



The British Association of
Sport and Exercise Sciences

BASES

Supervised Experience

Reviewer Guidelines



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Exercise Sciences**

REVIEWER GUIDELINES

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1 INTRODUCTION

This document provides the necessary guidance and assessment details for reviewers reviewing candidates going through BASES Supervised Experience (SE). Reviewers may also find it helpful to read the documents, ***BASES Supervised Experience Guidelines and BASES Supervisor Guidelines***.

BASES accreditation is awarded to those practitioners who are deemed by the Association to have the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist. Accreditation is awarded to individuals who are judged to have demonstrated that they have the required level of competency in the BASES standards of proficiency for sport and exercise scientists. Accreditation is based on the premise of applicants:

- having the required level of underpinning scientific knowledge
- fully understanding the delivery context
- being able to apply their knowledge to make a positive difference
- having the personal skills required to bring about the action or change required.

Successful applicants will be accredited as sport and exercise scientists. In common with all related health professionals, those accredited by BASES must at all times work within their domain of expertise. Accredited members' domain of expertise (also known as scope of practice) is the area or areas of sport and exercise science within which they have the knowledge, skills and experience to practise lawfully, safely and effectively, in a way that meets BASES' standards and does not pose any danger to the public or the individual.

Members may achieve accreditation as a result of work in applied sport/exercise science support, research or pedagogy. In all cases the process and the judgement of generic knowledge, skills and professional practice will apply although how these are expressed and the "client" group will differ.

Those accredited by BASES are entitled to use the term 'BASES Accredited Sport and Exercise Scientist' while they still fully meet all the relevant accreditation criteria.

BASES Supervised Experience (SE) aims to provide sport and exercise scientists with the guidance, environment and opportunities that will facilitate the development of the competencies expected for BASES accreditation as a sport and exercise scientist. For a practitioner in the early stages of their career SE is a key stepping stone to a career as a sport and exercise scientist.

For the successful completion of SE, and hence accreditation, the supervisee will be required to attain the required level of competency in the BASES standards of proficiency for sport and exercise scientists.

2 THE PURPOSE OF ASSESSMENT

The fundamental purpose of the SE assessment process is to ensure that applicants are safe and fit to practice as a sport and exercise scientist. A candidate who therefore successfully completes BASES SE has been endorsed for independent practice as a sport and exercise scientist.

BASES high performance sport accreditation has been developed to provide further recognition for those individuals who demonstrate excellence within their specific domain of expertise as a sport and exercise scientist.

Applicant's careers may depend on their successful completion of BASES SE; it is therefore the duty of reviewers to judge a candidate's competency profile and portfolio submissions as fairly and objectively as possible. All judgements and assessments must be made on the evidence presented, not on personal or professional reputation or additional information known to the reviewers.

The aim of the SE process is for the candidate, with the support of his/her supervisor, to be able to demonstrate to the reviewer that he/she fully meets the requirements in terms of qualifications (knowledge), understanding and experience to be considered safe and fit to practice as a sport and exercise scientist.

3 SE REQUIREMENTS

In order to satisfactorily pass SE candidates must:

- Provide evidence of having completed a relevant post graduate degree complete or demonstrable knowledge equivalent via an enhanced case study. Only in very exceptional circumstances will a candidate be able to complete SE without a postgraduate degree. Examples of these exceptional circumstances may be where a supervisee has reached an equivalent level during a doctoral degree but is yet to complete this, or where they may have a postgraduate degree in a related subject but not in Sport and Exercise Science or a specific discipline.
- Attend the five BASES core SE workshops (entry, ethics and confidentiality, reflective practice and understanding your client) and two elective workshops from the BASES workshop programme or 2 days attendance at a BASES conference (annual or student) or 8 BASES webinars
- Provide documented completion of 500 hours of logged supervised practice plus reflection (up to 150hrs may be backdated to include work placements, including third year undergraduate, previously carried out) within the chosen domain of expertise. A minimum of 400 hours must be within the chosen domain of expertise.
- Provide evidence of documented case study meetings with supervisors, including outcomes and reflections
- Provide two client references
- Provide logged and signed off evidence of demonstrating the required level of competency in the BASES standards of proficiency for sport and exercise scientists
- Have their final portfolio sign off by his/her supervisor and reviewer– in other words senior peers of the profession has judged the applicant to be safe and fit to practice as a sport and exercise scientist.

4 BASES ACCREDITATION COMPETENCIES

Table 1 sets out the BASES Accreditation competencies. To successfully complete SE, applicants must be able to demonstrate to the reviewer that they fully meet all of the competencies.

