

British Society of Audiology

Promoting excellence in hearing and balance



Accreditation of BSA Courses

How to gain accreditation for a BSA Certificate Course

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General foreword

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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 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 Otoscopy & Impression Taking** see Minimum Training Guidelines: Otoscopy & Impression Taking, BSA, 2018
- **BSA Certificate in Surveillance Audiometry** see Minimum Training Guidelines: Surveillance Audiometry, BSA, 2018
- **BSA Certificate in Aural Care** see Minimum Training Guidelines: Aural Care, BSA, 2013
- **BSA Certificate in Ear Examination** see Minimum Training Guidelines: Ear Examination, BSA, 2016
- **BSA Certificate in Basic Audiometry & Tympanometry** see Minimum Training Guidelines: Basic Audiometry and Tympanometry, BSA, 2016 (Note that these two subjects may be presented together or separately)

What to submit in support of your application for accreditation

To apply for accreditation please provide the following information to the Accreditation Lead of the Professional Guidance Group (PGG) 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

Your application will be judged against the appropriate Minimum Training Guidelines, by a sub-committee of the BSA.

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 BSA of proposed course dates, so a moderator can attend if required. The moderator's expenses are paid by the BSA.

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 PGG and the course provider. In the event that a course is found not to meet BSA's requirements accreditation may be withdrawn.

Tests, coursework 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 two 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)

Your accreditation is valid for three years, as long as the course does not undergo any major changes (such as a change of teaching staff or timetable). Any proposed changes to an accredited course must be notified to the Accreditation Lead.

Please note that it is courses which are accredited and not the individual provider, so a provider who is accredited to award more than one certificate will pay a fee for each.

Accredited course providers will receive a certificate from the BSA confirming the accreditation.

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 Accreditation Lead.

