

**Guidelines for submitting Supervised
Experience Applications and Reports for
Scientific Support within the
Interdisciplinary Section of BASES.**

Devised May 2003

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Introduction

This document provides candidate applying for Supervised Experience (SE) for scientific support (SS) in Interdisciplinary (ID) Section of the British Association of Sport and Exercise Sciences (BASES). It is a guidance document and serves as a recommendation for application submission but adhering to its structure is a recommendation not a requirement. Candidates may feel that other structures are more suited to their area of work. However applicants are strongly advised to follow these guidelines to ensure that their application has the required information to enable the Section Accreditation and SE Committee to assess their application accordingly. It is divided into two parts, these include both guidelines for the initial SE application and the annual SE reports.

Formatting of documents

Both SE applications and SE Annual Reports should ideally adhere to the following formatting recommendations: -

1. Arial 12 point font
2. 1 ½ line spacing
3. Justified text
4. Page numbered

Part 1 Guidance on structure and content for the SE application.

The guidance notes are included within the template for the SE application document. This template is available without the notes, for candidates to use as a template for their own SE application submissions.

Front cover

This needs to include candidates name, the title of the application/report, type of support work being applied for, and date of application.

B.A.S.E.S.

Application for Supervised Experience

Name

Interdisciplinary Section

Sport and/or Exercise Support.

Date of application

Contents page

This needs to include the sections and sub sections of the application, with page numbers referenced. The following sections should be included (there is clarification in the following pages on the content required within these sections).

Contents

Section 1: Review of Experience and Current Professional Practice

- 1.1 Introduction
- 1.2 Justification of Supervised Experience Application
- 1.3 Self-appraisal using Interdisciplinary Skills Grid

Section 2: Supervised Experience Application Details

- 2.1 Previous conferences, workshop attendances and presentations.
- 2.2 Publications to date
- 2.3 Research/Evaluation Review
- 2.4 Additional relevant information
 - Curriculum Vitae
 - Degree certificate
 - Confirmation of post graduate programme, **if applicable**
 - Letters of reference
 - *Name of referee 1*
 - *Name of referee 2*

Section 3: Plan of Supervised Experience - Year 1.

- 3.1 Proposed Plan of work - Year 1.
 - 3.1.A Professional Practice Development
 - Supervisory Involvement:***
 - 3.1B Communication and Networking Skills
 - Supervisory Involvement:***
 - 3.1C Research Skills and Publications
 - Supervisory Involvement:***
- 3.2 Conclusions.

Appendices

Section 1: Review of Experience and Current Professional Practice

1.1 Introduction

This section needs to provide the reader with some background information on the candidate, their education, professional and practice experiences, i.e. who is the candidate?, what do they do?, what is their background? and how does their work/applied support work situated within SES? It needs to contextualise their work within the sport and exercise sciences.

1.2 Justification of Supervised Experience Application

A paragraph on why the candidate is interested in applying for SE and their perspective on the purpose of pursuing Accreditation with BASES, i.e. why do they want to be on SE?, Why work towards accreditation with BASES? Where does it fit for them within their career?

1.3 Self-appraisal using Interdisciplinary Skills Grid

The skills grid is a tool that has been devised by Professor Andy Smith to meet the purpose of a needs analysis for the ID sport and exercise scientist. It is a useful tool in assessing where a candidate is at any point in time during the SE process. It is helpful if the candidate completes the grid, providing a rationale and supporting evidence for their option of their grading in each are. The final column can then be used to help set the plan of work for the following year, which is detailed in section 3. The text in italics is designed to assist the candidate to complete sections of the grid, which may seem more complicated.

3. Self-appraisal using Interdisciplinary Skill Grid (taken from Smith, 1997)

Competency	Description	Baseline Assessment (Fail, Pass, Merit)	Supporting Evidence for grading	Action needed
1. Generic Competency	Competencies which clients and / or BASES could reasonable expect all sport and exercise scientists have.			
Research Skills			•	•
Needs analysis			•	•
Communication Skills				•
2. Competency - ID Competency	Competencies that are specific to the work of an ID Sport and Exercise scientist and may be context specific.			
Definition of the context and the specific problem	<i>Define the context in which you work, for example.... The context in which I operate is the promotion of physical activity to sedentary target groups, the specific problem is firstly how to facilitate physical activity for a target group and secondly, once they are active, enabling them to maintain that change of behaviour.</i>		•	•
Networking			•	•
Bridge building	Develop a working relationship with colleagues from other disciplines involved in the promotion of physical activity.		•	•
Restructuring	Process by which knowledge and practice from different disciplines and professions is integrated to form a new		•	•

	approach to either problem solving or intervention procedures.			
Reflection upon professional practice				•
Code of Conduct and Ethics			•	•
Research/evaluation Paradigms	Demonstration of an appreciation and understanding of all available sources/types of evidence, for example qualitative and quantitative methodologies, varied methods, and research/evaluation designs.			•
Development and evaluation of the effectiveness of promotions/projects in <i>your area of work</i> within an ID context.			•	•
Dissemination and research/evaluation related to the above			•	•
Contribution to the development of the ID approach to <i>sport and/or exercise science</i> within BASES.			•	•

Section 2: Supervised Experience Application Details

2.1 Previous conferences, workshop attendances and presentations.

List all relevant conferences, workshops and presentations that you have both attended and delivered. These can be international, national, regional or local, and be professionally, academically and vocationally relevant. Ensure that you include dates and, in support of your application, some lecture, presentation notes of a workshop or presentation that YOU have delivered may be useful to consider adding into your application.

