

Mental Health First Aid England Instructor Training programme terms and conditions

Please read and familiarise yourself with this information before applying for Mental Health First Aid (MHFA) England Instructor Training. You will be asked to confirm on your application form that you have read and agree to the terms in this document.

Time commitment and programme detail

The Instructor Training programme takes place over seven days, usually spread out over six weeks. This allows learners time to become familiar with the material and reflect on their learning. Each day runs from 9.00am to 5.00pm.

The days are organised as follows:

Days 1-2

Experience the relevant MHFA Two Day course as delivered by our highly experienced National Trainers.

Day 3

Hear from a variety of speakers from a mental health related background. These sessions could include discussions with people who have experienced mental health issues, a carer of someone with mental ill health, or someone from a medical background. Topics will cover a range of factors contributing to mental ill health.

Days 4-5

Your chance to deliver a session on a relevant topic followed by peer-to-peer feedback and a one-to-one feedback session with your mentor.

Days 6-7

You will deliver a section of the relevant MHFA Two Day course and will be assessed on your delivery, followed by another one-to-one session with your mentor.

You will be expected to do approximately 20 hours of your own study outside of the seven days, including time spent on preparing delivery materials for days four, five, six and seven. You will have one year of one-to-one support from your mentor while you get up and running as an MHFA England instructor.

For more information visit mhfaengland.org/instructors.

Sign off

During the seven days training, you will be required to complete and submit an instructor portfolio. Following the training, **you will need to co-deliver two MHFA Two Day courses and return all course evaluation forms within a year to become approved**. These two courses must be delivered to a minimum of eight and a maximum of 16 participants. You will only be authorised to deliver courses solo once approved.

These sign off requirements also apply to extension delegates.

As an instructor

Once you are qualified, you will need to do the following each year to remain an instructor:

- Deliver a minimum of two courses
- Ensure everyone who attends your courses receives a manual and workbook which can only be purchased from MHFA England. Please contact info@mhfaengland.org for prices
- Submit all course feedback and contact details forms to MHFA England
- Renew your annual membership at a fee of £80 (as of April 2019). Your first annual membership fee will be due on the first 1st April **after** the date you are signed off as an approved instructor
- Attend one MHFA England Regional Networking Event a year
- Keep up to date with your mental health subject area

Please note: if you do not meet these requirements, you will be at risk of being deregistered or put on hold.

Due to licencing, **you can only deliver the MHFA Two Day course within England.** You will not be able to deliver the Two Day course or any other MHFA England products in other regions including Wales, Scotland or Ireland or Northern Ireland.

The MHFA England Instructor Training programme qualifies you to deliver our Two Day course only. Once you are signed off as an instructor you can attend an upskill session to add One Day and Half Day MHFA courses to your range. You can also upskill to deliver Higher Education MHFA or attend an extension programme to qualify in another MHFA product (Adult, Youth or Armed Forces).

We strongly recommend that you have the appropriate level of **Public Liability Insurance. This is not provided by MHFA England.**

Some organisations require that trainers hold a valid **PTTLS certificate.** It is your responsibility to confirm this and gain the qualification if necessary.

Financial commitments

- **£2,790** (including VAT) cost of seven day Instructor Training programme. Includes delivery, training materials, refreshments, access to the instructor dashboard area of our website, and one year of mentor support
- **£80** annual membership fee (as of April 2019)
 - Your first annual membership fee will be due on the first 1st April **after** the date you are signed off as an approved instructor
 - Only one membership fee is due no matter how many MHFA England products you are qualified to deliver
- **Cost of workbooks and manuals** per delegate. These need to be provided for each delegate booked onto every Two Day course you deliver (up to 16 delegates per course). Please contact info@mhfaengland.org for up to date costs of course materials
- **£1,626** (including VAT) to attend extension training if desired, for instructors who would like to upskill in another MHFA England Two Day product
- **£200-£300** to be upskilled in One or Two Day products if desired. The cost of delegate materials vary depending on the product. More information on our other training products and their prices per delegate can be found at mhfaengland.org

Missed days policy

If you miss more than half a day of the Instructor Training programme (due to medical reasons or otherwise) you will need to pause the programme and continue on another training cohort. This is so that you can complete the whole programme before you are assessed at the end of the programme.

If you have missed over half a day of the programme due to a reason other than illness or a bereavement, you will not be able to continue with the course and will not be entitled to a refund. We will try to book you onto a later course where possible, though due to high demand this cannot be guaranteed. This will be assessed on a case-by-case basis and the final decision will be at MHFA England's discretion.

There is a one-off cost of £250 for reallocating someone to a different programme due to absence. If you cannot complete the course due to extenuating personal circumstances (e.g. illness or bereavement) a medical certificate will need to be sent to MHFA England and we will review whether the reallocation charge can be waived.

Cancellation policy

If you cancel within two months of the first day of the Instructor Training programme, MHFA England reserves the right to charge 50% of the fee. If you cancel within four weeks, do not attend, or do not complete the programme, you will be charged at the full rate.

Cancellations must be sent in writing to training@mhfaengland.org and are only valid once receipt has been confirmed.

Please note: You must complete your training within six months of starting. If you are unable to do this you will be required to complete the whole programme again.