BASES Sport & Exercise Psychology Accreditation Route (SEPAR)
Qualification Handbook

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1.0 Governance and Structure

‘BASES’ stands for the British Association of Sport and Exercise Sciences. BASES is the professional body for sport and exercise sciences in the UK and is a Company Limited by Guarantee Registered in Cardiff No. 5385834.

The overriding mission for BASES is to: Deliver excellence in sport and exercise sciences. Inherent within the mission is the vision to be recognised as the UK’s leading professional body in sport and exercise sciences.

Further to being governed in accordance with the set of principles outlined in its Memorandum and Articles of Association, the organisations has a number of strategic imperatives within its Strategic Plan (2015-2020) that are underpinned by its core values: equality and diversity, ethics and integrity, good governance, and, openness and transparency.

1.1 BASES Structure

The general management of the affairs of the Association is directed by a Board, which meets normally not less than five times a year and, when complete, shall consist of the Chair, a Chair-Elect (in the year preceding office), Divisional Chairs, Executive Officer and normally two non-executive directors (appointed by the Board). The Board can also co-opt additional members. The Elected Officers shall normally hold office for a two-year period until the conclusion of the AGM two years after their election and will be eligible for re-election. The Board reports annually to the members via an Annual Report. The members of the Board (excluding co-opted members) will be appointed directors of the Association.

1.2 Operational Group

The Operational Group is responsible for the day-to-day running of the Association and is accountable to the BASES Board. It is made up of the Executive Officer (Chair), Office Manager and BASES employed staff. Its main areas of responsibility are to: Assist the Board, Divisions and other BASES Committees to action the strategy developed by the Board; Prepare operational reports for the Board; Oversee the operational management of the Association; and provide a high quality interface between BASES, its members and key stakeholders.

1.3 The Divisions

BASES has five Divisions, which exist to contribute to the management of BASES by implementing the strategy developed by the Board. The Divisions (Biomechanics and Motor Behaviour, Physiology and Nutrition, Psychology, Physical Activity for Health, and Sport and Performance) have a consistent high-level structure with a Chair, Deputy Chair, CPD representative, Membership representative, and Student representative.

In addition to the high-level structure, the Division of Psychology has three further themes (each with a thematic lead) within its structure, and these span the education, research, knowledge exchange continuum:

1. The Mental Health and Wellbeing theme covers mental health across the athletic lifespan; ethics and practice of clinical sport psychology; promoting exercise for mental health and wellbeing;

2. The Engagement and Development theme is concerned with psychosocial developmental considerations of athletes and exercisers, and their support network, over the lifespan. Particular areas of interest include, but are not limited to, youth to masters athletes at the recreational and elite level; talent development; parent, coach, and peer relationships; transitions; life skills and positive youth development; organisational considerations and
influences; dual careers; development of psychological characteristics. Within this theme, considerations for people of all ages involved in both competitive sport and organised exercise activities will be considered;

3. The Performance Excellence theme is concerned with "Personal and environmental factors that might enhance or inhibit optimal human performance". The mission of this strand is to develop and share knowledge of performance excellence for current and future BASES members via the following three aims: i) To enhance the sharing of information relating to professional practice and performance enhancement; ii) To appreciate the multidisciplinary nature of achieving performance excellence; and iii) To contribute to the broader BASES professional culture.

1.4 BASES Committees

To support the work of the BASES Board, Operational Group, and Divisions, there are a number of additional committees to enable achievement of the organisational mission, vision, and objectives. These include:

- The CPD Committee - promotes and facilitates good practice in all aspects of education, training and professional development for those within sport and exercise sciences, and organises a programme of high quality education workshops;
- The Accreditation Committee - manages the BASES Accreditation scheme;
- The Awards Committee - manages all awards and grants;
- The Laboratory Committee - manages the Lab Accreditation scheme;
- The TSES Editorial Committee - manages the quarterly publication;
- The BUES Committee - manages the undergraduate endorsement scheme.

BASES is also governed by “The Rules” (http://www.bases.org.uk/write/Documents/RulesJan13.pdf), which means regulations, not covered in the articles, governing the Association’s internal affairs. The Board has the power to make or alter the Rules, provided such new regulations or alterations are approved retrospectively at the next available quorate general meeting by a simple majority.

1.5 The Accreditation Committee

The Accreditation Committee manages the existing BASES Accreditation Scheme across Sport and Exercise Sciences and comprises a review team spanning psychology, physiology and biomechanics, in addition to membership from the Operational Group. The terms of reference for the Accreditation committee can be seen in annex 1 of this document.

Given that successful completion of the Sport and Exercise Psychology Accreditation Route (SEPAR) will provide eligibility to apply for registration with the Health and Care Professions Council (HCPC), a separate Sport and Exercise Psychology Accreditation Committee (SEPAC), will sit underneath the full Accreditation Committee and comprise reviewers, representatives from end-user organisations, external examiners (one academic-based practitioner, one independent practitioner) and a member of the Operational Group. The SEPAC will have the formal role of confirming all aspects associated with candidate enrolment to, progression throughout, and completion of the accreditation process, and make its recommendations to the Accreditation Committee for confirmation.