It is not possible to successfully complete SE unless all 10 competencies are satisfactorily demonstrated as fully met, although how these are expressed and what constitutes the "client" group will differ. The BASES SE Competency Profile provides candidates with examples of ways which may be used to demonstrate achievement of the competency, across the range of support to client groups, research and pedagogy.

Table 1. BASES Accreditation Competencies

Competency	Competency definition
1: Scientific knowledge	Be able to demonstrate a detailed scientific knowledge and understanding relevant to the domain of expertise

2: Technical skills	Be able to demonstrate full understanding and application of relevant scientific techniques
3: Application of knowledge and skills	Ability to demonstrate the application of knowledge and technical skills to the relevant delivery environment
4: Understanding and use of research	Be able to demonstrate a training in research which enables the understanding and application of research findings
5: Self evaluation and professional development	Ability to self reflect, take responsibility for own actions, and to demonstrate that continuous professional development occurs
6: Communication	Ability to communicate orally and in writing to colleagues, peers and clients
7: Problem solving and impact	Ability to address problems in a scientific and evidence based manner which results in a positive and timely outcome
8: Management of self, others and practice	Be able to demonstrate an understanding of management requirements and to manage self and others
9: Understanding of the delivery environment	Be able to demonstrate a knowledge of and integration into, the specific delivery environment
10: Professional relationships and behaviours	Be able to demonstrate adherence to the highest standard of ethical and professional behaviour and team work in working with colleagues and clients

A BASES Endorsed Undergraduate Degree (BUES) automatically fulfils competencies 1 and 2. To gain accreditation candidates also require a postgraduate degree and the greater depth of knowledge and experience that a postgraduate degree provides allows the candidate to evidence the various other competencies.

5 SE PROCESS

A flow diagram of the SE application and assessment procedures is provided in Figure 1. It is possible that candidates can complete SE within two years, however depending on the individual circumstances this process may take longer. A maximum of 6 years is allowed for SE completion.

All candidates are allocated a reviewer by the BASES office at the point at which they are accepted on the SE pathway. The reviewer's primary area of expertise will be in the same sport and exercise science discipline as that of the candidate.

The reviewer has responsibility for all contact with the candidate and his/her supervisor.

Within two months of the SE period commencing the reviewer will be required to review the candidate's initial entry profile, which will set out the individual's current standing with regards to meeting the accreditation competencies. At this stage any request for recognition of previous supervised practice hours (plus supporting evidence) must be made by the candidate.

The reviewer provides feedback to the candidate and supervisor on the basis of:

- documentation satisfactory, reviewer agrees with the candidate's/supervisor's evaluation of the candidates current position, please proceed with process
- documentation satisfactory but with the following provisos, please proceed with process
- documentation not satisfactory, the reviewer disagrees with the candidate's/supervisor's evaluation and the documentation does not satisfactorily demonstrate particular competencies have been achieved, or fully demonstrated. In this instance, constructive feedback is essential to advise how the candidate progresses

Reviewers should provide constructive feedback detailing what is required from the candidate. The reviewer may request that further information is presented immediately or within the next submission.

Candidates are required to submit an updated competency profile at the halfway and end point of the SE process.

Fig 1: BASES Supervised Experience Process

1. Following the identification of a suitable supervisor listed on the current BASES register, the applicant contacts the supervisor and agrees that they can work together through supervised experience.
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2. Applicant submits a registration form to BASES, which also books a place onto a compulsory BASES Supervised Experience Entry Workshop to commence SE process, pays £200 fee (fee includes workshop costs and SE application fee) and sends copies of all degree transcripts.
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3. Applicant attends the compulsory BASES Supervised Experience Entry Workshop, at which point their SE formally commences. BASES allocate a reviewer (who will be from same discipline) to the application.
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4. Within 2 months of starting SE, supervisee submits, via the supervisor, a current profile against the BASES SE competency profile document indicating key areas to progress and annotating evidence for current profile. A supervisor report should be included in the submission
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5. Reviewer accesses portfolio and feeds back to the supervisor within one month, and alerts the supervisee that feedback has been sent.
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6. At the half way point (normally at the end of the first) a revised profile to be submitted by the supervisee, following sign-off from the supervisor, indicating current levels, key areas to progress and annotating evidence for current profile. **Supervisees should contact the reviewer one month prior to submission to advise when they will be sending in their portfolio.**
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7. Reviewer accesses portfolio and feeds back to the supervisor within one month, and alerts the supervisee that feedback has been sent.
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8. When the supervisor believes that the supervisee fully meets the competencies and has completed the supervised practice hours, a final profile and portfolio to be submitted by the supervisee, following sign-off from the supervisor, annotating evidence for current profile. **Supervisees should contact the reviewer one month prior to submission to advise when they will be sending in their portfolio.**
↓
9. Reviewer accesses the portfolio. Reviewer provides feedback to the supervisor and supervisee. If SE is complete, the reviewer provides his/her recommendation to BASES Office.
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10. The Supervisee emails access to their SE dropbox to the BASES office for final review by the Education Officer.
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11. The BASES Office confirms completion of SE (or otherwise) by email and posts confirmation to the applicant inviting them to apply for accreditation.

