

# **BASES Sport & Exercise Psychology Accreditation Route (SEPAR) Qualification Handbook<sup>1</sup>**

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<sup>1</sup> January 2022

## **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.

Further to being governed in accordance with the set of principles outlined in its Memorandum and Articles of Association, the organisation has a number of strategic imperatives.

All specific information, including the overriding mission for BASES can be seen using the following link: [https://www.bases.org.uk/page-about\\_us.html](https://www.bases.org.uk/page-about_us.html)

### **1.0 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 Director 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.

### **1.1 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 Director (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.

### **1.2 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 master's 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 are 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.

### 1.3 BASES Committees

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

All specific information can be seen using the following link:

[https://www.bases.org.uk/space-about\\_us-structure\\_governance.html](https://www.bases.org.uk/space-about_us-structure_governance.html)

BASES is also governed by "[The Rules of the Association](#)", which covers 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.

### 1.4 BASES Accreditation and the Sport and Exercise Psychology Accreditation Route

BASES has had a long running Supervised Experience and Accreditation scheme across Sport and Exercise Sciences. The training route is accredited by the Science Council and overseen by an Accreditation Advisory Group comprising a review team spanning psychology, physiology and biomechanics, in addition to membership from the BASES Operational Group.

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 Route Advisory Group (SEPAR-AG) reports into the Professional Standards Committee (PSC). It is then the PSC Chair who will communicate to the BASES Board on SEPAR-AG matters and ensure production of an annual report to be included in the Association's Annual Review about its activities.

The terms of reference for the SEPAR-AG can be seen in annex 1 of this document.

### 1.6 External Examiners for the SEPAR

The SEPAR will have two appointed External Examiners, who 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 a minimum of one SEPAR-AG 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 SEPAR-AG 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 SEPAR-AG meetings. Should External Examiner's not be able to attend SEPAR-AG meetings (either in person, or via e.formats), they will be required, in advance, to inform the SEPAR-AG Chair of any specific issues that they would like to have raised within the meeting.

A representative of the SEPAR-AG 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 SEPAR-AG 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](http://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 Route 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 SEPAR process, members are eligible to label themselves as SEPAR Completed, 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](#) and the [HCPC Standards of conduct, performance and ethics](#)).

## **2.0 Qualification process: Enrolment to HCPC eligibility**

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 not, 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 must maintain membership of BASES throughout the programme. Membership automatically entitles candidates 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 workshops and courses;
- Subscription to BASES' quarterly publication *The Sport and Exercise Scientist*;
- 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, there is advice on how to access supervisors.

### **2.1 Entry requirements**

#### **Pre-application checks**

Prior to making any application, potential candidates should familiarise themselves with the necessary qualifications and checking processes that will support their application. The candidate's status as a UK citizen, and their place of residence, will determine the process to follow. All specific information is in annex 2 of this document and the SEPAR Pre-application process document.

#### **Key requirements and Qualifications**

As outlined within the SEPAR Application Process document there are specific qualifications that candidates MUST hold at the point of entry. These are in addition to the requirements outlined below:

1. At minimum, hold Graduate membership of BASES;
2. Confirmation that the candidate holds all necessary relevant qualifications that include an:
  - i. Evidence of underpinning psychology knowledge. This refers to the study and assessment of individual differences, cognitive, social, biological, and developmental psychology and can be achieved via **one** of the following:
    - a professionally accredited BSc psychology course;
    - a professionally accredited PG Cert / conversion psychology course;
    - the 60-credit Open University module '*Investigating Psychology 2*';
    - by prior recognition of underpinning psychology knowledge from a learned society/professional body (e.g., British Psychological Society in the UK and overseas equivalents).

## **AND**

- ii. MSc Sport and/or Exercise Psychology;
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 an individual on the SEPAR supervisor list that they are prepared to fulfil the required supervisory role throughout the SEPAR.
5. Confirmation of candidate professional indemnity cover.

### **Disclosure and Barring Service (DBS) Check**

General information about the DBS check provided by the Government Disclosure and Barring Service is available [here](#). The DBS application (including a DBS Check at Enhanced level, checks against the Barred List, and any relevant ID checks) will be submitted by [Due Diligence Checking \(DDC\)](#) on behalf of BASES. The cost of the DBS check at application will be embedded in the SEPAR fee.

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.

#### **Individuals who are in category 1 as outlined in annex 2:**

On receipt of the SEPAR Application document, the BASES Office will commence the DBS check.