The SEPAC is also charged with ensuring currency of the qualification in addition to the training and development of reviewers and supervisors. It is anticipated that the SEPAR will be subject to a full review for currency on a 5-year cycle. To facilitate the review, candidates will be invited to complete an annual feedback report to provide information to the SEPAC relating to, for example: development of contemporary topics; administration for the SEPAR; development and training opportunities; review processes; and, supervision.

The terms of reference for the SEPAC can be seen in annex 2 of this document.
1.6 External Examiners for the SEPAR

The SEPAR will have two appointed External Examiners, who will hold registration as Practitioner Psychologists with the HCPC to ensure that the quality assurance and procedural policies within the boundaries of the SEPAR are adhered to. The External Examiners will normally serve for an appointment period of 4 years with the experience across the external examiners spanning academic-practitioner, and independent/self-employed practitioner roles. External Examiners are required to submit one annual report per year and attend one SEPAC per year. To facilitate their role, External Examiners will be provided with a sample of the submissions for the SEPAR with specific focus being on the appropriateness of the content of the SEPAR, the evidence provided by candidates to claim competence, the support afforded to the candidates throughout their SEPAR process, and the currency of the competency areas. External Examiner reports will be used to contribute to any necessary actions for the 5-year review of the SEPAR but should there be any significant quality assurance and/or procedural issues highlighted in the interim, the SEPAC, through the Accreditation Committee will seek assistance from the HCPC to address any issues in a way that is not of detriment to those on the SEPAR.

External Examiners will receive remuneration to the value of £350 per year and have their travel and subsistence expenses claimed when attending SEPAC meetings. Should External Examiner’s not be able to attend SEPAC meetings (either in person, or via e-formats), they will be required, in advance, to inform the SEPAC chair of any specific issues that they would like to have raised within the meeting.

A representative of the SEPAC will be nominated to respond to External Examiner comments raised within their reports, that will be submitted on an annual basis and no longer than 4-weeks following the SEPAC meeting to which they attended (or were due to). External Examiner payments will be made on receipt of their report.

1.7 Professional recognition and appropriate use of titles

Once individuals on HCPC approved education qualifications have successfully completed, they are then eligible to apply for registration with the HCPC. Given that the title ‘Sport and Exercise Psychologist’ is legally protected by the Health Professions Order 2001, it may only be used by practitioners on the HCPC Register (for more information see www.HCPC-uk.org). A person commits an offence if they use a protected title if they are not registered with the HCPC. It is also an offence to intend to deceive by implying that you are a member of one of the professions that the HCPC regulate.

Until the point of registration with the HCPC, individuals enrolled on the BASES Sport and Exercise Psychology Accreditation qualification should use the title ‘Sport and Exercise Psychologist in Training (SEPIT)’. In addition to this, it is essential that all candidates inform clients of their training status; further information on this is provided within the ‘SEPAR Practice Placement handbook’ (section 6.2).

On completion of the accreditation process, members are eligible to label themselves as BASES Accredited, with the full title as a ‘Sport and Exercise Psychologist’ being appropriate once they have been admitted to the HCPC register.

BASES would emphasise strongly that members run a risk of prosecution if they describe themselves in a way that could mislead the public. Furthermore, the BASES code of conduct guides members on competence, professional and personal conduct (see sections 6 and 7 of the BASES Code of Conduct).
2.0 Qualification process: Enrolment to Re-accreditation

The following information outlines the full Sport and Exercise Psychology Accreditation Route (SEPAR) process that, once enrolled on, is planned to be either 2, 3, or 4-years in duration. Candidates are required to stipulate the intended duration of their enrolment at the application stage. Candidates admitted to the SEPAR are reminded that they are classified as being on an independent training route, that when successfully completed, gives them eligibility to apply to be admitted to the HCPC register as a Sport and Exercise Psychologist. Those admitted to the SEPAR are, therefore, to expect formal tuition, learning materials or access to specific tutors other than via BASES organised learning and development activities. It is the responsibility of the candidate to ensure that they are appropriately supported throughout their ‘SEPiT’ status training and that they have access to all necessary resources to fulfil the demonstration of the necessary competences.

Those enrolled on the SEPAR are by definition members of BASES and automatically entitled to the following:

- Free attendance to ‘free-to-members’ BASES Division Days;
- Free access to ‘member-only’ BASES webinars;
- Cheaper prices on selected external CPD courses;
- Subscription to BASES’ quarterly publication, The Sport and Exercise Scientist;
- Receive up-to-date sport and exercise related news and information, plus information on regular job vacancies via the e-mail newsletter;
- Preferential rates for professional indemnity cover;
- Any other BASES member benefits.

Candidates will be able to find detailed information regarding the SEPAR within their ‘SEPAR Candidate handbook’ where, in addition to explanation of the competencies that they will need to demonstrate, advice to how to access supervisors will be provided.

