



## The British Association of Sport and Exercise Sciences Re-Accreditation Guidelines

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### 1. Definitions

**Accreditation:** BASES accreditation is awarded to those practitioners who are deemed by the Association to have the knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist. Accredited members must work within their specified domain of expertise. This will be judged against the evidence provided towards meeting the competencies within the BASES Accreditation Competency Profile. Accreditation lasts for 5 years. Accredited members are entitled to call themselves a BASES Accredited Sport and Exercise Scientist.

**Re-Accreditation:** Re-accreditation is required every five years. Members who have held BASES accreditation within the past 3 years are eligible to regain accredited status by applying through the re-accreditation process. The application should cover the previous 5 years of work up to the submission point. If BASES accreditation has lapsed for longer than 3 years the applicant will normally be required to submit a full accreditation application. Exceptional circumstances to the 3 year period will be considered on a case-by-case basis. A successful re-accreditation application allows members to continue using the title BASES Accredited Sport and Exercise Scientist.

**Chartered Scientist (CSci):** CSci represents a single chartered mark for all scientists, recognising high levels of professionalism and competence in science. This is awarded by the Science Council. Chartered Scientist status is aligned to accreditation therefore accredited members are eligible to hold Chartered Scientist status. To remain a Chartered Scientist, a member must maintain their BASES accredited status. CSci lasts for 1 year. Successful applicants are entitled to call themselves a Chartered Scientist and use CSci after their name.

**Delivery:** Delivery is the practical aspect of the work you carry out, whether applied, research based or pedagogy.

**Continuing Professional Development (CPD):** CPD is defined as undertaking a range of learning activities through which sport and exercise scientists maintain skills/knowledge and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.

## 2. Why Apply for Re-Accreditation

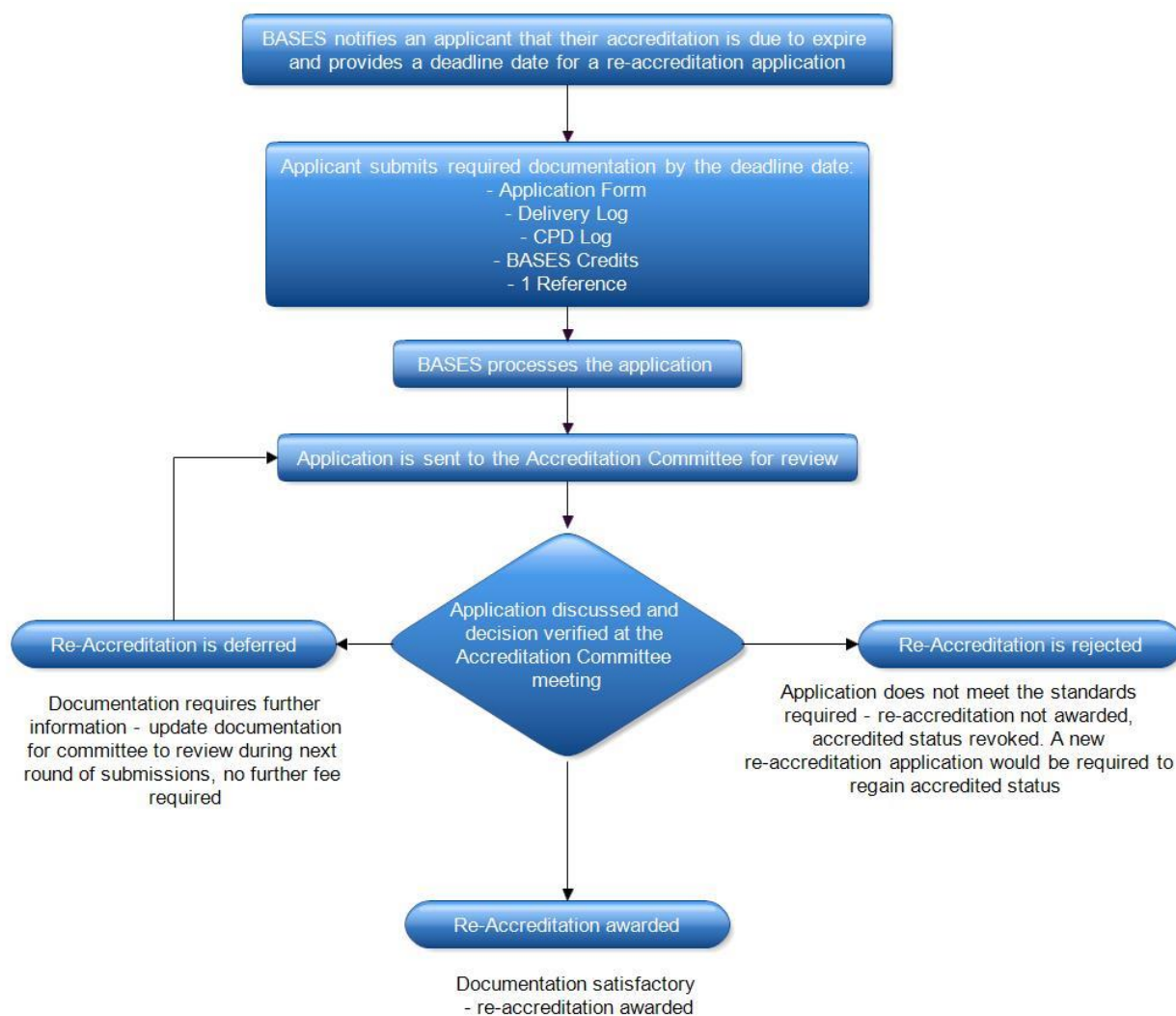
BASES re-accreditation accepts that an accredited individual has already demonstrated that s/he meets the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist.

