



Suicide First Aid Associate Tutor Training and Development Programme: information and course outline

Introduction and background

Since its creation as a qualification programme, the flagship one day Suicide First Aid through Understanding Suicide Interventions (SFAUSI) suicide prevention training solution has met the learning needs of multiple groups, from police and other First Responders, through to clergy, veteran support providers, domestic abuse practitioners, community helpers, healthcare practitioners including primary and secondary care, in addition to housing, social care, armed forces, the financial and education sectors, accredited councillors and many more.

It gives learners the tools and knowledge they need to understand that suicide is one of the most preventable deaths and that a set of simple skills are all that are required to help someone with thoughts of suicide, stay safe from their thoughts, and stay alive.

The one day SFAUSI course has also been adapted to run as a half day awareness course called SFA Lite.

The SFA training products were developed and are owned by the National Centre for Suicide Prevention Education and Training (NCSPET). In late 2020 MHFA England and the NCSPET entered into a partnership to deliver the Suicide First Aid Associate Tutor Training and Development Programme (ATTDP) from January 2021.

The ATTDP costs £2,500 plus VAT per person. It is accredited by City & Guilds, and qualifies you to deliver SFAUSI and SFA Lite courses.

SFAUSI was first developed in 2002 in Australia, and later developed for the UK from 2013. It is:

- **Evidence based:** Two independent evaluations in 2016 and 2017 by Dr Paul Rogers. A cohort total of 315 participants, in the UK and Trinidad. Significant statistical change in 14 of 19 measures was noted. Increased confidence and reduced anxiety in dealing with suicide, were the leading outcomes. SFAUSI is described as the Gold Standard in suicide prevention training
- **Recognised:** Accredited by City & Guilds Institute, forming 6 credits at level 4, SFAUSI is the UK's national qualification in suicide prevention. The assessment is based on knowledge demonstrated via a written assignment



- **Assured:** The five day ATTDTP is an assured train-the-trainer programme of tested learning. Assessment is via observed competency, submission of a reflective journal and completion of the written knowledge based assessment (referred to as Unit 407).
- **Externally moderated:** all SFA Associate Tutor performance is subject to external moderation by the awarding body City & Guilds Institute. Training is subject to scrutiny including interviews with learners where necessary in order to confirm essential criteria and suitability and quality assurance checks.
- **Flexibly delivered:** to accommodate the professional and cultural needs of the different sectors/communities that require training. The programme has set learning outcomes and content elements of the content can be adapted relevant to learner need.

NCSPET is continually working to develop their range of SFA products. For example, they have developed an SFAUSI course specific to young people. Initially, all newly qualified SFA Associate Tutors are licenced to deliver only the SFAUSI and the SFA Lite products. When they have gained experience in these products, they can attend an upskill/CPD event with NCSPET to learn about delivering other products.

Following the COVID-19 pandemic the SFA programmes have been taken online and can be successfully delivered on virtual platforms. All Tutors have received updated training to ensure they are competent and confident at delivering SFA programmes online

Application process

Applicants must fill in an application form to be considered for the ATTDTP.

You must demonstrate on the application form how you meet each of the essential criteria, giving clear working examples throughout.

Your application form also needs to show how you will market and deliver SFA training products independently. You will need to have your own business model and contacts, as these cannot be provided by MHFA England or the NCSPET.

If you are also an MHFA England Instructor Member, you must complete the application form as though you are not known to MHFA England. The ATTDTP is a standalone, externally moderated programme. No existing information held by MHFA England will be shared or considered as part of the application process.