2.1 Entry requirements

To be eligible for enrolment onto the SEPAR it is necessary for candidates to provide the following:

1. Professional membership of BASES;
2. Confirmation that the applicant holds all necessary relevant qualifications:
   - MSc Sport and/or Exercise Psychology;
   - Evidence of underpinning psychology knowledge (e.g., professionally accredited BSc psychology course, professionally accredited PGCert / conversion psychology course; 60-credit Open University module ‘Investigating Psychology 2’);
3. Where appropriate, evidence a standard of proficiency in the English language to IELTS grade 7 (with no less than 6.5 in any area);
4. Confirmation from a suitably qualified individual that they are prepared to fulfil the required supervisory role throughout the SEPAR. This means that they hold HCPC Registered Psychologist status, are a BASES professional member, and they have completed the relevant supervisory training for the SEPAR.
5. Confirmation of professional indemnity cover.

Disclosure and Barring Service (DBS) Check

On receipt of the SEPAR Application document, the BASES Office will commence the DBS check. The DBS check (that will include a DBS Check at Enhanced level, checks against the Barred List, and any relevant ID checks) will be completed by Due Diligence Checking (DDC; https://www.ddc.uk.net/) on behalf of BASES. The cost of the check will be embedded in the SEPAR fee.
Once BASES has informed DDC that a DBS check is required, candidates will receive an email from BASES to inform them that DDC have been contacted and that DDC will liaise with them to complete the process. On completion of the process, BASES will be informed to the outcome and, assuming that there are no concerns raised from the check, will confirm with the candidate their acceptance to the SEPAR.

If, at the point of application, the candidate is already registered with the DBS Update Service, then BASES will seek permission from the candidate to carry out a ‘Status Update Check’ – this means BASES input the DBS Certificate Number, Surname and Date of Birth and an instant check is completed. BASES will also request a copy of the original DBS certificate to confirm if anything has occurred since the issue date on the DBS Certificate; if this is the case, then BASES will request a new DBS Certificate. To establish whether the candidate is registered with the DBS Update Service, and, if they are, to confirm that they are happy for BASES to complete a status update check, candidates will be required to confirm the necessary details within the SEPAR Application form.

Should any concerns be raised as a result of the DBS check on entry a Criminal Convictions Panel (CCP; comprising the Chair of the Psychology Division, Programme Lead for the SEPAR, a member of the BASES Safeguarding Advisory Group, a member of the BASES Board and external lay member) will convene to review the outcome. The CCP will consider each case on its merit and be mindful of Rehabilitation of Offenders Act (1974) and its associated Codes of Practice.

Notes:

1. Candidates are encouraged to register for the annual ‘Update Service’ (https://www.gov.uk/dbs-update-service) at their own cost of £13 (as of January 2019). On approval of SEPAR completion at the Sport and Exercise Psychology Approval Committee (SEPAC) a check via this service will occur before being approved to apply to the HCPC register. Should candidates not subscribe to the ‘Update Service’ then a full check will be required on completion as per that of entry and at full cost to the applicant by way of £80.

2. On completion of SEPAR should the update check show ‘change’ then a full DBS check through the procedures outlined above (at a cost of £80 to be paid by the applicant) will be requested. The CCP will review as above before approving application to register with the HCPC.

2.2 Equal Opportunities Policy

As stated within the headline core values of equality and diversity, ethics and integrity, good governance, and, openness and transparency, BASES operates an inclusive equal opportunities policy. It is the intention of BASES to ensure that no individual will be unfairly discriminated against on any grounds.

To support the above the BASES Equal Opportunities Policy facilitates the monitoring and implementation of equality and diversity related issues for all members. With regard to the SEPAR, all applicants are invited to complete an equal opportunities form at the point of application. Throughout the SEPAR data relating to equality and diversity are collected via the SEPAR Candidate annual review form’ where any responses to the specific question are treated in the strictest of confidence prior to being addressed. The monitoring of the Equal Opportunities data will be reported, and any issues (e.g., evidence of: under-representation; unconscious bias within the SEPAR process) actioned where appropriate, at the BASES Sport and Exercise Psychology Accreditation Committee and the BASES Board.

Specific reference the Equal Opportunities Policy and BASES commitment to equality, diversity and inclusion will also feature within the core SEPAR Introduction workshop for applicants, and Module 1 of the Supervisor training.
The full Equal Opportunities Policy can be seen at: (https://www.bases.org.uk/imgs/bases_equal_opportunities_policy826.pdf)

2.3 Professional Indemnity Insurance

All individuals wishing to enrol on the SEPAR must provide evidence to confirm that they have appropriate professional indemnity insurance. Individuals who hold employment would normally be covered by their employer’s indemnity insurance cover. It is recommended that individuals check with their employer to ensure that the cover extends to those in an ‘SEPI’ role.

For individuals who are not employed, or who plan to complete some of their SEPAR outside of their employment context, it will be necessary to arrange individual cover; BASES is able to support preferential rates for indemnity cover and further details are available on the BASES website.

2.4 Exclusion criteria

BASES reserve the right to exclude candidates from the SEPAR should any of the following be declared:

- Should a candidate for the SEPAR have been found to have breached the BASES Code of Conduct or have previously been removed from BASES Supervised Experience and Accreditation pathways;
- Should a candidate for the SEPAR have previously had their Registration been removed by the relevant regulatory body (e.g., HCPC).

