

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® Youth Instructor Member that would like to deliver our 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.

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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 a Youth MHFA Instructor Member, you can complete our MHFA Instructor Training Extension to become signed off to deliver Youth MHFA courses.

What extension programmes are available?

We currently only offer the option for Youth MHFA Instructor Members to 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 the corresponding MHFA course before applying.

However, we do recommend that you complete the relevant 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.

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.

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 upfront cost of training a member of staff as an Instructor Member as listed below, and we have also included some potential additional costs for your awareness.

The definite costs of training and Instructor Membership include:

- £2500 + VAT programme fee to attend the six-day Instructor programme once application is accepted, which trains the applicant to deliver the Mental Health First Aider course.
- Purchasing course materials (currently £32) for each learner on every MHFA England course the Instructor delivers, including three required courses during the nine-month sign-off period

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

There are also some potential costs, which may affect you depending on your circumstances, which we include for your awareness that this may apply to you

- You will need to have a valid MHFAider certificate and the RSPH MHFA Level 3 Qualification before you apply and would have to obtain these if you don't have them (ex. VAT costs are £325 for the MHFAider course and £99 for the RSPH qualification)
- If during the programme you do not score well on your programme assessment, you may be required to be observed by a National Trainer as part of the sign-off process. There would be an additional fee based on individual requirements and recommendations from your National Trainer which would be between £270 and £450 depending on what is required.