

ENTRY SELECTION PROCEDURES HEARING AID APTITUDE TEST DISTANCE LEARNING PROGRAMME

We are committed to fair, transparent and evidence-based selection process. The entry criteria for the programme is detailed here.

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1. INTRODUCTION

This document describes the selection policy for admission to the Hearing Aid Aptitude Test distance learning programme at the Institute of Sound and Vibration Research (ISVR), University of Southampton.

2. APPLICATION

All applications are made directly to the programme admissions tutor. There are approximately 50 spaces available for the first year of the programme which will run a minimum of twice a year.

3. SELECTION PROCESS

All applicants are subject to a selection process that involves three stages:

3.1 Stage 1. Assessment with regard to entry criteria

The purpose of this stage is to determine, from the evidence provided by the applicant, whether the applicant has the potential to benefit from, and succeed in the programme to which they have applied. This determination is made with reference to the relevant academic and non-academic entry criteria. It is the responsibility of the admissions process to give the applicant adequate opportunities to provide evidence for this and it is the responsibility of the applicant to take the opportunities to provide sufficient evidence. Information regarding a declared disability or criminal record is **not** taken into account during this stage.

3.1.1 Application form

Initially, the evidence of academic achievements is evaluated. Further information may be sought before a decision on the application form is made where necessary to ensure the decision is fair and based on evidence. For example, from the applicant (e.g. copies of relevant certificates). Applicants may be rejected at this stage if they cannot, or are judged to be unlikely to be able to, meet the standard entry requirements either through the evidence provided or through a lack of evidence. Applicants rejected at this stage may request feedback regarding the reasons for the decision.

3.2 Stage 2. Applicants declaring a disability or disclosing a criminal record

The University of Southampton, in the context of the Hearing Aid Aptitude Test distance learning programme, is obliged to assess applicants in terms of their likelihood to fulfil the demands of professional fitness to practise which is outlined in the HCPC guidance ensuring their eligibility for professional registration as a HAD. Consequently, all offers (even so-called

'unconditional' offers) are conditional on satisfactory outcomes from criminal record and health checks.

Neither the declaration of a disability or health problem nor the disclosure of a criminal record will influence the assessment of the application during Stage 1, which is strictly in terms of eligibility and entry criteria. Consequently, the assessment by the ISVR of the potential implications of a declared disability or health problem, or a disclosed criminal record, to the proposed programme of study is made only **after** a decision has been reached regarding the eligibility and entry criteria.

3.2.1 Health status

The applicant must adhere to the HCPC guidance which states:

You should tell your education provider and placement provider about any existing health conditions or changes to your health which may put your service users or yourself at risk.

In order to ensure your fitness to practise at the time of applying for the programme and for the duration of the programme you will need to provide a Health Declaration (appendix 2). This has to be verified either by your employer, placement supervisor or a medical professional such as your G.P or occupational health professional. As stated in appendix 2, you must inform us immediately if your health status changes.

3.2.2 Criminal Conviction Declaration

The applicant must adhere to the HCPC guidance which states:

'In order to register a health professional, and in order to maintain their registration, we need to be assured that they are of good character.'

'This means that when a health professional registers, we need information from them about any criminal convictions. We also need information from them if they have been subject to a decision by any other regulator (either a regulator in the UK of another profession, or a regulator outside the UK).'

'While health professionals are registered with us, if they are convicted or cautioned, then we are informed by the police. In addition, registered health professionals have a responsibility to let us know any information about convictions or cautions which they receive while registered.'

In order to ensure your fitness to practise at the time of applying for the programme and for the duration of the programme you will need to provide information on any criminal records by completing the Declaration of Criminal Record Pro-forma (appendix 3) and by providing a current (within the last 3 years) Disclosure and Barring Service (DBS) certificate or allowing us to check your certificate online via the DBS update service www.gov.uk/dbs-update-service. As stated in appendix 3, you must inform us immediately if your status regarding criminal record or offence changes.

If you do not have a current DBS certificate, the University can arrange for you to undergo a DBS check via the First Advantage Service.

The fee for this check is currently **£53.42**. This charge currently consists of **£38.00** for the DBS check + **£6.00** administration fee + **£1.20** VAT (for the First Advantage Service) plus **£6.85** + **£1.37** VAT (for the verification fee). The DBS certificate will be reviewed by the Audiology department in conjunction with the University's [Fitness to Practice Policy](#) and [Health and Care Professions Council guidance](#).

You can find more information about the Standard and Enhanced DBS check Privacy Policy [here](#), which explains how your personal data is used and outlines your rights under the

General Data Protection Regulation.

3.3 Stage 3. Decision

It is our aim that an applicant receives a decision letter or other contact within 10 working days of receipt of the application form. Successful applicants will receive an offer that is either conditional or unconditional on the outcomes of a programme of study, consistent with the entry requirements.

A so-called 'unconditional' offer indicates that the applicant has already satisfied the entry requirements. All offers, even these 'unconditional' offers, remain conditional on the applicant having, and continuing to have for the duration of the programme, a satisfactory status in terms of criminal record and occupational health. Consequently, an applicant who receives an 'unconditional' offer, has a place on a programme confirmed or has enrolled on a programme but who is judged to have unsatisfactory status in either terms will not be able to continue with the programme until their status is resolved, if this is possible.

3.4 Deferrals

Applicants or deferrals for more than one year ahead are not accepted for this programme. If you have been made an offer for one test date and wish to defer it to an alternative test date, you will need to reapply for that test date at the appropriate time. The programme does not confer aegrotat awards.

**ENTRY CRITERIA
HEARING AID APTITUDE TEST DISTANCE LEARNING PROGRAMME**

General entry criteria

In order to be eligible for the HAAT, you must meet **either criterion 1 or 2**; all applicants must **also meet criterion 3**.

Criterion 1. You must be registered as either:

- a. A Clinical Physiologist (Audiology) with Registration Council for Clinical Physiologists (RCCP).
- b. A Healthcare Science Practitioner (Audiology) with the Academy for Healthcare Science (AHCS).
- c. A Clinical Scientist (Audiology) with Health & Care Professions Council (HCPC).

or

Criterion 2. This criterion is for those who have completed their training but have yet to be registered. You must have successfully completed an audiology Practitioner Training Programme (PTP), Scientist Training Programme (STP), MSc Audiology plus Certificate of Clinical Competence or equivalent programme accredited by the RCCP, AHS or HCPC **within 4 months of applying to us**.

Criterion 3 (Mandatory). You must provide evidence confirming that you have generally and consistently demonstrated the competencies laid out in Appendix 1 (i.e. as required by the Individual Record of Clinical Practice) covering a period of 1 month prior to the application.

That evidence **must** include the Clinical Competency Reference document (Appendix 1) from your UK employer or educator.

Additional acceptable evidence could include copies of a degree transcript, a copy of your job description, attendance certificates to events (including evidence of online learning) which offer CPD points, evidence of service development or research activities, teaching, training, presenting or publication, roles within professional organisations etc. Note that the evidence need not have arisen from the past 1 month, but it must support your competence across the previous month.

If you returning to work after a period of absence, you must also provide evidence that you have met HCPC's requirements for training that are specified here: www.hcpc-uk.org/registrants/readmission; that evidence must be countersigned by a registered Clinical Scientist (Audiology) or Hearing Aid Dispenser.