Maintaining accredited status demonstrates to clients, service users and the wider sector that an individual has consistently engaged in continuing professional development appropriate to his/her role and practice.

Members can become accredited within the following domains of expertise: support, research or pedagogy. Re-accreditation allows for movement to a new domain of expertise during an applicant's career without the need to re-apply for accreditation. For example, this may include a career progression that involves an accredited member moving from a direct support role to the management of support staff, or a movement from support or research work into a teaching role.

Where a member applies for re-accreditation in more than one domain of expertise (support, research, pedagogy), they must provide clear evidence of meeting the re-accreditation criteria for each domain. Delivery logs should therefore evidence a minimum of 150 hours per year in each domain (support, research, pedagogy) applied for and the CPD log should include activities/learning relevant to each of the domains for which the candidate has applied for re-accreditation.

### 3. The Re-Accreditation Process



1. Accreditation is only valid whilst being a Professional Member of BASES
2. If the applicant believes that the correct assessment process has not been followed, then s/he is entitled to appeal the decision by writing to the Chair via the BASES Education Officer within 2 weeks of being informed of the decision. The appeal must outline in detail where due process has not been followed

## **Re-Accreditation Criteria**

The applicant must:

- Be a Professional member of BASES
- Have read the BASES Code of Conduct and all BASES policies (Safeguarding; Equal Opportunities; Disciplinary; Appeals). All policies can be viewed at: [https://www.bases.org.uk/sspage-about\\_us-structure\\_governance-governance\\_and\\_policy.html](https://www.bases.org.uk/sspage-about_us-structure_governance-governance_and_policy.html)
- BASES reserves the right to amend the policies at any time.

The applicant must provide the following:

1. **Delivery log:** Evidence of delivery carried out during the accredited period
  - At least 150 hours of delivery per year in their domain of expertise<sup>1</sup>
2. **CPD log:** Evidence of at least 75 hours of relevant continuing professional development (CPD) and subsequent reflection<sup>2</sup> over the 5 year accredited period<sup>3</sup>
  - A variety of CPD should be demonstrated in the following areas:
    - Work-based learning (e.g. supervising staff/students, reflective practice)
    - Professional activity (e.g. involvement in a professional body, mentoring)
    - Formal/educational (e.g. writing articles/papers, further education)
    - Self-directed learning (e.g. reading journals, reviewing books/articles)
    - Other (e.g. voluntary work, public service)
3. **BASES credits:** Engaging with BASES<sup>4</sup>
  - UK-based applicants should demonstrate a minimum of 20 BASES credits<sup>5</sup> and overseas applicants should demonstrate a minimum of 10 BASES credits (see page 5 for a list of how to achieve BASES credits) and 10 credits from equivalent activity with an overseas professional body.
4. **One Reference:** One signed reference from a BASES Accredited member.

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<sup>1</sup> Re-accreditation allows for career progression and the potential to move from hands on practice to the supervision of practitioners, therefore delivery may be supervising or managing other sport and exercise scientists. Where a member has changed focus, whether from hands on work to a supervisory role, or from support to research, their application should reflect this accordingly to demonstrate maintenance of the required standards.

<sup>2</sup> Reflections on CPD should include examples of how CPD activity has contributed to the quality of professional practice and service delivery and how CPD activity has benefitted/impacted on the end users/client/beneficiaries of the applicant's work.

<sup>3</sup> Career breaks will be taken into consideration.

<sup>4</sup> Engagement activities are ways of interacting with the association and are not only focused on workshops and webinars. Please refer to page 5 for a full list of activities with associated credits.

<sup>5</sup> BASES credits must be accrued in at least two different activities during the 5 year period (i.e. cannot be only accrued via webinars) and credits must be accrued in at least 3 years of the 5 year accreditation period.

