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How to gain accreditation for a BSA Certificate Course (18.12.06)

The British Society of Audiology (BSA) has defined minimum training standards in *Basic Audiometry & Tympanometry*, *Otoscopy & Impression Taking* and in *Industrial Audiometry*. In each case a BSA Certificate can be awarded to those who have successfully completed an accredited training course.

Applications for course accreditation are invited from departments, companies and individuals who wish to run courses following the BSA syllabuses contained in the following documents:

BSA Certificate in Basic Audiometry & Tympanometry see *BSA Recommended Procedure - Hearing assessment in general practice, schools and health clinics: guidelines for professionals who are not qualified audiologists' Brit. J. Audiol. 2000, 34, 57-61.*

BSA Certificate in Otoscopy & Impression Taking see *BSA Guidelines on minimum training standards for otoscopy and impression taking, BSA, 2004.*

BSA Certificate in Industrial Audiometry see *Training of Industrial Audiometricians, BSA, 2002*

What to submit to BSA Education Committee

- Name of provider, venue and proposed dates.
- Detailed timetable of course content, including how the course will be taught.
- Typical number and description of delegates, including any pre-requisite knowledge, skills and experience.
- Details of theory and practical assessment criteria including samples of test questions, model answers and pass marks.
- Sample of lecture notes and handouts etc.
- Names of those delivering the course, together with their qualifications and experience.
- An example of the certificate you will be awarding.
- Any other information that may be requested.

Moderation

- Once a course has been accredited by the BSA Education Committee it will be subject to moderation or inspection to ensure it meets the requirements of the relevant BSA syllabus.
- The BSA Education Committee will occasionally send a moderator to observe your course, and newly accredited courses will be visited soon after accreditation is granted. The moderator is paid by the BSA but you will be expected to meet the costs of lunch, refreshments etc.
- Tests, homework and any other assessment details for all delegates must be retained for two years to allow these to be moderated as well.
- The role of the moderator is to ensure the course meets the requirements of the BSA, and to offer advice and suggestions to course providers. The moderator will write a report that goes to the BSA Education Committee and to the course provider. In the event that a course is found not to meet BSA's requirements accreditation may be withdrawn.
- Course providers must inform the BSA Education Committee of the dates of courses, so a moderator can attend if required.
- The names of those successfully completing your course and receiving a certificate must be sent to the BSA. Course providers should also maintain a record of those completing their courses.

Fees

A fee is payable to the BSA to cover the costs of moderation. This is currently £30 per delegate the first time a course is run, then £10 per delegate for subsequent courses within a 12-month period.

Accreditation is valid for two years, as long as the course does not undergo any major changes

Please contact the BSA Education Committee if you have any queries or would like further information about course accreditation.

BSA Education Committee 2006