ATTDP essential criteria

All candidates must:

- Hold a recognised teaching or training qualification and/or provide good evidence of extensive training or teaching experience in a related field
- Demonstrate your route to market for SFA products after successful completion of the programme, for example, as an independent trainer or as part of an organisation's in-house training
- Have demonstrable understanding of how to support learners who might be strongly affected/triggered during the delivery of an SFA course
- Demonstrate a clear understanding of suicide prevention and trauma-informed practice
- Demonstrate an understanding of the importance of self-care for the trainer and learners
- Have excellent communication skills – written, verbal and presentational
- Demonstrate excellent organisational skills
- Demonstrate the ability to support the learning process including giving and receiving feedback
- Have good IT skills including proficiency in the use of Microsoft PowerPoint and Word

ATTDP desirable criteria

- Have attended either the one day SFAUSI course or the half day SFA Lite course, before starting the ATTDP

Following a successful application, prospective SFA Associate Tutors attend the ATTDP, a five day training and development programme delivered by a team of experienced SFA National Tutors. This will focus on learning the SFA programme materials, delivery methodology and suicide prevention knowledge, and to deepen understanding of the SFA learning outcomes. More details about the programme content can be found below.

Upon completion of the ATTDP, SFA Associate Tutors are qualified in Suicide Prevention Training and licensed to deliver the Suicide First Aid (SFA) training products, namely: SFA through Understanding Suicide Interventions (SFAUSI), and SFA Lite.

SFA Associate Tutors must attend an upskill/CPD event with NCSPET if they wish to add other products such as SFA Youth to their portfolio.



SFA Associate Tutor business model

Successful completion of the SFA ATTDP results in the creation of a license between the Associate Tutor and SFA. This license permits delivery of standardised SFAUSI and SFA Lite training programmes by Associate Tutors within the following structure.

In summary, SFA Associate Tutors are:

- Entitled to deliver the SFAUSI and SFA Lite courses using learner resources approved by City & Guilds Institute and provided by NCSPET
- Expected to demonstrate an understanding of suicide prevention and mental health and also possess a formal teaching qualification (PTLLS, PGCE or PGCert /equivalent), or, have significant prior experience in the delivery of fee-paid or in-house learning
- Expected to demonstrate their own established business model for how they will disseminate SFA programmes to their business audience. Ideally, they will be an established training provider, either to an identified professional group, within an organisation, or a freelance/independent trainer with an established customer base
- Expected to deliver the programmes as per the guidance and standard procedures set out within the ATTDP manual and coaching provided by SFA National Tutors. The learning outcomes are presented in a best practice format. As competency increases with familiarity of the programmes, Associate Tutors have more freedom to present learning in their own style, as long as it is consistent with the learning outcomes and teaching methodology set out by the ATTDP manual and guidance from SFA National Tutors
- To obtain the full SFA: Suicide First Aid through Understanding Suicide Intervention unit qualification, learners are enrolled with City & Guilds and electronically submit a written assignment (referred to as Unit 407), and reflective journal within 6 weeks of completing the National Tutor-led part of the ATTDP)
- To continue delivering SFA programmes, Associate Tutors must attend at least one CPD session annually, which will require an attendance fee. This supports maintaining the City & Guilds standards and provides essential learning updates, and opportunities to network and contribute to quality improvement of training products
- Associate Tutors will be supported by the National Tutor until they have completed the tasks (including day 5 observed practice, the reflective journal and the City & Guilds unit 407 assignment). It is expected that this will be completed within six weeks of attending the four days National Tutor-led part of the programme. Anyone not completing within this timescale will be handed over to NCSPET to support with completion



SFA Associate Tutor financials

Core upfront cost to invest in an SFA Associate Tutor license is **£2,500 plus VAT** for the five day ATTDTP (four days of National Tutor-led training, plus observation and mentoring on day 5). This cost secures the opportunity to become licensed to deliver the SFAUSI and SFA Lite courses. Tutors are expected to diarise their first scheduled delivery of the online SFA Lite with their assigned National Tutor by the end of day 4. Learner/participant resources for the day 5 delivery is included in the cost of ATTDTP.

SFAUSI can be delivered to a maximum of 16 participants and SFA Lite to a maximum of 20 participants. NCSPET has set the maximum number based on the subject matter, which is complex and triggering, and the vital importance of maintaining learner safety and quality of SFA programmes.

Ongoing costs for SFA Associate Tutors are for the provision of learner/participant resources, which includes the learner workbook associated with the SFA courses, and the SFA Safety Guide (z-card). The same fee applies for both face-to-face and online delivery modes. The fee is payable to the NCSPET. There is no annual licence fee to pay.

