

British Society of Audiology

Promoting excellence in hearing and balance



Accreditation of BSA Courses

How to gain accreditation for a BSA Certificate Course

Date: March 2016

Due for review: March 2019



General foreword

Although care has been taken in preparing this information, the BSA does not and cannot guarantee the interpretation and application of it. The BSA cannot be held responsible for any errors or omissions, and the BSA accepts no liability whatsoever for any loss or damage howsoever arising. This document supersedes any previous recommended procedure by the BSA and stands until superseded or withdrawn by the BSA.

Comments on this document are welcomed and should be sent to:

British Society of Audiology
Blackburn House,
Redhouse Road
Seafield,
Bathgate
EH47 7AQ
Tel: +44 (0)118 9660622

bsa@thebsa.org.uk
www.thebsa.org

Published by the British Society of Audiology

© British Society of Audiology, 2013

All rights reserved. This document may be freely reproduced for educational and not-for-profit purposes. No other reproduction is allowed without the written permission of the British Society of Audiology. Please avoid paper wastage e.g. use 'Duplex Printing' where possible.





How to gain accreditation for a BSA Certificate Course

The British Society of Audiology (BSA) has defined minimum training standards in Basic Audiometry & Tympanometry, Ear Examination, Otoscopy & Impression Taking, Aural Care and in Surveillance 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 (3 days)** see BSA Guidance Recommended Procedure for Basic Audiometry and Tympanometry, BSA, 2016
- **BSA Certificate in Otoscopy & Impression Taking (Adult 1 day, Paediatric 1.5 days and only open to experienced delegates)** see BSA Guidelines on Minimum Training Guidelines on Ear Examinations, BSA, 2016
- **BSA Certificate in Surveillance Audiometry (2 days)** see BSA Minimum Training Guidelines – Surveillance Audiometry, BSA, 2018
- **BSA Certificate in Aural Care (3 days and only available to experienced students)** see Minimum training standards for Aural Care, BSA, 2013
- **BSA Certificate in Ear Examination** see BSA Minimum Training Guidelines – Ear Examination, BSA. 2016

What to submit to the BSA Professional Guidance Group

To apply for accreditation please provide the following information to the Accreditation Lead of the Professional Guidance Group through bsa@thebsa.org.uk

- Name of provider, venue and proposed dates
- Detailed timetable of course content, including how the course will be taught
- Aims and learning outcomes of course
- 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
- Confirmation of classroom insurance
- Any other information that may be requested

Moderation

As part of attaining a BSA Course Accreditation, the course may be moderated. This may occur at the start of new courses or if an existing course has any significant changes or if the main trainer / provider of the course changes. The purpose of moderation is to ensure the requirements of the relevant BSA syllabus are being met.

Course providers must inform the Accreditation Lead of the dates of courses, so a moderator can attend if required. The moderator is paid by the BSA but you will be expected to meet the costs of lunch and refreshments.

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 Professional Guidance Group. In the event that a course is found not to meet BSA's requirements accreditation may be withdrawn.

Tests, homework and any other assessment details for all delegates must be retained for two years to allow these to be moderated as well.

A list of 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 accreditation of the course. You have three options for payment of fees:





Either:

1. **Pay per delegate** at £50 + VAT per delegate for the first time a course is run, then £15 + VAT per delegate for subsequent courses within a 12-month period. (This fee will be reviewed annually)
2. **Annual accreditation** with a fee of £525 + VAT (This fee will be reviewed annually for all new accreditation applications but fixed for three years for the providers choosing this option)
3. **Three-year accreditation** with a fee of £1500 + VAT (This fee will be reviewed annually for new accreditations)

Your accreditation is valid for three years, as long as the course does not undergo any major changes. Please note that it is courses which are accredited and not the provider. Therefore, the fees payable are for each course type.

Contact us

If you have any questions or queries please contact the BSA Professional Guidance Group (PGG) through bsa@thebsa.org.uk stating that your email is for the attention of the BSA PGG Chair.