Should a candidate be excluded and wish to appeal the decision, they are encouraged to submit a written request to the SEPAC who will review the case and inform the Accreditation Committee to their recommendation. The Accreditation Committee will then consider the case prior to making a final decision. Candidates are encouraged to disclose all relevant information at the enrolment stage given that failure to disclose would be deemed as misleading BASES at the time of their enrolment. Should this be the case, the candidate would not be eligible to any form of fee refund.

2.5 Application and Progression

The specific application details for the SEPAR can be seen within the ‘SEPAR application document’ and the progression details are within the ‘SEPAR Candidate Handbook’. However, annex 3 of this document provides an overview of the SEPAR process for candidates.

As can be seen from the overview, progress throughout the SEPAR is monitored through written submissions at the application, mid-point, and then final submission point. All progress decisions are confirmed by the SEPAC with the exception of the final submission (that signifies completion of the SEPAR) where the recommendations from the SEPAC are confirmed by the BASES Accreditation Committee. Progress of candidates is not only monitored in terms of the competence that is being claimed (at the application, mid-point and final submission stages), but also via the action plans that are outlined for ongoing competence development (within the application, and mid-point submissions). Confirmation from the candidate’s SEPAR supervisor is also required at the application, mid-point and final submission stage to verify the competence claimed and the activities that are either planned, or completed.

In addition to the written submissions, candidates will complete an ‘e.meeting’ (most likely via Skype) with the two assigned reviewers after the return of feedback from the mid-point submission. The purpose of the meeting, that will be approximately 1-hour in duration, is to
discuss the ‘process-related’, rather than ‘knowledge-related’ aspects of their development. The SEPAR process requires candidates to demonstrate ongoing development regarding the practice aspects of their training and as such, will not permit candidates to claim full competence in certain areas until the final submission.

Each candidate will have two suitably qualified reviewers assigned to their SEPAR and they will review the submissions at the application, mid-point and final submission stages, and be involved in the e.meeting that will take place between the mid-point and end-point submissions. The reviewers will confirm, or otherwise with evidence, the competence levels claimed and approve, or make recommendations to, suitable action plan activities. Reviewers will be expected to provide feedback within a 8-week period. If candidates have not met the targeted competence levels at the mid-point of their SEPAR, they will be able to determine how they will overcome the shortfall prior to their final submission. Should competence not be demonstrated by the final submission, the reviewers will make recommendations to any additional work that needs to be completed. This will result in a resubmission that will be submitted after either 6 or 12 months, with the former being the preferred option. Candidates will be liable for a pro-rata fee for the resubmission.

A key challenge for candidates enrolled on the SEPAR is not only to demonstrate competence across their portfolio of activity, but to meet the requirements of sport and/or exercise psychology-related activities that equate to 3200 hours/400 days. As a general rule, candidates are advised that if they are working in a part-time capacity, then either a 3, or 4-year registration period would be more appropriate for them to complete the SEPAR. All information regarding placement-related activities are outlined within the ‘SEPAR Placement Handbook’.

In keeping with the HCPC Standards of Education and Training, much of the SEPAR is focused on the application of sport and/or exercise psychology knowledge and principles, as opposed to further developing the knowledge-base of those enrolled. However, it is acknowledged that for some candidates, further competence on key competence areas, such as underpinning psychology knowledge, may be appropriate; this will be determined via the initial ‘SEPAR application’ document. To support the development of the application of knowledge and principles, candidates will be required to evidence dissemination and citizenship, and CPD and supervisor-led activity, alongside the priority of application / consulting work. Although specific guidance to the recommended activities are provided within the respective SEPAR ‘Candidate’ and ‘Supervisor’ handbooks, the following outlines the minimum expectations across varying activity formats. For both the ‘application / consulting’ and ‘dissemination and citizenship’ activities the actual contact hours are to be supported at a ratio of 1:2 with preparation, feedback (supervisory/peer) and/or self-reflection/evaluation. It is understood that for many candidates, greater activity than the minimum expectation will be necessary to demonstrate full competence.

<table>
<thead>
<tr>
<th>Activity type</th>
<th>Minimum hours</th>
<th>Minimum days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application / consulting</td>
<td>2700 (900 actual hours)</td>
<td>338</td>
</tr>
<tr>
<td>Dissemination and citizenship</td>
<td>225 (75 actual hours)</td>
<td>28</td>
</tr>
<tr>
<td>CPD and supervisor-led activity*</td>
<td>275</td>
<td>34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3200</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

* It is expected that a minimum of 50 hours are spent with the supervisor with at least 20 hours of the 50 being used for observed work of the candidate.

Candidates will be required to log all activities within their varying submissions to be able to cross-reference to the appropriate competence levels being claimed. BASES are not overly prescriptive with what activities fit within each activity type. Instead, it is the responsibility of
the candidate to be explicit to where the activity fits within their competence development throughout the SEPAR process.

2.6 Accreditation of Prior Experiential Competence (APEC)

Whilst supporting the notion of Accreditation of Prior Experiential Competence (APEC), whereby some candidates may have sufficient experience to not require enrolment for the full SEPAR duration, this will be restricted to those who hold alternative, yet relevant qualifications (e.g., BASES, AASP, APS, APA). The process will require candidates to complete the ‘SEPAR application’ document and provide supporting documentary evidence to support the level of competence claimed.