2.2 Publications to date

Include a list of all publications. These can include academic peer reviewed papers, applied and /or professional journal/magazines, reports, newspaper and magazine articles. Ideally if you can demonstrate that you disseminate work at a variety of levels in written form this will support your application. If you do not have these at present then they will something that you can work towards.

2.3 Research/Evaluation Review

Detail any research or evaluation projects that you have involved in. This includes evaluations of applied work, for example an exercise referral scheme evaluation, a sport science support service evaluation/report.

2.4 Additional relevant information

2.4.A Curriculum Vitae

2.4.B Degree certificate

2.4.C Confirmation of post graduate programme, **if applicable**

2.4.D Letters of reference (to support your application for SE)

- *Name of referee 1*
- *Name of referee 2*

These letters of reference could be from your employer, a team that you have been working with, or a client.

Section 3: Plan of Supervised Experience - Year 1.

This section has already effectively been completed. If the candidate has completed the skills grid thoroughly the last column titled Action Needed can be converted (copy and edit) into this section under the relevant headings. The action needs to be time phased and have details about the supervisory input into this process, i.e. feedback, observation, telephone, email contact, reflection etc.

3.1 Proposed Plan of work - Year 1.

3.1A Professional Practice Development

Supervisory Involvement:

3.1B Communication and Networking Skills

Supervisory Involvement:

3.1C Research Skills and Publications

Supervisory Involvement:

3.2 Conclusions.

Appendices

Provide any referenced appendices and copies of supporting documents such as presentation notes, articles, etc that you have detailed to support your application.

Part 2 Guidance on structure and content for the Annual SE Report.

The guidance notes are included within the template for the SE Annual Report. This template is available without the notes, for candidates to use as a template for their own SE Annual Report submissions.

Front cover

This needs to include candidates name, the title of the report i.e. 1st Year SE Report and Proposals for SE Year 2, the year of SE, the type of support work, and date of application.

B.A.S.E.S.

Supervised Experience Annual Report

Year X

Name

Date of application

Interdisciplinary Section

Sport and/or Exercise Support.

Contents page

This needs to include the sections and sub sections of the report, with page numbers referenced. The following sections should be included (there is clarification in the following pages on the content required within these sections).

Contents

Section 1: Review of Experience and Professional Practice during Year X, DATES.

- 1.1 Introduction
- 1.2 Personal Overview of Year X of Supervised Experience and Summary of Achievements related to previous Report on DATE.
- 1.3 Self-Appraisal using Interdisciplinary Skills Grid

Section 2: Supervised Experience Review of Year X

- 2.1 Supervisory Experience.
- 2.2 Case Study - 'NAME'.
 - 2.2.A The Background
 - 2.2.B The Intervention
 - 2.2.C How it works.
 - 2.2.D Results
 - 2.2.E Interdisciplinary Aspect
- 2.3 Research Review
- 2.4 Conclusions

Section 3: Proposed Plan of SE Year X

- 3.1 Proposed Plan
 - 3.1A Professional Practice Development
 - 3.1B Communication and Networking Skills
 - 3.1C Research Skills and Publications
- 3.2 Conclusion

Section 4: Appendices

Section 1: Review of Experience and Professional Practice during Year X, DATES.

1.1 Introduction

The introduction should contain two or three paragraphs detailing the context of the candidates work in the sport and /or exercise sciences and specific nature of the support work. For example details on types of clients, ages, medical conditions, context of the service, primary care, community, semi professional sport, etc. It should also provide the reader with some inclination to the philosophy underpinning the support work for example evidence based, client centred, etc.

1.2 Personal Overview of Year X of Supervised Experience and Summary of Achievements related to previous Report on DATE.

This section should be textual summary of the candidate's achievement over the past year. This should be coupled with how the reflective aspect of the professional practice has assisted the candidate to recognise their achievements and developments. In detailing the achievements made, stress the interdisciplinary nature of the support work making references to the ID skills relevant to your work (those that are detailed in the skills grid) and to the evidence base and scientific theory that underpins the work.