6 SE ASSESSMENT

Assessment of SE is a continuous process based on the candidate providing the reviewer with on-going information regarding how they have met the required BASES accreditation competencies as well as the other criteria (BASES workshops and 500 hours supervised practice). In all cases the material and evidence submitted by the candidate must have been endorsed by his/her supervisor(s).

The reviewer will therefore have on-going information from the candidate as to how he/she is developing with regards meeting the accreditation criteria. This process, combined with the input of the supervisor(s) should ensure that candidates do not get to submit their final portfolio report and be judged to be significantly below the standard required to successfully complete SE.

At each stage of the process the reviewer must compare the evidence submitted by the candidate and judge whether, in their view, the evidence provides demonstrates the candidate has achieved a particular competency or competency statement.

As with any competency based assessment, reviewers are required to determine whether or not the applicant demonstrates achievement of the relevant competencies. It is important to recognise that many of the competencies can be demonstrated through a variety of sources of evidence.

Reviewers should provide feedback within one month of a portfolio submission.

To successfully complete SE a candidate must have been able to demonstrate to the reviewer that he/she has fully met all the BASES accreditation competencies, as well as have attended the required BASES workshops and carried out 500 hours of supervised practice.

At this stage SE would be considered to have been successfully completed.

In making their judgements on the documentation and evidence submitted by candidates, reviewers are reminded to be mindful that the submission will have been endorsed by the candidate's supervisor, a professional peer. This is not to discourage the questioning of submissions, rather to ensure that those involved understand and recognise that the success of the SE process relies on the maturity of peers, who apply their professional judgment to supportively challenge candidates in an appropriate manner.

By its nature the on-going assessment of a SE portfolio and associated evidence has a subjective bias to an objective process; it is not simply a process of obtaining ticks in a series of boxes.

7 SUPERVISED PRACTICE GUIDELINES

One of the core requirements for the successful completion of SE is the undertaking of 500 hours of supervised practice plus reflection. In this context supervised practice is the delivery of services under the supervision of a senior peer. It is not expected that all the hours of supervised practice are observed practice, although it is expected that observation of the supervisee by the supervisor/senior practitioner will occur and be recorded (a minimum of 20 hours must be directly observed by the supervisor).

Supervisees should ensure that at least 400 hours of the supervised practice are undertaken within the main context that they wish to operate as a sport and exercise scientist (i.e. research, pedagogy or support).

Up to 150 hours may be back dated to include experience gained prior to the formal commencement of SE, as long as the experiences have been logged, reflected on and are those that meet the SE requirements below.

A minimum of 250 hours must be supervised by the named SE supervisor, up to 250 hours can be supervised by other BASES accredited peers, as long as their expertise is appropriate to the supervisee's development.

All supervisees must maintain some form of supervised practice log in which they keep a record of their preparation for, delivery of and reflection on their practice.

It is expected that the supervised practice hours will be made up by a mixture of circumstances relevant to the individual's development; for example one to one sessions, group sessions, measurement and recording.

Examples of acceptable activities for supervised practice:

- Support work – one to one sessions with clients, group sessions, educational talks and workshops, data collection and analysis
- Research – client/subject meetings, data collection, data manipulation and analysis, data reporting via conferences and workshops
- Pedagogy – lecture delivery, tutorials, exam setting.

8 FEES

Reviewers receive a fee of £60 after the final recommendation to BASES at the end of the SE process. If a supervisee withdraws from the system, the reviewer will be paid a proportionate fee for the work completed.

9 BASES SE REVIEWER REQUIREMENTS

All BASES SE Reviewers must have attended the Association's SE reviewer training workshop prior to joining the register of reviewers. In order to be accepted onto the workshop applicants must:

- Have held BASES accreditation for a minimum of 3 years
- Have experience of assessing or supervision against a competency framework