Candidates can request APEC for up to half of the full SEPAR process (i.e., this is based on the 2-year registration and suggests that APEC would only be granted for those candidates who are able to demonstrate capability to complete within a 1-year period). Any request for APEC must be made when the candidate enrols to the SEPAR. Each case will be considered on its merit but with consideration given to whether the necessary competencies can be demonstrated by the expected completion point.

In addition to completing the ‘SEPAR application’ document, candidates seeking APEC will be required to identify how they will address any shortfalls in competence within the reduced registration period. The process for individuals wishing to apply for the SEPAR via the use of APEC is outlined in the ‘SEPAR APEC handbook’

2.7 Completing the SEPAR outside of the UK

It is normally the case that those enrolled on the SEPAR will complete most of their supervised activities and associated practice within the UK. It is, however, acknowledged that candidates may need, or indeed wish to, undertake parts of their supervised activities and associated practice outside of the UK. If this is to be the case, the candidate is required to explicitly state their intentions, either at the initial application stage, or within their mid-point submission, to how their supervised training will be supported. Irrespective to where the supervised activities and associated practice takes place, the candidate must be supervised by an individual who is appropriately qualified and be able to evidence regular contact with the supervisor. It is, however, appropriate to have a ‘placement’ supervisor who has received appropriate training (as outlined within the SEPAR Supervisor handbook). This is not to be seen as a replacement for the primary supervisor.

2.8 Supervisors

To be registered as a SEPAR supervisor, the following are expected:

- Supervisors will be registered with the HCPC as Sport and Exercise Psychologists;
- Supervisors will be BASES professional members;
- Supervisors will have completed all of the necessary ‘SEPAR Supervisor training’ and attend the annual supervisor training workshop;

BASES does not have involvement with the fee structure, and associated contractual arrangements, put in place by supervisors for supervision on the SEPAR. BASES does acknowledge that the fee structures differ across supervisors and it is suggested to supervisors within their training that they are considerate to the additional fees that candidates are required to pay for enrolling on the SEPAR, for additional training and development activities, and to whether they are on the 2, 3, or 4-year registration period. Candidates are reminded that supervision can be provided for a number of reasons. These include as a professional service (for independent supervisors), as a professional duty (perhaps to contribute to their own professional development, or contributing to the profession as a whole), or perhaps as an income activity for their employer (such as supervision services within an educational setting). It is recommended that all fee and
contractual arrangements are agreed prior to the candidate enrolling on the SEPAR. It will be the default understanding of Bases that once a candidate names a supervisor on the ‘SEPAR application document’ that they have agreed the fee and contractual arrangements to proceed.

To ensure that candidates are made aware to whom potential supervisors are, a list of suitably qualified supervisors will be made available on the Bases website. To qualify for inclusion on the ‘Approved SEPAR Supervisor’ list, supervisors must have adhered to the necessary training requirements and be registered with the HCPC as a Sport and Exercise Psychologist. All information relating to supervisory responsibilities and training can be found within the ‘SEPAR Supervisor Handbook’.

2.9 Reviewers

All reviewers on the SEPAR will be registered with the HCPC as Sport and Exercise Psychologists, will have completed, and continue to complete, all of the necessary ‘SEPAR Reviewer training’, and be members of the SEPAC. Full details on reviewer duties can be seen in Annex 4 of this document.

Each candidate will have two reviewers assigned to their documentation for the duration of their SEPAR enrolment. Reviewers are responsible for confirming the competence levels claimed by candidates at each stage of the process (enrolment, mid-point, final submission) and, where appropriate, are required to provide guidance to how competence can be claimed if the levels claimed by candidates do not match the supporting evidence. Reviewers will also provide a summary commentary for each submission point with recommendations to the SEPAC regarding candidate progress. For each review a ‘lead reviewer’ will be assigned and they will be responsible for ensuring that they, and the second reviewer have completed their duties (i.e., reached an agreed decision on the submission) within the agreed time period.

In addition to completing the required training, reviewers will be required to complete an annual self-evaluation of their reviewing duties. The self-evaluation is to assist with ongoing reviewer training that is likely to take place on an annual basis.

2.10 Interrupting, withdrawal, and re-enrolment

The SEPAC acknowledge that there may be circumstances experienced by candidates that may necessitate an interruption to, or withdrawal from, the SEPAR. Circumstances that may lead to an interruption to the SEPAR include: long-term sickness absence; caring responsibilities for dependants; maternity, paternity, or adoption leave. Applications to interrupt the SEPAR need to be made to the SEPAC who will consider the request and make their recommendation to the Accreditation Committee for approval.

Further to the process for interruption, candidates are eligible to withdraw from the SEPAR at any time without reason. If this is to be the case, it is necessary for them to inform the SEPAC, in writing, of their intention to withdraw.

Interruptions and withdrawals can take at any time point but will be confirmed at the next possible SEPAC and subsequent Accreditation Committee, but candidates will have any refund that is entitled returned to them once the letter to request interruption or withdrawal has been received.