1.3 Self-Appraisal using Interdisciplinary Skills Grid

Similar to the SE application the candidate completes the grid, providing a rationale and supporting evidence for the option of their grading in each area. The final column can then be used to help set the plan of work for the following year, which is detailed in section 3. The text in italics is designed to assist the candidate to complete sections of the grid, which may seem more complicated.

If this is the final year of SE then the candidate must provide a rationale for a complete grading of predominantly merit with only one or two passes in areas less relevant to their work. Provide references to appendices for certificates, presentations, etc to support the rationale for grading.

Interdisciplinary Skills Grid

Competency	Description	Baseline Assessment (Fail, Pass, Merit)	Supporting Evidence for grading	Action needed
1. Generic Competency	Competencies which clients and / or BASES could reasonable expect all sport and exercise scientists have.			
Research Skills			•	•
Needs analysis			•	•
Communication Skills				•
2. Competency - ID Competency	Competencies that are specific to the work of an ID Sport and Exercise scientist and may be context specific.			
Definition of the context and the specific problem	<i>Define the context in which you work, for example.... The context in which I operate is the promotion of physical activity to sedentary target groups, the specific problem is firstly how to facilitate physical activity for a target group and secondly, once they are active, enabling them to maintain that change of behaviour.</i>		•	•
Networking			•	•
Bridge building	Develop a working relationship with colleagues from other disciplines involved in the promotion of physical activity.		•	•
Restructuring	Process by which knowledge and practice from different disciplines and professions is integrated to form a new		•	•

	approach to either problem solving or intervention procedures.			
Reflection upon professional practice				•
Code of Conduct and Ethics			•	•
Research/evaluation Paradigms	Demonstration of an appreciation and understanding of all available sources/types of evidence, for example qualitative and quantitative methodologies, varied methods, and research/evaluation designs.			•
Development and evaluation of the effectiveness of promotions/projects in <i>your area of work</i> within an ID context.			•	•
Dissemination and research/evaluation related to the above			•	•
Contribution to the development of the ID approach to <i>sport and/or exercise science</i> within BASES.			•	•

Section 2: Supervised Experience Review of Year X

2.1 Supervisory Experience.

This section needs to include a paragraph or two on the process of supervision that has taken place during the past 12 months. Details of meeting times, durations and content covered need to be included.

2.2 Case Study - 'NAME'.

This is the candidate's opportunity to provide a specific example of the type of support work that is undertaken. Ensure that it is interdisciplinary, evidence based, scientific and that there is evidence of monitoring, evaluation, and reflection on the process, and candidate's professional and personal involvement. The following sections need to be included, with references where appropriate. BASES accredit 'support scientists', ensure that the case study demonstrates that this is 'scientific support'.

2.2.A The Background

2.2.B The Intervention

2.2.C The evidence base

2.2.D How it works.

2.2.E Results

2.2.F Interdisciplinary Aspect

2.2.G Professional and Personal Reflection

2.3 Research Review

Detail how the candidate maintains their evidence based knowledge within your support work, i.e. how does the candidate know and keep up to date with current research. In addition detail how the evaluation and monitoring or projects is developed and implemented to demonstrate how the candidate is taking part in this process and acting upon the findings where appropriate. This section is a requirement to ensure that as a developing professional in the sport and exercise sciences that the gaining of knowledge and its subsequent implementation is a continual process to ensure that evidence based practice is common place within all sport and exercise science support work.

2.4 Conclusions

A paragraph to conclude this section summing up the key points.

Section 3: Proposed Plan of SE Year X

3.1 Proposed Plan

This section should directly relate to the Action Needed column from the skills grid. Again, as in the SE Application copy this column and place it in to appropriate headings. You may wish to duplicate those used in the SE application document. The action needs to be time phased and have details about the supervisory input into this process, i.e. feedback, observation, telephone, email contact, reflection etc.

3.1A Professional Practice Development

Supervisory Involvement:

3.1B Communication and Networking Skills

Supervisory Involvement:

3.1C Research Skills and Publications

Supervisory Involvement:

3.2 Conclusion

A paragraph to conclude this section summing up the key points.

Section 4: Appendices

This section needs to include certificates of attendance, courses, qualifications, workshops notes, evidence of reflective practice, etc. to support the claims for achievement. Be selective however in the choice of documentation however, make it varied rather than more of the same.

Final Report Submission

The process of SE is to provide the candidate with the opportunity to be mentored towards the standards required by BASES for accreditation status. When both the candidate and their supervisor feel that they have achieved that level the candidate must submit a final report. The ID Section Accreditation and SE Committee must accept this report prior to the candidate being able to submit an application for Accreditation. The final report can be submitted at any time within the SE process, there is no requirement from BASES about the length of time a candidate can be on SE; when they are at the required level they submit a final report and await the response from the ID Section Accreditation and SE Committee. *Normally* SE is for a period of three years, but it must be stressed that this will depend on the candidate's previous experience and qualifications that relate to support work within SES, sometimes it may be shorter but in extraordinary cases it may be longer.