- **For SFAUSI the resource cost per learner is £15.** The resource is supplied in packs of 16 (the maximum number of participants). The total cost for SFAUSI learner resources is £240 per course delivery. As SFAUSI is the flagship qualification programme accredited by City & Guilds, participants/organisations who want to take the option of qualification will need to pay a registration fee of £85 (per learner) to NCSPET
- **For SFA Lite the resource cost per learner is £8** and they come in a pack of 20 (the maximum number of participants). The total cost for SFA Lite learner resources is therefore £160. SFA Lite is not a qualification programme and therefore has no registration fee attached

SFAUSI has a 'standardised supply fee' that Associate Tutors must comply with when being commissioned to provide SFA training. This is the expected fee at which a programme can be supplied, both to protect the value of the programme and to protect Associate Tutors from unfair competitive business practices that undermine the integrity of our values and spirit of our work. There is a **'lowest supply fee'** to support smaller organisations including SMEs.

Guidance provided by training partners informs the current UK market value of SFAUSI based on customer sector expectations. Public and private sector customers expect to pay £1,500 - £2,600 for the one day SFAUSI course, while smaller organisations and SMEs may be afforded the 'lowest supply fee' of £1,000. SFA Lite customers expect to pay £1,000 for the course with the 'lowest supply fee' being £800. It is expected Associate Tutors and their respective training providers include the cost of the learner resource packs (see above) within their day unit cost when being commissioned to deliver SFA programmes.



	SFAUSI (one day)	SFA Lite (half day)
Max. number of learners per course	16	20
Material costs	£240	£160
Learner registration fee	£85	£0
Guide price for organisations (small - large)	£1,500 - £2,600	£1,000
Minimum price for organisations	£1,000	£800
Open courses - individual learner price	£93.75	£50

Programme outline

The SFA ATDP is a five day face-to-face or online training and development programme. It is delivered across:

- Four consecutive days of National Tutor-led teaching/coaching, running from 9am-5pm
- Day 5 is an observed delivery of the online SFA Lite course, which is required for City & Guilds sign off

SFA Associate Tutor candidates must complete the following elements:

- Full attendance on the four days National Tutor-led programme
- Completion of a reflective journal covering the four days tutor-led work and their observed day 5 first delivery of the online SFA Lite course
- Successful completion of the City & Guilds Unit 407 learning outcomes assignment
- Observation by an SFA National Tutor of their first online SFA Lite course delivery (on day 5). The National Tutor will complete an observation record and discuss this with the Associate Tutor. After this, the Associate Tutor must complete their reflective journal

The four consecutive days National Tutor-led programme comprises the following:



Day 1 (9am-5pm)

- Welcome, safety and introductions
- Course outline and the outline of the day ahead
- Participation in the online SFA Lite as a learner
- Coaching the parts of the course, followed by an allocation of parts for each prospective tutor to deliver the following day

Day 2 (9am-5pm)

- Recap and reflections on day 1 learning
- Prospective tutors to deliver the allocated parts to the wider group
- Feedback and discussion on delivery

Day 3 (9am-5pm)

- Recap and reflections on learning to this point
- Coaching on the SFAUSI programme
- Facilitated discussion on the differences between the SFAUSI and SFA Lite
- Discussion on SFAUSI and SFA Lite online delivery
- Discussion on the City & Guilds learning outcomes and the qualification
- Allocation of homework – ten minute presentations to be delivered on day 4, covering trauma informed practice, cultural awareness (based on allocated parts of the manual, covering all 4 sections)
- Wellbeing and resilience – how a tutor can manage this personally and pass onto learners

Day 4 (9am-5pm)

- Reflections on the course and learning insights
- Presentations delivered with short, facilitated discussion on each section delivered
- Organising day 5 observations, setting up and sign off
- The business model including finances, ordering resources, etc.
- Course check – how feedback is used and managed by individual tutors
- Resources passed over to tutors
- Handover of Associate Tutors from MHFA England to the NCSPET
- Group reflection and feedback