

# MHFA England Youth Instructor Training Programme: Overview

The MHFA England Youth Instructor Training Programme will train you to deliver our Youth Mental Health First Aid course. You will also become an MHFA England Instructor Member, giving you access to a wide range of benefits to help you carry out your role.

MHFA England is the only organisation in England able to provide MHFA Instructor Training licensed by [Mental Health First Aid International](#).

Our market leading programme is accredited by the [Royal Society of Public Health \(RSPH\)](#) for the standard, rigour, and quality assurance we apply.

You must have completed our MHFA course within the last three years to apply for the programme. You must also be applying to deliver the programme within your workplace or be in line with our current eligibility requirements.

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## Cost

Our MHFA England Youth Instructor Training Programme costs **£2,325 plus VAT** per person. The cost of the programme includes the following:

- Seven days of training delivered by two experienced MHFA England National Trainers
- All relevant training materials, including your instructor kit
- Support from a National Trainer mentor during your sign-off period
- Access to the Instructor Member dashboard, filled with regularly updated supporting resources and documents to help you carry out your role effectively

If your application is accepted, you will receive an invoice by email.

## Additional costs

If you are required to complete course co-deliveries with a National Trainer or require further observation as part of the sign-off process, there may be an additional fee based on individual requirements and recommendations from your National Trainer.

You must also purchase course materials for each learner on every MHFA England course you deliver.

## Programme overview

The MHFA England Youth Instructor Training Programme is licensed by [MHFA International](#) and accredited by the [Royal Society for Public Health](#). We have quality assurance processes to ensure that all our Instructor Members are equipped to deliver high quality training.

The programme comprises seven days of training delivered by two National Trainers.

Your National Trainers and the MHFA England Training Delivery team will be on hand and happy to support you with any guidance along the way.

You'll also need to complete around 20 hours of study outside of the training days, including:

- Time spent on individual learning activities
- Reading through session plans
- Preparation for delivery tasks during the training
- Completion of your Instructor-Member-In-Training portfolio

Attendance on the programme does not automatically sign you off as an Instructor Member. You will be assessed throughout the training and will need to meet some sign-off criteria to become an MHFA Instructor Member.

## Guest speakers

During your programme, you will hear from guest speakers with various backgrounds within the mental health landscape. These sessions may include discussions with people who have experienced poor mental health, a carer of someone with poor mental health, or someone from a medical background. Topics will cover a range of factors contributing to mental health, recovery models, and treatments.

The guest speaker sessions aim to empower you and increase your knowledge of individual experiences. Hearing these personal stories brings the programme to life beyond the facts and gives you a reference point when delivering your training.

Each programme includes a session discussing the impacts of systemic racism on mental health, delivered by someone who is Black or a Person of Colour. This session equips you with skills to address racism and racial disparities in mental health. MHFA England is committed to becoming an anti-racist organisation, and we encourage our Instructor Members to come on this journey too.

## Days 1 - 3

You will already have completed a Youth MHFA course. Our experienced National Trainers will now guide you through the course content and models, adding insight from an Instructor Member's perspective.

This is an opportunity to share your experiences and build your knowledge and ideas for how you can deliver the course yourself.

The structure of days 1 - 3 differs slightly depending on whether your programme is face to face or online:

### Face-to-face programme

- The National Trainers deliver the Youth MHFA course during days 1 - 2
- During day 3, guest speakers deliver sessions discussing a range of topics

### **Online programme**

- The National Trainers deliver the Online Youth MHFA course during days 1 - 3
- Individual learning exercises separate these sessions
- The guest speaker sessions are spread throughout days 1 - 3

## **Days 4 - 5**

At the end of day 3, you will be allocated one of the National Trainers as your mentor. They will assign you a topic relevant to the concepts of mental health first aid.

You will need to research this topic using the Helpful Resources section in the course materials. You will prepare and deliver a 25-minute facilitated learning session, which you will deliver to your fellow learners during days 4 - 5. Your goal is to deepen their understanding of the topic.

This task is not a delivery of a section of our Youth MHFA course. Instead, it is an opportunity to independently research, broaden your understanding of the related topics, and practice your delivery skills.