#### **Individuals who are in categories 2-5 as outlined in annex 2:**

On receipt of the SEPAR Application document that will include all of the necessary documentation, the BASES Office will commence the DBS check. Please note that where an individual aligns with points 2-5, they are permitted to make an initial application at any point (rather than being restricted to the two dates per year). However, once the necessary checks have been completed and deemed satisfactory by the SEPAR Criminal Convictions and Application Review Panel (CCARP), they will then be required to align to the SEPAR competence profile submission points in either May or November.

- **SEPAR candidates in Scotland** - general information regarding the [PVG Scheme](#)

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. PVG is the equivalent of DBS. You only apply for a PVG if you know you are going to be working with children and/or vulnerable adults. It may be the case that if attached to a University or in another role you already have this check in place (membership of the scheme is infinite, and scheme members are continuously checked, unless they decide to leave the scheme). If a SEPAR candidate is already a member of the PVG scheme (through University or their work) then they would complete an Existing PVG Scheme Member form. BASES will require an up-to-date certificate to demonstrate the candidate is fit to engage in regulated work. This update - known as a Short Scheme Record - costs £18. If a SEPAR candidate is not an existing PVG member a full PVG check is costed at £59 (<https://www.mygov.scot/apply-for-pvg/>) **OR** to qualify for a Short Scheme Record, the current PVG Scheme membership has to relate to the same group - children or protected adults - as the new employment/work within SEPAR. If not, the update will cost £59. Candidates must present their original Scheme Record as part of the application process. If they no longer own/have lost that document then they must apply for a Scheme Record again at a cost of £59.

- **SEPAR candidates in Northern Ireland** - general information on [Access NI](#)

Access Northern Ireland require a Countersignatory to be involved in the process for Enhanced and Standard level checks. DDC will post a pack to applicants with information about creating an online portal on the AccessNI website. Access NI will create an application and send it to a DDC Countersignatory using the PIN included in the Cover Letter DDC send to the applicant (and email follow-up). Candidates will then send identity documents to DDC with the signed AccessNI form. DDC then check all the details match before submitting. This is all carried out on the AccessNI website.

On completion of the processes above at application, 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. Should any concerns be raised as a result of the DBS check on entry a Criminal Convictions and Application Review Panel (CCARP); comprising the Chair of the Psychology Division, Programme Lead/s for the SEPAR, a member of the BASES Safeguarding Advisory Group, a SEPAR reviewer representative, a member of the BASES Board and external lay member will convene to review the outcome which will be noted anonymously at the next SEPAR-AG. The CCARP will consider each case on its merit and be mindful of Rehabilitation of Offenders Act (1974) and its associated Codes of Practice.

**Candidates are strongly encouraged to register for the annual 'Update Service'** (<https://www.gov.uk/dbs-update-service>) at their own cost of £13 per year (as of January 2021) and this must be done within 30 days of certificate confirmation. Candidates must opt to receive email notification when their certificate is issued, there is further guidance from there about how to join the Update Service and a link to the DBS website.

On approval of SEPAR completion at the SEPAR-AG, a check via 'Update Service' will occur before being confirmed as eligible to apply to the HCPC register. Should candidates not subscribe to the 'Update Service' at this point or through another application elsewhere whilst enrolled on SEPAR 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 (correct as of Jan 2021) and a delay may be incurred beyond the control of BASES whilst the check is completed.

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 CCARP will review as above before approving application to register with the HCPC.

## 2.2 Equity, Diversity and Inclusivity

As stated within the headline core values of equity 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 opportunity 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 SEPAR-AG 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.

### 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. It is down to the individual to ensure the policy meets their practice. 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 a 'SEPiT' 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.

For future information, the HCPC also require candidates to have appropriate indemnity insurance. Please click [here](#) further details.

### 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 SEPAR-AG who will review the case and inform the Professional Standards Committee to their recommendation. The Professional Standards 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 web-page](#) on the BASES website and in the online SEPAR application form, 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 (initial 3-month), mid-point, and then final submission point. All progress and completion decisions are confirmed by the SEPAR-AG. Progress of candidates is not only monitored in terms of the competence that is being claimed (at the initial 3-month, mid-point and final submission stages), but also via the action plans that are outlined for ongoing competence development (within the initial 3-month, and mid-point submissions). Confirmation from the candidate's approved SEPAR supervisor is also required at the initial 3-month, 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' 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 initial 3-month, 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 provide feedback within an 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. 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.

<b>Activity type</b>	<b>Minimum hours</b>	<b>Minimum days</b>
Application / consulting	2700 (900 actual hours)	338
Dissemination and citizenship	225 (75 actual hours)	28
CPD and supervisor-led activity*	275	34
	<b>3200</b>	<b>400</b>

\* It is expected that a minimum of 50 hours is 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).

All information relating to APEC applications is in the SEPAR APEC Handbook.

