



The British Association of
Sport and Exercise Sciences

Supervised Experience Guidelines



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Exercise Sciences**

SUPERVISED EXPERIENCE GUIDELINES

With effect from October 2017

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- ❖ The information contained within this document is common for all those applying to carry out Supervised Experience with the aim of becoming a BASES accredited Sport and Exercise Scientist; whatever their primary discipline or domain of expertise.
- ❖ Sports and exercise science is a multidisciplinary field concerned with the application of scientific principles to sport and exercise; encompassing a number of underpinning knowledge sets including but not exclusively physiology, psychology and analysis of movement.
- ❖ Registration deadlines are in Spring and Autumn. Please see the BASES website for precise dates. You are strongly advised not to delay submission until the deadline. Should there be any queries over your registration or anything missing, this must be resolved before your submission can be progressed. Therefore you should check your application is accurate and complete before submitting.
- ❖ We are unable to hold registration forms any earlier than the registration dates so please do not send them in prior to then.

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1. Overview to Supervised Experience

- 1.1 BASES accreditation is awarded to those practitioners who are deemed to have the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist.
- 1.2 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 developing practitioner SE is a key stepping stone to a career as a sport and exercise scientist.
- 1.3 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.
- 1.4 SE is the normally recommended but optional route to BASES accreditation. On successful completion of SE individuals still have to formally apply for BASES accreditation, but this will be automatically granted if all the other requirements (insurance etc) are fulfilled. Members may apply for accreditation directly without having undertaken SE.
- 1.5 Individuals registered for SE shall be entitled to use the name 'BASES Supervised Sport & Exercise Scientist for a maximum period of six years.

2. Supervised Experience Requirements

- 2.1 Successful completion of BASES SE requires participants to be able to demonstrate that they have attained the required level of competency in the BASES standards of proficiency for sport and exercise scientists and to have carried out (and logged) 500 hours of supervised practice with a minimum of 400hrs within their chosen domain of expertise.
- 2.2 Domain of expertise (also known as scope of practice) refers to the area or areas of sport and exercise science within which an accredited member has the knowledge, skills and experience to practice lawfully, safely and effectively, in a way that meets BASES' standards and does not pose any danger to the public or the individual.
- 2.3 It is possible to complete SE within two years, however depending on individual circumstances participants take longer than two years. Successful completion of SE in two years is possible when the supervisee:
 - Has significant quality contact time with their supervisor
 - Is in a position to be able to achieve the 500 hours of supervised practice within the time-frame.

A maximum length of six years is allowed for SE completion.

Your BASES membership must remain continuous throughout the entire time you are on the SE programme, even if you decide to take a break from working directly on SE. Failure to keep your membership up to date could lead to re-registration onto SE at £200.

- 2.4 Supervisees must be supervised by one or more supervisors who have gone through the BASES supervisor training and are on the accepted list of SE Registered Supervisors.
- 2.5 Individuals who have a BUES endorsed undergraduate degree and who complete a relevant postgraduate degree will be considered as having the required level of underpinning technical knowledge and understanding for accreditation.

- 2.6 Where 2.5 is the case the focus of the SE period is in helping the practitioner understand and to develop the core skills and knowledge required to be able to operate effectively as a practitioner within their chosen domain of expertise.
- 2.7 When an individual does not have the apposite BASES recognised undergraduate and post graduate qualifications they will be required during their period of SE to demonstrate that they have the required depth and breadth of underpinning sport and exercise science knowledge.
- 2.8 Individuals are required to identify whether they have completed a BASES Endorsed undergraduate degree, using the BASES website. If they have not completed an endorsed degree, the individual is required to complete Appendix 1 and 2 of the registration form, to provide evidence of the modules undertaken and whether this meets the minimum criteria. A learning proposal should be included to address any deficiencies identified which will be fulfilled during the period of SE. Such a multidisciplinary focus is important to ensure that all sport and exercise scientists have grounding in the fundamental disciplines recognised by the Association. Further information can be found within the 'Guidance for Assessing Non-BUES Degrees' document.
- 2.9 The methods used during the period of SE should include observation of good practice, working jointly with the supervisor, undertaking a period of supervised practice, plus activities designed to develop, disseminate and apply the body of knowledge in a variety of settings (case study discussions), and attendance at relevant BASES or other appropriate conferences and workshops.
- 2.10 To successfully complete SE, a supervisee must:
- Provide evidence of having completed a relevant post graduate degree. Only in very exceptional circumstances will an applicant be able to complete SE without completing postgraduate study. In these circumstances applicants will be required to submit an enhanced portfolio. Examples of very 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.
 - Attendance at the five BASES core SE workshops (entry, professional ethics for sport and exercise scientists, reflection practice for sport and exercise scientists, understanding your client, safeguarding welfare) and two BASES endorsed workshops or two days at BASES conferences or 8 BASES webinars
 - Documented completion of 500 hours of logged supervised practice plus reflection (up to 150hrs may be backdated to include work placements previously undertaken as far back as 3rd year UG degree or 5 years previous) within the chosen domain of expertise
 - Documented case study meetings with supervisors, including outcomes and reflections
 - Two client references
 - Logged and signed off evidence of demonstrating the required level of competency in the BASES standards of proficiency for sport and exercise scientists
 - Final signing off by the supervisor – in other words a senior peer of the profession has judged the applicant to be safe and fit to practice as a sport and exercise scientist
 - *A case study or details of relevant publications and presentations are not explicitly required, however these methods may be used by the applicant to help demonstrate attainment of the required level of competency.*

