



Five steps to starting the Higher Training Scheme

1 Find out more

There is lots of information available about the Higher Training Scheme. Most information is found in the careers section on the BAA website, including FAQs. You need to be a BAA member to apply and full module specifications and the HTS regulations and handbook are in the members pages within the career development section. You should read all these documents so that you understand what the scheme involves and decide which module you would like to do. You also need to think about a potential M-level module to complete (unless you have already completed one) and whether you meet the criteria for enrolling on the course. This information is often given on the university websites although there are details of appropriate university contacts on the BAA website. Having found out more, if you would like to go ahead you then need to...

2 Speak to your line manager

There are many different reasons for completing a HTS module, and your conversation with your line manager will vary depending on this. It might be your service has a current skills gap or is keen to train someone up for succession planning. It might be that there isn't a current service need, but you would like to complete a module for personal development, to make your role work more interesting or to open up career options. Whatever the reason, before you meet with your line manager think about:

• Benefits to the department

- Fill a gap
- Succession planning
- Increased flexibility
- Retention

• Overview of your needs

- Time for training clinics & secondment
- Time for M-level study
- Funding for M-level study
- Funding for HTS

If your line manager is supportive and you have the necessary funding, you then need to...

3 Find a supervisor

You need to have an overall supervisor, who can become accredited, to oversee your training. Ideally this needs to be someone experienced in training people clinically at a post-graduate level, and works within the specialist area you want to complete a module in. The criteria they need to meet can be found in the regulations, which usually includes being in band 7 or equivalent role. This person does not need to be the person who does all the training clinics with you however, but the accredited supervisor is responsible for ensuring all your training is carried out by appropriate staff. It is your responsibility to find a suitable supervisor. If you don't have someone suitable in your own department, contact neighbouring departments to see if they could help. If the person who you find isn't already accredited, they will have to apply for accreditation although this is a simple process that does not take long. Once you have found a supervisor you need to...

4 Plan your training

This is usually done in conjunction with your supervisor. It includes a summary plan of what clinics you will do and when, who will supervise those clinics, proposed secondment locations, what M-level course you would like to do, who will deliver tutorials, what placements you will go on etc. The needs may be different for each module, and your prior experience. Once you have a plan, you can then...

5 Apply

To apply to register on a module you need to complete the application form accessible from the HTS webpages. You will need to have information about your supervisor and funding in order to register, so make sure you have this to hand.

Good Luck!

Find out more online:
www.baaudiology.org/careers/hts



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