A reference is required from an accredited member. If there is not an accredited member who can vouch for your standard of work, then we require 3 alternative references from one mentor and two clients. Please note that a case study is not required.

### **Engaging with BASES**

BASES credits can be claimed for:

<b>BASES Accreditation</b>	
High Performance Sport Accreditation Reviewer	5 credits per application
Laboratory Accreditation Reviewer	5 credits per application
Member of the Accreditation Committee	5 credits per application period
<b>BASES Supervised Experience</b>	
SE Entry Workshop Presenter	10 credits
Supervisor/Reviewer Workshop Presenter	10 credits
SE Supervisor	5 credits per supervisee per year of supervising up to a maximum of 20 credits per supervisee
SE Reviewer	5 credits per person
<b>BASES Committees</b>	
Member of the Awards Committee	5 credits per year
Member of the CPD Committee	5 credits per year
Member of a Divisional Committee	5 credits per year
Member of the Registered Scientist Review Committee	5 credits per year
<b>BASES Conferences (Annual &amp; Student)</b>	
Conference Abstract Reviewer	5 credits per year
Conference Organiser	20 credits
Member of a Conference Committee	5 credits
Delegate	5 credits per day
Presenter	10 credits per presentation
Co-author of a presentation	2 credits
<b>BASES Division CPD 1-day Event</b>	
Delegate	5 credits
Presenter	10 credits
<b>BASES Expert Statements</b>	

Expert Statement author	5 credits
Expert Statement reviewer	2 credits per statement
Member of the Expert Statement Review Panel	5 credits per year
<b>BASES Heads of Department Forum</b>	
Delegate	5 credits
Presenter	10 credits
<b>BASES Interest Groups</b>	
Interest Group convenor	5 credits
<b>BASES Webinar</b>	
Delegate	2 credits
Presenter	5 credits
<b>BASES Workshop</b>	
Delegate	5 credits
Presenter	15 credits
<b>Journal of Sports Sciences (JSS)</b>	
Published article	5 credits
Member of the JSS Editorial Board	5 credits per year
JSS Reviewer	2 credits per article
<b>The Sport and Exercise Scientist</b>	
Published article	5 credits
Published letter	2 credits
Member of the Editorial Advisory Board	5 credits per year
Book reviewer	5 credits
App reviewer	2 credits
<b>Other BASES Activities</b>	
Member of a BASES Task Group	5 credits
Member of JACSEES Editorial Team	5 credits per year
Published case study in JACSEES	5 credits
Network Representative	5 credits per year

Delegate at a BASES External Endorsed event	Check website
Presenter of a BASES External Endorsed event	Normally 10 credits

#### **Notes on BASES credits:**

1. If you believe that you have contributed to a BASES activity that is not currently listed, please contact the BASES office via email at [education@bases.org.uk](mailto:education@bases.org.uk)
2. Please refer to the BASES events page to identify any external associated events showing the BASES CPD credits logo <http://www.bases.org.uk/Events>
3. Activities that gain BASES credits may also be used towards accumulating the CPD hours required e.g. attendance at a workshop (5 credits) may also count towards 6 hours of CPD.
4. If presenting at a conference, you cannot also claim credits for attending the conference on the same day.

#### **Administration**

The application fee for re-accreditation is £100. Applications will be accepted up to one month before the deadline. Submission windows are **6<sup>th</sup> December to 6<sup>th</sup> January** and **1<sup>st</sup> June to 1<sup>st</sup> July**. Applications must be [submitted online](#) using the standard BASES templates.

Chartered Scientist status lasts for 1 year and must be [renewed online](#) annually.

#### **Extenuating Circumstances**

Where extenuating circumstances impact an individual's ability to meet all of the criteria (e.g., delivery hours, BASES credits etc.), applications will be considered on a case by case basis. Periods of absence from the work environment (e.g., due to maternity leave or long-term sickness), should be clearly explained in a cover note.

Where there is a shortfall in delivery hours and/or CPD activity due to a period of absence from work, these will normally be assessed on a pro rata basis.

#### **4. Chartered Scientist Audit**

For accredited members holding CSci status, the awarding body (the Science Council) require that all Chartered Scientists must be prepared to declare on an annual basis that they are completing CPD to the Science Council's standards and accept that they may be asked to provide evidence for this.

BASES is required by the Science Council to randomly select a number of Chartered Scientists every year to audit their CPD.

Applicants must provide information of their CPD activities covering the previous year.

This process is a Science Council requirement and is separate from the BASES re-accreditation process. BASES has, however, strived to streamline these processes as closely as possible to assist members in the transfer of CPD information.

Please refer to the [BASES CPD recording template](#) for the documentation required for an audit.