• BASES Supervised Experience Process

- 3.1 Entry on to the SE programme is via the online [BASES registration process](#). The initial registration fee of £200 includes the cost of attending the BASES core Entry workshop, which must be attended to start the process. There will be additional fees required to attend the other core workshops; however some Universities may offer these as part of their postgraduate syllabus.

As part of the SE process, all supervisees must attend two elective BASES endorsed workshops or attend 2 days at the BASES Conference or Student Conference or 8 BASES webinars.

Potential costs for Supervised Experience are:

SE Administration Fee – £200* (includes Entry Workshop fee)

4 x Core Workshops:

- ethics and confidentiality - £100
- reflective practice - £100
- understanding your client - £50
- safeguarding welfare in sport and exercise science - £50

2 x BASES endorsed workshops - varied or cost of BASES conference attendance - varied

Supervisor Costs – to be agreed between supervisee and supervisor

**The administration fee is non-refundable once the registration form has been submitted. Any cancellations or withdrawals received up to 14 days before the workshop are subject to a 50% cancellation charge on the workshop fee (£100). All workshop fees are forfeited thereafter. Please note that if a delegate does not cancel and does not attend, then they are still responsible for payment. Further details at: <http://www.bases.org.uk/Workshop-Booking-Information>*

- 3.2 At the point of registration, applicants will be asked to confirm:

- They are members of BASES
- They hold a BUES recognised undergraduate degree in sport and exercise science or equivalent in an appropriate subject
- Their post-graduate training status – i.e. they must provide either evidence to show the award of, or current registration for, a relevant higher degree or equivalent
- They have the agreement of a supervisor who is on the BASES supervisor register who will have judged the applicant's abilities to be appropriate for undertaking SE.

- 3.3 In order to formally commence SE, applicants must have attended the BASES SE entry workshop – the period of SE does not start until an applicant has attended this workshop.

- 3.4 Within two months of attending the entry workshop the supervisor and supervisee electronically submit to their assigned BASES Reviewer, a current '*Supervised Experience Competency profile*' for the supervisee against the BASES accreditation standards of proficiency.

- 3.5 The completed '*Supervised Experience Competency Profile*' is reviewed by the BASES SE Reviewer who assesses the initial portfolio and provides feedback back to the supervisee and supervisor - they will either accept, accept subject to minor modifications, or reject the submission. In each case the candidate will receive written recommendation on how to progress.

- 3.6 During the course of the SE period, the supervisee and supervisor must submit the following for assessment by the supervisee's assigned reviewer:

- Entry profile within 2 months of commencing SE (submission 1, SE Entry Profile).

- At the half way point (notionally at the end of the first year) a revised profile indicating progress over the last 6 months, key areas to develop and providing current evidence to support the supervisee's current profile (submission 2).
 - After a minimum of two years, the final paperwork to complete SE, demonstrating the applicant as full competency in the BASES standards of proficiency for sport and exercise scientists ('Submission 3 – Final submission'). The process above is set out in Appendix 2
- 3.7 After successfully completing SE, the applicant may apply for BASES accreditation during the next application period, for which there is a fee of £100.

