

BASES Sport & Exercise Psychology Accreditation Route (SEPAR) Accreditation of Prior Experiential Competence (APEC) Handbook¹

As stated within the 'SEPAR Qualification handbook', BASES supports the notion of Accreditation of Prior Experiential Competence (APEC) for the SEPAR. This shortened route is reserved for potential candidates who hold alternative, yet relevant professional qualifications (e.g., BASES, AASP, APS, APA).

All individuals wishing to be considered for APEC must also be able to evidence all of the necessary entry criteria (as detailed in the SEPAR Pre-Application Process document and SEPAR Qualification document (section 2.1) also complete **Annex 1: Supplementary evidence to support APEC** as part of their application.

Having completed the on-line application for SEPAR registration, candidates wishing to complete the SEPAR via the APEC route, must be able to provide demonstrable evidence via the submission of an **APEC Initial competence profile** that they will be able to complete the SEPAR within a shortened period. The **APEC Initial competence profile** will need to be submitted no later than **1 month** after the candidate has completed the on-line SEPAR application. Each **APEC Initial competence profile** will be reviewed by two SEPAR reviewers and feedback will be returned to the candidate within a 4-week period. Should the application not be successful, candidates will be able to transfer to the full SEPAR (either 2, 3 or 4-year route).

The application and progression process for APEC

Whilst all details associated with the entry requirements and pre-application processes are in the SEPAR Pre-Application Process document, and SEPAR Qualification Handbook (section 2.1), there are some variations to the process for progressing through the SEPAR for those registered on the SEPAR as APEC candidates. Annex 2 of this document outlines the APEC candidate journey.

Once admitted to the SEPAR following the on-line application, the BASES office will complete the necessary checks and review processes. Whilst this is taking place, the candidate will be required to prepare their **APEC Initial competence profile** ready for submission no later than 1-month after the on-line application deadline. On receipt of the feedback, the candidate will either continue with their APEC journey or move to the full SEPAR route and attend the 'Introduction to SEPAR' webinar. Having attended the 'Introduction to SEPAR' webinar, candidates will then be able to continue with their supervised training prior to submitting their SEPAR final competence profile 14-months post their APEC Initial competence document submission.

¹ January 2022

Minimum expectation for evidence at the final submission stage

It is a requirement for APEC candidates to submit the following sources of evidence within their final submission. The documentation should reflect candidate SEPAR engagement.

1. Evidence for any additional 'actual' hours of independent practical application / consulting activity, CPD and supervisor activity, and, dissemination and citizenship via a log of activities. This should enable the reviewers to distinguish between the activity that took place prior to SEPAR, and that conducted under supervision as part of the SEPAR.
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 and should be formatted according to APA 7 or another recognised referencing format (e.g. Harvard).

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. Whether observations are conducted by your SEPAR supervisor or another HCPC practitioner in a supervisory work capacity, please use the supervisor observation template to conduct the observation where possible. The SEPAR Supervisor/HCPC Practitioner must confirm that they have observed you in practice (this can be either live or via a recording) and completed a post practice discussion. APEC candidates will need to register **at least 10 hours** of observed practice by their supervisor during their SEPAR registration period, and this is clearly identifiable as such within their practice log.

Fee structure for individuals registered on the SEPAR as an APEC candidate

The fee structure for those registered on the SEPAR as an APEC candidate will be **£1500**. The fees cover some limited training and development activities (as noted below) and the initial Disclosure and Barring Service (DBS) check only (but not that of the update service), but not any 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 **£800** is required at the on-line application stage; this is to cover all necessary initial administrative and review costs. The final payment of **£700** will be required at the point of the final submission.

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

- Introduction to SEPAR webinar
- And any two of the following workshops:
 - BASES Safeguarding workshop*
 - BASES Ethics in Professional Practice workshop*
 - BASES Reflective Practice workshop*
 - BASES Case Study workshop* **
 - BASES Practice Philosophy workshop*
 - BASES Equity, Diversity, and Inclusivity in Sport & Exercise Psychology workshop*

Please note that the APEC application fee **DOES NOT** include the:

- BASES Mental Health in Sport and Exercise units
- BASES Counselling Skills workshop

* If a candidate cancels within 7 days of a workshop, then a fee will be charged on rebooking (See section 3 of the Qualification handbook)

** Please see section 2.0 of the SEPAR Candidate Handbook ('Specific information regarding the case study workshop' parts ii and iii)

Annex 1 - Supplementary evidence to support APEC

Please provide information for each of the following sections to evidence how your previous experiences are equivalent to those expected for a candidate enrolling on the SEPAR as an APEC candidate.

As outlined in the Candidate handbook, APEC candidates will have extensive competence across the knowledge, skills, self-development and management, and experience sections of the competence profile via the completion of prior relevant professional qualifications. It is, therefore, broadly assumed that they will be able to claim a rating of 4 for the majority of competency areas. Candidates accepted onto the APEC route are referred to the SEPAR Candidate Handbook and SEPAR APEC Handbook for specific information.

Name of professional qualification:

Name of professional body:

Year of completion/registration/accreditation:

Qualification certificate: Appendix [insert number] – please ensure this is legible

For each section, please provide brief information (no more than 200 words) to how you have covered the topic area. Please direct the reviewer to **specific evidence** to show where the material was covered and assessed.

Please detail the regularity and the format of supervision and the estimated amount of supervision contact <u>since the completion of your professional qualification:</u>
Please detail the typical focus of the meetings and provide examples to how your practice has developed as a result of supervision:
Please detail the extent to which practice observation has taken place and how this has been recorded and reflected upon:
Please detail any specific training / CPD activities that have taken place as a result of the supervision:

Post qualification / pre-SEPAR supervision provided by:

HCPC (or regulatory/accrediting body if from outside of the UK) registration number or evidence of award held (please ensure this is legible):

To support the above, please ensure that letter of endorsement from the individual/s who provided the supervision post qualification / pre-SEPAR that outlines the record of supervision activities (regularity, amount, format etc.). The letter should also include an assessment of the completed hours (e.g., practice, dissemination, CPD) against the SEPAR totals.

Annex 2: Overview of the SEPAR process for candidates who successfully apply for the APEC via the pre-application process

Time point	Candidate role
<p>1. <u>By 1 February or 1 August</u> - candidates complete the SEPAR on-line application</p> <p>At this point BASES informs DDC to commence DBS check*</p> <p>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</p>	SEPAR Application Form
<p>2. E.submission of APEC Initial competence profile by <u>1 March (February enrolment) or 1 September (August enrolment)</u></p>	APEC Initial competence profile
<p>Reviewer feedback within <u>4 weeks</u> and confirmed by SEPAR Advisory Group in <u>July or January</u></p>	
<p>3. Attendance at the Introduction to SEPAR webinar (as an APEC candidate)</p>	N/A
<p>4. E.submission of APEC final competence profile (14-months post APEC Initial competence profile submission)</p>	APEC final competence profile
<p>Reviewer feedback within 8 weeks and confirmed by SEPAR Advisory Group in <u>July or January</u> where a final DBS check will take place via Update service or via full application to DDC at applicants' own cost. *</p>	
<p>5. Following confirmation at the SEPAR Advisory Group, candidates can label themselves as SEPAR completed and are eligible to apply for registration with the HCPC that will be at their own cost.</p>	
<p>6. Once HCPC registration is granted, candidates can use the following title - HCPC Practitioner Psychologist: Sport and Exercise Psychologist.</p>	

* The entry to, and end of, SEPAR checking processes will be determined by information detailed in the SEPAR Qualification Handbook, Annex 2.