



FACULTY-APPROVED QUALIFICATION IN HAND-ARM VIBRATION SYNDROME (HAVS)

1. Introduction.

This document is intended to give further information to course centres / training providers that wish to develop courses for the above qualification.

2. Preparation

a. Competencies and syllabus

The table of competencies and the syllabus for the HAVS qualification have been prepared by and are available from the Faculty.

b. Course design and delivery

The course centre will be responsible for the design of the course and the teaching programme. The centre will also be responsible for selecting appropriately qualified and experienced teaching staff and appropriate teaching and training facilities which will allow the requisite clinical practice for students.

c. Assessment

The course centre will be responsible for designing appropriate methods of assessment. It will also devise and mark both the written papers and the clinical examinations.

3. Course delivery

For each cohort of students, the course centre will:

- a. Advertise for and select students who have appropriate pre-requisite knowledge
- b. Before the start of the course, inform the Faculty of the expected dates of the course and the number of students enrolled
- c. Carry out the teaching and training as required by the course plan
- d. Carry out the assessment as required by the course plan e. After the assessment has taken place, submit to the Faculty the examination papers and detailed candidate mark sheets.
- f. Pay the relevant fees, as set out below, in order to receive the Faculty certificate for the candidates.

4. Faculty Approval

When the tasks detailed in section 2 have been completed, approval will take place. Initially, approval will be a 2-stage process.

Stage 1 – before the first delivery of the course

- a. All material prepared to satisfy section 2, above, will be submitted to the Faculty (see accompanying document for more detail of the requirements).
- b. A review of this documentation will take place and, if found satisfactory, provisional approval will be awarded to allow the first cohort to be recruited. The review panel appointed will consist of at least two suitable experienced Faculty examiners.

Stage 2 – during or immediately after the first delivery of the course

- a. The review panel will visit the course centre for one day to review facilities and to speak to representatives of the teaching staff and students.
- b. The panel will also wish to see examples of student scripts and examiner mark sheets.
- c. If the review is satisfactory, full approval will be awarded for a period of three years.

5. Annual Audit

Each year the Faculty will audit 20% of course centre assessments to ensure consistency of quality.

6. Use of course material by other course centres

Any centre that wishes to make its prepared materials available to other centres is at liberty to do so. However, these centres will need to be separately approved and audited as described above.

7. Charges (at 2004 prices)

Approval (normally every three years)	£2,500
Annual renewal (including audit)	£1,000
Certification (per candidate)	£155

8. Further queries or information requests can be addressed to

Dr John Harrison Academic Dean
or
Nicky Wilkins Chief Executive

May 2005