• Supervised Practice

- 4.1 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.
- 4.2 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.
- 4.3 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 (ie research, pedagogy, support).
- 4.4 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, signed off and are those that meet the SE requirements below. Hours can be back dated as far as 3rd year UG or 5 years previous.
- 4.5 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 with agreement of the named supervisor, as long as their expertise is appropriate to the supervisee's development.
- 4.6 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.
- 4.7 It is expected that the supervised practice hours are made up by a mixture of circumstances relevant to the individual's development; for example one to one sessions, group sessions, measurement and recording.
- 4.8 It is expected that a supervisor directly observes at least 20 hours of a supervisee's practice hours.
- 4.9 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.
- 4.9 Some supervisees may undertake work with children, young people or vulnerable adults and a CRB check may be indicated, along with attendance at a Safeguarding and Protecting Children and Vulnerable Adults workshop. However the variety of individual circumstances, the extent of supervised/sole working, and an individual organisation's own policies make it impossible for BASES to provide detailed guidance. BASES recommends that the supervisor and supervisee discuss the placement with the host to determine whether a CRB check is required and/or attendance at a workshop. Consideration of the issues involved and appropriate action will be a means of fulfilling

some of the competency requirements for accreditation, particularly 10. *Professional relationships and behaviours*.

• Finding a Supervisor

- 5.1 Only individuals on the BASES supervisor register may be used as SE supervisors. All individuals on the list have been through the BASES supervisor training workshop. A list of BASES Registered Supervisors can be obtained from the BASES website: <http://www.bases.org.uk/SE-Registered-Supervisors>
- 5.2 Supervisees should seek to use a Supervisor who has experience and expertise within the primary discipline within which they want to specialise, as well as domain of expertise.
- 5.3 It is possible that supervisees will wish to change supervisors for their second year of SE, or use a pool of supervisors (especially if the first year of SE runs parallel with doing a post graduate degree). The BASES Office must be made aware of these changes should they occur; education@bases.org.uk.
- 5.4 BASES recommend that in all cases the supervisee and supervisor enter into a written agreement with regards the commitment and expectations of both parties and have produced an agreement document which may be used for this purpose (Appendix 3). This will be covered further at the first workshop.
- 5.5 It is quite likely that supervisors will charge for their services. Fees are likely to vary since supervisors may be independent or their services may in full or in part be bound up with an educational course (and provided as part of that course) or an employment situation. BASES does not set supervisors fees or have any influence over the rate charged. Applicants should ensure they are aware of any fee before entering into an agreement with a supervisor.
- 5.6 BASES is not responsible for finding an applicant a suitable supervisor, however we do recommend that you read carefully the BASES guidelines for working with a supervisor.

• Successful Completion of SE and Application for Accreditation

- 6.1 When the supervisee and supervisor both feel that the point of completion has been reached, the supervisor must give final feedback for the completed SE Competency Profile and a complete final submission should be sent to the reviewer for final review. See Appendix 1 on page 9 for completion process.
- 6.1 Once supervisees have been formally notified that they have successfully completed SE, they may apply for BASES accreditation. Applications for accreditation will then be considered at the next Accreditation Committee meeting. Accreditation will be fully dependent on SE being successfully completed.
- 6.2 Applications for individual Accreditation will be assessed against the BASES standards of proficiency for sport and exercise scientists. Applicants must:
 - be a professional member of BASES
 - sign to abide by the BASES code of conduct
 - hold appropriate Professional Liability Insurance
 - have successfully completed BASES Supervised Experience
 - pay the Accreditation application fee

7. Further Information

Further information and copies of all application forms and guidelines can be obtained from the BASES website.

<http://www.bases.org.uk/Supervised-Experience>

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Appendix 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 the 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 evidence requested.
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3. Applicant attends the BASES Supervised Experience Entry Workshop at which point their SE formally commences. BASES allocates a reviewer (who will be from same discipline) to the applicant.
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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 and a courtesy 4 weeks notice should be given to the reviewer prior to submission.
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5. Reviewer accesses portfolio via One Drive and feeds back to the supervisor and supervisee within one month.
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6. At the half way point (normally at the end of the first year) a revised profile is to be submitted by the supervisee, following sign-off from the supervisor and feedback, indicating current levels, key areas to progress and annotating evidence for current profile. Again a courtesy 4 weeks notice should be given to the reviewer prior to submission.
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7. Reviewer accesses portfolio via One Drive and feeds back to the supervisor and supervisee within one month.
↓
8. When the supervisor believes that the supervisee fully meets the competencies and has completed the supervised practice hours, a final profile and portfolio is to be submitted by the supervisee, following sign-off from the supervisor, to the reviewer annotating evidence for current profile. Again a courtesy 4 weeks notice should be given to the reviewer prior to submission.
↓
9.
↓
10. Reviewer accesses the portfolio and provides feedback to the supervisor and supervisee. If the reviewer agrees the supervisee has reached completion level, final feedback is given to the supervisee and supervisor and the reviewer makes a recommendation to BASES Office to complete.
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10. The Supervisee emails access to their SE One Drive folder 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 letter to the applicant inviting them to apply for accreditation.

