As stated within the ‘SEPAR Qualification handbook’, BASES supports the notion of Accreditation of Prior Experiential Competence (APEC) for the SEPAR; this will, however, be restricted to those who hold alternative, yet relevant professional qualifications (e.g., BASES, AASP, APS, APA).

Candidates can request APEC for up to half of the full SEPAR process (this is based on the 2-year registration) and must be able to provide demonstrable evidence that they will be able to complete the SEPAR within a 1-year period. Requests for APEC must be made when the candidate applies to the SEPAR with each case then being considered on its merit and capability to whether the necessary competencies can be demonstrated by the expected completion point.

**The application and progression process for APEC**

Although the SEPAR progression details can seen within the ‘SEPAR Candidate Handbook’, there are some slight amendments to the process for those claiming APEC and annex 1 of this document provides an overview of this process.

The process will commence in the same manner as all applicants to the SEPAR in that an application form will be completed, followed by attendance at the ‘Introduction to SEPAR’ webinar. Candidates will then be required to complete the ‘SEPAR Application Competence document’ where evidence relating to their claimed competence and activities for addressing any shortfalls in competence will need to be detailed. Candidates will then be required to complete the ‘SEPAR final competence document’ 12-months following the application competence document.

Acknowledging that individuals seeking APEC will already have a professional qualification there will be no expectation for them to complete the mandatory workshops other than the Introduction to SEPAR webinar.

**Minimum expectation for evidence**

To ensure parity with the evidence submitted by all candidates admitted to the SEPAR (irrespective to whether APEC has been approved), there is an expectation for the following to be evidenced within the final submission:

1. Evidence for any additional ‘actual’ hours of independent practical application / consulting activity via a log of activities.

2. 1 x evidence-based case study that should be no more than 5000 words in length. Within the case study a detailed insight to the case formulation, needs analysis, intervention process, evaluation of work, and reflective accounts should be evident. References are not to be included within the word count.

Note – applicants are directed towards the ‘Author Guidelines’ for the Case Studies in Sport and Exercise Psychology journal - https://journals.humankinetics.com/page/authors/cssep
3. A reflective account to professional development. This should be 5000 words in length and cover the following subheadings:

   a. Personal approach to Sport and Exercise Psychology activities (i.e., what is your practice philosophy and how has it developed; How do you work effectively across varying populations; How has your practice and/or philosophy changed over time);

   b. Development of your own practice (i.e., how are counselling skills included in your work and where are they evidenced; any development activities that have been completed and how have they influenced your work);

   c. Professional compliance and duty of care (i.e., examples of ethical scenarios / challenges that you have faced and how have they been addressed; approaches to confidentiality with reference to specific examples);

   d. Management of resources, risks, self and others (i.e., evidence of CPD such as Mental Health 1st aid and how it has influenced practice; how do you manage caseloads; approaches to working across individuals, groups and organisations – who is the client?);

   e. Dissemination of psychology practice (i.e., evidence to how you engage with varying audiences including academic and lay-person; evidence of communication with others either in e.format or written).

4. Written document from an HCPC Practitioner Psychologist to confirm that they have observed you in practice (this can be either live or via a recording) and completed a post practice discussion.

Fee structure for individuals claiming APEC for the SEPAR

The fee structure for those claiming APEC for the SEPAR will be £1000. The fees cover some limited training and development activities (as noted below), but do not cover additional training and development activities that candidates may need to undertake to fully demonstrate competence (e.g., course enrolment, conference attendance). Although BASES reserves the right to amend fees for the SEPAR, increases will not apply to those already enrolled.

For all candidates, a payment of £600 is required at the application stage; this is to cover all necessary initial administrative costs required in the first two months. The final payment of £400 will be required at the point of the final submission.

The training and development activities included within the SEPAR fee for those claiming APEC include:

- Introduction to SEPAR workshop (to take place between application and initial competence profile submission)
- 2 additional BASES workshops / webinars of the candidate’s choice

All payment information is provided within the SEPAR Candidate handbook.
## Annex 1: Overview of the SEPAR process for candidates applying for APEC

<table>
<thead>
<tr>
<th>Time point</th>
<th>Candidate role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. By 1 February or 1 August</strong> - candidates submit their application documentation to the BASES office <strong>no later than 2 months</strong> prior to their preferred submission date for the competence document. At this point BASES informs DDC to commence DBS check. On receipt of all relevant application information and a clear DBS check, the BASES office will allocate a ‘One-Drive’ log-in for the candidate, supervisor and assigned reviewers.</td>
<td>SEPAR Application Form Liaison with DDC</td>
</tr>
<tr>
<td><strong>2. Attendance at the Introduction to SEPAR workshop</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>3. E-submission of SEPAR competence documentation by 1 May (Feb enrolment) or 1 November (Aug enrolment)</strong></td>
<td>SEPAR application competence document</td>
</tr>
<tr>
<td>Reviewer feedback within 8 weeks and confirmed by SEPAC in <strong>July or January</strong></td>
<td></td>
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<tr>
<td><strong>4. Final e-submission (12-months post initial submission)</strong></td>
<td>SEPAR final competence document</td>
</tr>
<tr>
<td>Reviewer feedback within 8 weeks and confirmed by SEPAC in <strong>July or January</strong> where a final DBS check will take place</td>
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<tr>
<td>Completion of SEPAR reported at the next available Accreditation Committee</td>
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<td><strong>5. Following confirmation at the SEPAC, candidates are eligible to be labelled as BASES Accredited and eligible to apply for registration with the HCPC</strong></td>
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<tr>
<td><strong>6. Once HCPC registration is granted, candidates can label themselves as SEPAR completed and use the full title as HCPC Practitioner Psychologist: Sport and Exercise Psychologist once they have been admitted to the HCPC register.</strong></td>
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