses/elearning/26733](http://mhfa.com.au/courses/elearning/26733).

### **I am interested in MHFA England Instructor Training but the programme is too expensive. Can I get funding to cover the cost, or pay in installments?**

Unfortunately we cannot accept payment in installments. Payment will be required in full before the start of the programme in order to secure your place.

We can offer some discounts for the programme – these are assessed on a case by case basis by our Communities team and awarded in line with our aims as a community interest company. Please contact [training@mhfaengland.org](mailto:training@mhfaengland.org) if you are interested in applying for a discount.

### **Can I apply for a government career development loan to cover the costs of this course?**

We are not currently on the government's career development loan register, so unfortunately this is not a funding route you will be able to access for the programme.

## After your Instructor Training

### **Will MHFA England organise my first two co-deliveries?**

No, unfortunately we cannot organise co-deliveries for instructors. You will need to independently organise and promote your first two co-deliveries, as with your ongoing course deliveries.

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

Instructors often co-deliver with other delegates from their cohort or organisation.

Alternatively, once you have completed the programme you could discuss with your mentor any networking opportunities they may know of and ways to find other instructors interested in co-delivering.

We hold regional instructor events around the country which are an opportunity for instructors to network with other instructors in their area.

In some circumstances the National Trainers delivering the Instructor Training programme may feel that delegates need some additional support when delivering their first two co-deliveries. They will discuss this with the delegate during the final two days of the seven day programme.

### **I'm an approved instructor but unsure I will be able to deliver two courses a year - what should I do?**

Depending on your circumstances, you may be able to put your instructor membership on hold until you are able to fulfil your delivery requirements.

If you have any queries regarding your membership please contact our memberships and compliance team on [membership@mhfaengland.org](mailto:membership@mhfaengland.org).

### **How can I promote the courses I offer?**

Our **Instructor Marketing and Communications Guide** is full of guidance on how to promote any of the MHFA England courses you are accredited to deliver. It also contains an overview of the different marketing resources available to instructors and how to communicate accurately about MHFA England as an organisation. You can download the guide from your instructor dashboard at [mhfaengland.org](http://mhfaengland.org).

### **Can I use the MHFA England logo?**

We have a membership badge for instructors which you can download from your instructor dashboard. This is your mark to show that you are an MHFA England instructor who is approved to deliver the only licensed MHFA training courses in England.

You are encouraged to use the membership badge on your website, email signature, social media profile, and any digital or printed marketing materials you create, instead of using the MHFA England organisation logo.

For information on using your membership badge see the [Instructor Marketing and Communications Guide](#).

## **CPDs, extensions and conversions**

### **Will I need to complete two co-deliveries after attending a CPD?**

No. After you attend the three hour CPD session, you will be given access to the course content. You will then be able to organise and deliver the course yourself.

### **Where do CPDs take place?**

Our CPDs are currently held in London, Manchester and Birmingham, although we hope to increase our regional reach in the near future.

### **I have already trained in another country as an MHFA instructor. How do I deliver courses in England?**

If you've completed an Instructor Training cohort in another country affiliated with MHFA and would like to deliver MHFA in England, you will need to join one of our programmes as a conversion delegate.

On this programme, you will join new instructors on the first five days of a regular seven day programme.

The cost of a conversion programme is £813 (inc VAT).

Please download the extension booking form from the [CPD page](#) and send this to [training@mhfaengland.org](mailto:training@mhfaengland.org). You will also need to supply a reference from your National Trainer.

**I've completed a CPD outside of MHFA England. Can I use this as my one CPD per year commitment?**

Any professional development activity related to mental health or training can count as your annual CPD requirement. It does not have to be an event run by MHFA England but it must be a relevant developmental activity of no less than three hours.

Please keep a record of your training, as we perform spot checks to measure quality assurance.

**Why can't I attend an MHFA England CPD before I have been signed off as an approved instructor?**

Unfortunately we cannot take provisional bookings for CPDs before you are signed off to deliver MHFA Two Day courses independently. This is because we need to ensure that you are receiving consistently good feedback for your delivery of the MHFA Two Day course, before signing you off to deliver other courses. This is mandatory and is part of our quality assurance process to ensure that our products are delivered to a consistent high standard.

**Why can't I see the dates of upcoming CPDs until I have been signed off as an approved instructor?**

Because of the high demand for places on our CPD sessions, we can only release upcoming dates to approved instructors and we cannot make provisional bookings for instructors in training. This helps to ensure places are available for approved instructors who are actively delivering, and ensures that everyone who books on is able to attend.

**I've completed my Adult/Youth/Armed Forces Instructor Training programme and I would now like to deliver another product. What do I need to do?**

You will need to complete extension training to be able to deliver another product. To be eligible for extension training you will first need to be signed off as an approved MHFA England instructor in Adult, Youth, or Armed Forces MHFA Two Day.

On extension training, you will join new instructors either during days 1-3 or days 1-5 of a regular seven day programme. The number of days will be decided by the National Trainer when you have submitted your application.

The cost of extension training is £1,626 (inc VAT) whether you complete three or five days of training.