Should a candidate interrupt or withdraw from the SEPAR, it is expected that they will either commence or re-enrol within a 5-year period. Such cases will be taken on a case-by-case basis but wherever possible, the candidate will be able to continue from the point at which they either interrupted, or withdrew. When considering a case, the SEPAC will need to consider whether changes to SEPAR have taken place as a result of the HCPC Standards of Education and Training.
Should a candidate interrupt or withdraw, and then re-enrol, it will be necessary for their combined enrolment period to meet the minimum enrolment period for the SEPAR; this is 2 years.

2.11 BASES Re-Accreditation

Although candidates are not obliged to retain their BASES Accreditation status beyond the initial 5-year period once they are registered with the HCPC, it is strongly recommended that they seek Re-accreditation via the ‘light-touch’ approach that is currently employed across all other BASES Accreditation routes. Given the importance of ongoing development for practitioners, BASES will encourage accredited members to continue with their CPD via the ever-increasing development opportunities available.

There is a one-off charge for Re-accreditation that is £100.

Individuals must be BASES professional members, and ideally BASES Accredited to qualify as a SEPAR Supervisor or SEPAR Reviewer.
3.0 Fee structure for the SEPAR

The fee structure for the SEPAR will depend on whether the individual enrolled is on a 2, 3, or 4-year track; irrespective to the duration that a candidate is enrolled for, the total amount payable to BASES for registration will be £3,050. In addition, the fees cover specific training and development activities (as noted below) and the initial Disclosure and Barring Service (DBS) check, 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.

The training and development activities included within the SEPAR fee include:
- Introduction to SEPAR workshop (to take place between application and initial competence profile submission)
- BASES Safeguarding workshop (to be completed prior to the mid-point competence profile submission)
- BASES Ethics in Professional Practice workshop (to be completed prior to the mid-point competence profile submission)
- BASES Reflective Practice workshop (to be completed prior to the mid-point competence profile submission)
- BASES Case Study workshop (to be completed prior to the mid-point competence profile submission)
- BASES Mental Health in Sport Training (to be completed within 12 months of registration)
- BASES Counselling Skills Workshop (to be completed within 18 months of registration)
- 2 additional BASES workshops / webinars of the candidate’s choice

3.1 Payment information

It is a requirement for all fees to have been paid in full prior to the individuals being awarded their BASES Accreditation, and eligibility to apply for registration with the HCPC. The fee structure provided by BASES for the SEPAR does not include any membership or registration costs associated with the HCPC, or costs associated with BASES membership; these are separate to the process.

It is appropriate to pay for the SEPAR by either monthly Direct Debit or via invoice should the candidate’s employer be covering the fee; invoice payments must be made on an annual basis, paid up front on the anniversary of the applicant’s registration date each year. For all candidates, a payment of £650 is required at the application stage; this is to cover all necessary initial administrative and training costs in the first two months. Thereafter, the fee structure outlined below can be followed:

<table>
<thead>
<tr>
<th>SEPAR duration (years)</th>
<th>DD monthly</th>
<th>Annual charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>£100</td>
<td>£1200</td>
</tr>
<tr>
<td>3</td>
<td>£67</td>
<td>£800</td>
</tr>
<tr>
<td>4</td>
<td>£50</td>
<td>£600</td>
</tr>
</tbody>
</table>

Specific documentation for payments is available via the BASES office (officemanager@bases.org.uk).

If an applicant does not meet the entry criteria following submission of an application to enrol upon the SEPAR, the application fee will be refunded, minus any costs incurred by BASES, e.g. for DBS checks.

In the event of a candidate not fulfilling the competency requirements of the SEPAR leading to the need for a resubmission following the final submission, a single, one-off payment of £250 will need to be made. This will be irrespective to whether the resubmission is for a 6 or 12-month period.
4.0 Professional conduct

It is an expectation of BASES that any member, irrespective to whether they are enrolled on an Accreditation pathway or not, upholds the professional standards of the organisation and works to the code of conduct. In essence, members are required to ensure that they demonstrate professional standards in all that they do. Given that the SEPAR is an accredited training programme delivered by BASES and approved by the HCPC, members are also required to take full responsibility for their training and development, be aware of and adhere to the HCPC Standards of Conduct, Performance and Ethics, and the HCPC Standards for Continuing Professional Development. Should candidates fail to adhere to the necessary professional standards, this may lead to their enrolment on the SEPAR being removed.

If a candidate is aware that a complaint regarding their professional conduct has been made against them, they are required to inform the Chair of the SEPAC immediately. Candidates are also responsible for informing the Chair of the SEPAC to the outcome of the complaint. The SEPAC will ensure that the information provided remains confidential and will only inform the Accreditation Committee should a sanction be considered appropriate to impose on the candidate. It will then be for the Accreditation Committee to approve the recommendations of the SEPAC. Should a candidate fail to inform the Chair of the SEPAC about a complaint then this may lead to enrolment on the SEPAR being withdrawn, and if a candidate has completed the SEPAR and then it was made known that a complaint had been raised yet not reported to the SEPAC, BASES Accreditation may be retracted, meaning that the candidate would not be eligible for registration with the HCPC.
5.0 Complaints and Academic appeals process

5.1 Learner complaints

BASES is aware that although it attempts to provide a gold standard training and development process in the SEPAR, there may well be occasions where candidates wish to raise a complaint with the organisation about some aspect of their training.