During days 4 - 5 you will get peer-to-peer feedback on your delivery, followed by a one-to-one feedback session with your mentor. This will form part of your programme assessment.

## **Days 6 - 7**

At the end of day 5, you will be assigned a section of our Youth MHFA course. During days 6 - 7, you will deliver this to your fellow learners in a 30-minute session.

This is a key part of your assessment as it will demonstrate that you can adhere to the course's structure and timings and that you can deliver and facilitate effectively.

You will have a one-to-one feedback session with your National Trainer mentor, where you will discuss your performance throughout the programme and be provided an assessment score.

It is possible, although unlikely, to be unsuccessful in completing the programme if our National Trainers do not have confidence in your deliveries and performance.

## Sign off process

After completing your programme, you will have 12 months to complete your sign-off activities and become an Instructor Member. During your sign-off period, you must complete a specified number of co-deliveries of the Youth MHFA course with another Instructor and submit learner feedback to your National Trainer mentor.

Your National Trainer mentor will be available for support during this period and assess the feedback from your co-deliveries. They will be responsible for signing you off as an MHFA England Instructor Member.

Who you are able to co-deliver with will depend on your programme assessment score. This will typically be another Instructor-Member-In-Training or an Instructor Member, but if your mentor feels you need further support, you may need to be observed by or deliver with an MHFA England National Trainer.

## Your commitment and wellbeing

Before applying for the programme, please consider your wellbeing and suitability to become an MHFA England Instructor Member.

Review the programme requirements, including:

- The individual learning that is required alongside the training days
- The requirement to deliver assessed sessions during the course
- The assessment and sign-off processes
- The requirements to maintain your membership after sign off

Topics covered in the programme can be distressing, triggering, and challenging. The content covers mental health in depth, including discussions of lived experience and factors that impact mental health, such as racism. As a learner you will be expected to consider your own experiences and beliefs as well as those of others.

## Membership requirements

You will need to meet annual membership requirements to continue delivering MHFA England courses.

The current membership requirements are detailed below:

- Sign the Instructor Member Agreement each year
- Pay an annual membership fee, the first payment of which is due 12 months after the final training day of your programme
- Deliver a minimum of two MHFA England courses per year
- Complete at least two development activities, one of which must be from the selection provided by MHFA England
- Demonstrate the attributes expected of Instructor Members as described in the Instructor Member handbook
- Adhere to the guidance and instructions laid out in our quality assurance framework

## Eligibility

### Youth MHFA certificate of attendance

You must have completed our Youth MHFA course within the last three years to apply.

### Our eligibility criteria

MHFA England is currently focused on the benefits of mental health first aid in the workplace. We are not accepting applications from anybody looking to train as a for-profit or independent Instructor Member unless you meet one of our eligibility criteria below.

You can apply for the MHFA England Instructor Training Programme if you meet at least one of the following:

- You are applying to deliver MHFA England training to other employees in your workplace and not to any clients, partner organisations, or other external parties
- You are applying for a specific programme with MHFA England, commissioned as an in-house programme by your employer
- You have secured grant funding and are looking to deliver MHFA England training as part of a wider project whose aims align with MHFA England
- You are applying to deliver MHFA England training on a not-for-profit basis to organisations which work with disadvantaged groups, communities, or vulnerable individuals
- You are applying to deliver MHFA England training to a non-profit or community organisation which works primarily with Black people or People of Colour, in line with MHFA England's commitment to anti-racism
- You are an existing MHFA England Instructor Member looking to upskill in different products

If you are eligible to apply, you will need to submit an application which will be reviewed by our National Trainers. We encourage you to provide as much relevant information as possible in your application to demonstrate how you will successfully deliver training as an Instructor Member.

If you have any queries regarding whether you meet our eligibility criteria, please email our Training Delivery team at [training@mhfaengland.org](mailto:training@mhfaengland.org).

## Before applying

### **Ensure you have read and understood the programme details**

We want you to be able to make an informed decision about whether becoming an Instructor Member is right for you. Before applying we want you to consider and understand the structure of our programme and the requirements and expectations of being an Instructor Member before you apply.