Appendix 2: ACCREDITATION CRITERIA

INDIVIDUAL ACCREDITATION

Applications for individual Accreditation will be assessed against the BASES standards of proficiency for sport and exercise scientists.

The individual will:

- 1 be a professional member of BASES
- 2 sign to abide by the BASES code of conduct
- 3 hold appropriate Professional Liability Insurance
- 4 **have successfully completed the new BASES Supervised Experience scheme effective from December 2009**

or will submit

- 5 a 1 page summary CV detailing their current/recent employment, plus details of current/recent work relevant to their application, including confirmation of minimum contact time
- 6 electronic scanned proof of all relevant qualifications
- 7 the names, email addresses and contact details of three referees, one of whom is a mentor
- 8 a completed competency profile detailing how the applicant meets the specific accreditation standards, including at least one case study following the BASES guidelines

For further details on BASES Accreditation please visit:

<http://www.bases.org.uk/Accreditation/Accreditation>

Appendix 3:

Sample Supervisor-Supervisee Agreement



SUPERVISEE-SUPERVISOR AGREEMENT

Terms of Agreement

By both signing this document, we agree to the following:

The Supervisee and the Supervisor acknowledge that the prime outcome of the relationship is for the Supervisee to acquire knowledge, and in particular practical experience, imparted by the opportunities existent within Supervised Experience and under the guidance of the Supervisor, so as to meet the competencies required to become a Practitioner.

The Supervisee and the Supervisor are expected to behave in a professional manner during the relationship, thus participating in an efficient and effective manner so as to expedite Supervised Experience, whilst maintaining a degree of thoroughness.

The Supervisee-Supervisor relationship shall last until the requirement of hours and competencies are met.

Whether for internal or external reasons, termination of this agreement may be given in writing to the other person no less than twenty-eight (28) days in advance.

Expectations of the supervisee:

- To familiarise yourself with the BASES guidelines and the requirements of Supervised Experience prior to application
- To familiarise yourself with and to adhere to the BASES Code of Conduct
- To take responsibility for the completion of the application form and annual reports and to contact your supervisor at least 4 weeks prior to deadlines to complete these
- Be the initiator of meetings and all other necessary requirements.
- Maintain a comprehensive logbook recording all your relevant work experience and CPD and to provide updates to your supervisor
- To seek and undertake appropriate work experience that provides opportunities for the development of technical competencies; this will usually require you to be working in an environment in which you have access to a physiology laboratory and clients

- To undertake appropriate internal and external CPD (continuing professional development)
- To be available to undertake appropriate work experience with your supervisor that allows for the assessment of your technical competencies
- To identify and undertake a scientific support case study where applicable
- Give advanced notice of any changes that could hamper making meetings, or impact on Supervised Experience

Expectations of the supervisor:

- To make an initial assessment of the supervisees technical competencies and development needs analysis
- Support of the application for supervised experience
- To help identify work experience and CPD opportunities relevant to your development needs
- Provision of work experience opportunities that allow for the development and assessment of your technical competencies
- Mentoring of the supervisees applied support work and technical development
- Review of the development and progression and support of reports submitted
- Guidance on a case study, where applicable
- Give advanced notice of any changes that could hamper attendance at meetings, or impact on Supervised Experience
- Formally acknowledge to both the supervisee and BASES, when the supervisee has completed SE

Cost of supervised experience

A charge of £ per annum will be made for undertaking Supervised Experience, payable to your supervisor. It should be noted that this cost is in addition to the BASES SE fees and that the supervisee is responsible for the cost of all external CPD and workshop costs.

Supervisor's Name _____ *Supervisee's Name* _____

Signature _____ *Signature* _____

Date _____ *Date* _____