Learner complaints will be considered via a two-level process. The first level is where the learner has a complaint that can be addressed at a local level (e.g., with their supervisor). This is to be considered as more of an informal complaint and will not require any further action at a BASES committee level.

If the complaint is more substantial (e.g., it is about the supervisor, dissatisfaction with behavior and/or conduct of anyone involved with the SEPAR process etc.) then it will be considered a ‘formal complaint’ and the learner is required to outlining the grounds for their complaint in writing to the Chair of the Sport and Exercise Psychology Accreditation Committee (SEPAC). The Chair will be responsible for responding to the complaint within 10 working days to outline how the complaint will be managed. The outcome of the complaint will also be recorded at the BASES Accreditation Committee.

It is important that candidates are aware that all complaints are treated in the strictest of confidence, and that the candidate will not be disadvantaged in any way having raised a complaint. It is preferred that all complaints are resolved in an informal way and that the candidate discusses the issue with the Chair of the SEPAC prior to making any formal, written, complaint.

5.2 Academic appeals process

Should the need arise for a learner to make an academic appeal, they will need to do so in writing to the Chair of the SEPAC and be aware to the following conditions:

- Learners may not question the professional judgement of the reviewers and any requests based on such grounds alone will be dismissed;

- Learners can only make an academic appeal under the following circumstances:
  - there had been a material and significant administrative error;
  - there had been a procedural irregularity in the review process.

- All requests for academic appeals should be made to the Chair of the SEPAC normally within 10 working days of the receipt of the feedback received, together with a copy of the documentation to be reviewed.

- If a learner’s request for an academic appeal is deemed to be invalid, the Chair of the SEPAC shall write to the learner giving clear reasons for turning down the request for the appeal;

- Should a learner’s request for an academic appeal be valid, the Chair of the SEPAC shall arrange for the documentation to be re-reviewed by an appropriate SEPAC member. The final review may support, or otherwise, the original review. There is no further right of appeal;

- The outcome of the complaint will be communicated to the learner in writing by the Chair of SEPAC within a 20-working day period and be recorded at the next available BASES Accreditation Committee.
## Annex 1: Terms of Reference – BASES Accreditation Committee

<table>
<thead>
<tr>
<th>Committee Name:</th>
<th>The Accreditation Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>Education officer</td>
</tr>
<tr>
<td>Purpose:</td>
<td>To be responsible for all aspects of the Accreditation and SE scheme including quality assurance, marketing and communications and reviewing.</td>
</tr>
<tr>
<td>Meetings:</td>
<td>Minimum two times per year in person. Additional deliberations may be conducted via e-mail/online meetings, as required.</td>
</tr>
</tbody>
</table>
| Lines of accountability and communication: | - The Accreditation Committee is accountable to the BASES Board;  
  - Upon approval of the actions of the Accreditation Committee the Chair circulates a copy to the members of the Accreditation Committee;  
  - The Education Officer submits a report for inclusion in the BASES Annual Report;  
  - Any issues will be communicated to the BASES Board via the Chair. |
| Membership:    | The Education Officer (Chair) and normally up to 8 Accreditation committee members covering a broad range of expertise and disciplines. Committee members would normally be expected to be a BASES accredited sport and exercise scientist and have an understanding of the BASES accreditation and supervised experience processes. The Education Officer is responsible for recording the actions of the meetings. (Quoracy = half of current members). |
| Appointment process: | Members are normally appointed by the Education Officer and Executive Officer and applicants will be invited by an open process. |
| Term of office: | All elected representatives shall normally hold post for a two/three year period and will be eligible to renew their position subject to Education Officer and Executive Officer approval. |
| Communication with the BASES Board through: | Education officer |
| Specific areas of responsibility: | - Review re-/accreditation applications and provide feedback against set criteria;  
  - Accreditation reviewing takes place twice per year, usually in January and July;  
  - Attend the BASES Accreditation Committee meetings, twice per year, usually in February/March and August/September;  
  - Systematically determining whether the service meets members and end users expectations;  
  - Responsible for maintaining and developing the reputation and profile of SE and Accreditation; |
| Financial policies: | - A fee is associated with reviewing applications;  
  - Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. |
## Annex 2: Terms of Reference – Sport and Exercise Psychology Accreditation Committee