Please note, you will need to be able to demonstrate existing skills both in facilitation of learning and IT skills, including using online delivery systems, and presentation

software. We will also need to be confident that you can carry out course administration via MHFA England's website.

## **Download and complete the declaration of eligibility**

As part of your application, you will need to submit a completed declaration of eligibility to confirm you meet one of our eligibility criteria. This must be signed by a member of your organisation who is approving your attendance on the programme. This may be your manager, HR professional, or other appropriate member of staff. [Download the declaration of eligibility here.](#)

## **Make sure you have completed the Youth MHFA course**

When applying for the programme, you must upload a copy of your course certificate. Please have this to hand when you begin the application process.

We do not accept attendance on other mental health courses or other experience in place of this, as our programme focuses on familiarity with and delivery of our MHFA course.

If you cannot access your certificate, contact us at [info@mhfaengland.org](mailto:info@mhfaengland.org) or call **0203 928 0760** and select option 1.

If you haven't already attended our Youth MHFA course, you can [book onto an upcoming course here](#). You won't be able to apply until you've attended the course.

## **Consider your accessibility needs**

We strive to create training that everyone can access and encourage applications from people with accessibility needs. Please use the 'Accessibility requirements' section of the application form to tell us how we can support you to access our training. You can also visit our [accessibility page](#) for more information.

## **Download and read the following documents:**

- [Youth Instructor Training application criteria and assessment framework](#)  
This will guide you on what information you should provide within your application and the criteria by which your application will be assessed.
- [MHFA England Youth Instructor Training Programme terms and conditions](#)  
You will agree to these terms and conditions when submitting your application. Please ensure that you and your employer read and understand



them, including sections regarding the booking process, cancellation terms, and licensing information

- [MHFA England Youth Instructor Training Programme FAQs](#)

This will provide answers to any questions you may have before you apply.

## How to apply

1. Click the 'Apply now' button below to begin your application. You will be asked to create an account to do this. If you have any issues creating an account, contact us at [info@mhfaengland.org](mailto:info@mhfaengland.org), or call **0203 928 0760** and select option 1. Please ensure you are applying on behalf of yourself, as we cannot accept applications on behalf of another person, except when this is necessary to meet the support needs of an applicant.
2. Fill in your application form, using the 'Next' and 'Previous' buttons to navigate the form to ensure your progress is saved. Do not press back or refresh on your web browser, as this could result in lost work.
3. Upload your Youth MHFA certificate and declaration of eligibility when prompted. Without these documents your application cannot be processed.
4. Choose your first and second choices of programme dates on the 'Programme Choice' page.
5. We advise that you prepare your answers to the assessed questions in a separate document and paste them into the application form to avoid the risk of losing your work.

[Apply now](#)

## Next steps

Once you have submitted your application, it will be reviewed by our Training Delivery team and assessed by an MHFA England National Trainer. You will then be contacted by email within four weeks with the outcome of your application.

We cannot guarantee that your application will be accepted. We encourage you to provide as much relevant information as possible in your application to demonstrate how you meet the application criteria and assessment framework.

## Extension training

If you're already an MHFA England Instructor Member and want to add the Youth MHFA course to your delivery portfolio, you don't need to complete the whole programme again. Instead, you will complete a five-day extension programme. You will then need to complete co-deliveries and receive good feedback to deliver the course.

If you're already an MHFA Instructor Member in another country or another region of the UK and would like to deliver MHFA courses in England, please contact [training@mhfaengland.org](mailto:training@mhfaengland.org).

### How to apply

1. [Click here for our online extension application form](#)
2. Once you have completed the application form, it will be reviewed by our team. We aim to contact applicants within ten working days

For more information, please email [training@mhfaengland.org](mailto:training@mhfaengland.org).

## Further support

Our Training Delivery team are happy to help answer any questions you may have about becoming an MHFA England Instructor Member or about your application. You can contact the team on [training@mhfaengland.org](mailto:training@mhfaengland.org) or call **0203 928 0760** and select **option 3**.

Please do read the [MHFA England Youth Instructor Training Programme FAQs](#) before getting in touch in case your question is answered there.