<table>
<thead>
<tr>
<th><strong>Committee Name:</strong></th>
<th>Sport and Exercise Psychology Accreditation Committee (SEPAC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair:</strong></td>
<td>Education officer</td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>To be responsible for all aspects of the Sport and Exercise Psychology Accreditation Route (SEPAR) including quality assurance, marketing and communications, assessing, alignment to the HCPC Standards of Education and Training, and Standards of Proficiency.</td>
</tr>
<tr>
<td><strong>Meetings:</strong></td>
<td>Minimum two times per year in person. Additional deliberations may be conducted via e-mail/online meetings, as required.</td>
</tr>
</tbody>
</table>
| **Lines of accountability and communication:** | - The SEPAC reports to the Accreditation Committee, which, in turn, is accountable to the BASES Board;  
- Upon approval of the actions of the SEPAC, Accreditation Committee, the Chair circulates a copy to the members of the SEPAC for approval to be raised at the Accreditation Committee;  
- Matters associated with the SEPAC will be included by the Education Officer in their report for the full BASES Annual Report;  
- Any issues will be communicated through the Accreditation Committee to the BASES Board via the Chair. |
| **Membership:**     | The Education Officer (Chair), SEPAC reviewers, representatives from end-user organisations, external examiners for the accreditation process (one academic-based practitioner, one independent practitioner). Committee members would normally be expected to be HCPC registered sport and exercise psychologists, and have completed all relevant training if holding a position on the committee as a reviewer. The Education Officer is responsible for recording the actions of the meetings. (Quoracy = half of current members). |
| **Appointment process:** | Members are normally appointed by the Education Officer and Executive Officer and applicants will be invited by an open process. |
| **Term of office:** | All elected representatives shall normally hold post for a minimum of three years and will be eligible to renew their position subject to Education Officer and Executive Officer approval. |
| **Communication with the BASES Board through:** | Education officer |
| **Specific areas of responsibility:** | - Review SEPAR documentation and provide feedback;  
- SEPAR reviewing takes place twice per year;  
- Attend the BASES SEPAR meetings;  
- Systematically determine whether the service meets members and end users expectations;  
- Responsible for maintaining and developing the reputation and profile of SEPAC and the broader role of Accreditation within BASES;  
- Monitoring Equal Opportunities data and addressing arising issues where appropriate.  
- Receiving and responding to learner complaints and academic appeals. |
| **Financial policies:** | - A fee is associated with reviewing SEPAR documentation;  
- Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. |
## Annex 3: Overview of the SEPAR process for candidates

<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. 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 30 April or 31 October</strong></td>
<td>SEPAR application competence document</td>
</tr>
<tr>
<td><strong>Reviewer feedback within 8 weeks and confirmed by SEPAC in July or January</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4. Attendance at:</strong></td>
<td>To be completed prior to the mid-point competence profile submission</td>
</tr>
<tr>
<td>- BASES Safeguarding workshop</td>
<td></td>
</tr>
<tr>
<td>- BASES Ethics in Professional Practice workshop</td>
<td></td>
</tr>
<tr>
<td>- BASES Reflective Practice workshop</td>
<td></td>
</tr>
<tr>
<td>- BASES Case Study workshop (to be completed prior to the mid-point competence profile submission)</td>
<td></td>
</tr>
<tr>
<td><strong>5. Mid-point e-submission (12 months after initial e-submission for 2-year track; 18 months after initial e-submission for 3-year track; 24 months after initial e-submission for 4-year track)</strong></td>
<td>SEPAR mid-point competence document</td>
</tr>
<tr>
<td><strong>Reviewer feedback within 8 weeks and confirmed by SEPAC in July or January</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6. E-meeting between review team and supervisee</strong></td>
<td>1 hour reviewer/candidate meeting (process-related aspects of development)</td>
</tr>
<tr>
<td><strong>7. Final e-submission (2, 3, or 4-years after initial e-submission)</strong></td>
<td>SEPAR final competence document</td>
</tr>
<tr>
<td><strong>Reviewer feedback within 8 weeks and confirmed by SEPAC in July or January where a final DBS check will take place.</strong></td>
<td></td>
</tr>
<tr>
<td>Completion of SEPAR reported at the next available Accreditation Committee</td>
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</tr>
<tr>
<td><strong>8. 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>
<td></td>
</tr>
<tr>
<td><strong>9. Once HCPC registration is granted candidates can use the title:</strong></td>
<td></td>
</tr>
<tr>
<td>HCPC Practitioner Psychologist: Sport and Exercise Psychologist BASES Accredited Sport and Exercise Psychologist</td>
<td></td>
</tr>
</tbody>
</table>
Annex 4: SEPAR Reviewer duties

To be registered as a SEPAR reviewer, the following are expected:

- Reviewers will be registered with the HCPC as Sport and Exercise Psychologists;
- Reviewers will be members of the SEPAR;
- Reviewers will be BASES professional members;
- Reviewers will have completed all of the necessary ‘SEPAR Reviewer training’ and attend the annual reviewer training workshop;
- Reviewers will follow a supervisee through to the end of the SEPAR process.

When allocated a candidate to review, the following are expected:

- For the lead reviewer to communicate with the second reviewer to confirm the arrangements for review;
- For all deadlines outlined by the BASES office to be adhered to;
- For the lead reviewer to organise the e.meeting following the return of the mid-point feedback;
- For feedback to be presented in a manner that enables the candidate to understand why the competence claimed has been supported, or not, and for developmental feedback to be evident;

Having returned a completed review of a submission to the BASES office, reviewers are entitled to claim £150 per review. Reviewers are entitled to claim £50 to conduct the process-focused e.meeting that takes place following the mid-point submission.

For a resubmission, a one-off review fee of £100 will be made to the lead reviewer who will be responsible for the review.