## 2.7 Outcomes of the review process

The relationship between the candidate, supervisor/s, and review team will be one that reflects a partnership and supportive environment for development. Although the feedback from the reviewers should be reflective of a developmental approach, there will at times be occasions where deficits in the documentation are evident, questions to rating raised, and further clarification required.

Reviews will fall into three categories:

1. The submission is accepted with the reviewers possibly (if at all) raising some advisory statements for the candidate (and supervisor/s) to consider. Responses to these advisories can be included in the next formal submission.
2. The submission is provisionally accepted but is contingent on further material being provided into the One Drive folder within a 5 working day period (these would likely be missing documents/sections within documents). It is an expectation that these are provided before full acceptance.
3. The submission is provisionally accepted but is contingent on further significant reworking of the document within the One Drive folder and completed within a 20-working day period (this would likely be a revision of the action plan to reflect specific activities, submission of appropriate evidence for ratings).

Following any of the three scenarios, the reviewers are still entitled to 8 weeks in which to review.

Where further material is required (categories 2 and 3) the 'resubmission' date will be set from the date that the feedback is provided by the review team. If the resubmission is still not deemed appropriate then the candidate will be required to revise and resubmit at the next point of submission for which they will incur a charge of **£350**. This covers all submission points, including the final submission where candidates are expected to be able to evidence at least the threshold ratings.

## 2.8 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 to how their supervised training will be supported.

Irrespective to where the supervised activities and associated practice takes place, the candidate must adhere to the SEPAR supervision requirements. In such cases, it may be that supervision can be facilitated by using a mentor. Whilst a mentor cannot replace the supervisory process, it is necessary for the mentor to be able to evidence regular contact with the supervisor.

## 2.9 Supervisors

To be registered as an approved SEPAR supervisor, individuals will be required to complete all of the necessary, and ongoing, 'SEPAR Supervisor training'. This will also require them to be registered with the HCPC as Sport and Exercise Psychologists and be BASES professional members.

BASES does not have involvement with the fee structure or associated contractual arrangements put in place by supervisors for supervision on the SEPAR. BASES does acknowledge that the fee structures differ across supervisors and within their training, it is suggested to supervisors that they are considerate to the additional fees that candidates are also required to pay for enrolling on the SEPAR, and for any additional training and development activities.

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. Supervisors will be expected to complete Annex 1 of the Supervisors handbook and supply this to their candidate for application. It is also the supervisor's responsibility that they continue to engage with the ongoing supervisor training. A Bulletin will be provided periodically for all Supervisors and optional networking/discussions amongst supervisors led by the SEPAR-AG Supervisor representatives who will contact reviewers should they wish to take part in this.

To ensure that potential candidates are made aware as to whom the approved supervisors are, a SEPAR Supervisor Directory is available on the SEPAR page of the BASES website. All information relating to supervisory responsibilities and training can be found within the 'SEPAR Supervisor Handbook'.

### 2.10 Reviewers

All reviewers on the SEPAR will be registered with the HCPC as Sport and Exercise Psychologists, and will have completed, and continue to complete, all necessary 'SEPAR Reviewer training'. 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 (initial 3-month, 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 SEPAR-AG 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 8-week 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. A Bulletin will be provided periodically for all Reviewers and optional networking/discussions amongst Reviewers led by the SEPAR-AG Reviewer representatives who will contact reviewers should they wish to take part in this.

### 2.11 Extending, interrupting, withdrawal, and re-enrolment

The SEPAR-AG acknowledge that there may be circumstances experienced by candidates that may necessitate an extension, interruption to, or withdrawal from, the SEPAR.

Extensions should not be presumed as automatic by the candidates and must be requested with the SEPAR-AG via the Professional Standards Administrator at [Education@bases.org.uk](mailto:Education@bases.org.uk). It is appreciated that unavoidable situations can arise at any time, especially in the uncertain times of COVID, but time management and workload commitment is very important to consider when choosing which duration of SEPAR to undertake and the hours of work required to complete SEPAR should not be underestimated.

APEC, 2 and 3 year candidates will be permitted one, 6 month extension in the duration of their SEPAR. If an APEC candidate requires a second extension, then they will be moved on to the 2-year programme and pay the fee accordingly, as technically they will have required 24 to complete SEPAR rather than the agreed 12 months for APEC applications.

If further extensions are required, this will require approval from the SEPAR Advisory Group Chair and if approved, the candidate will be moved onto the next length duration.

Candidates who are on a 4-year programme will be permitted two, 6 month extensions within their SEPAR.

Monthly/annual fee payments will remain the same unless a candidate moves onto a longer duration.

Circumstances that may lead to an interruption to the SEPAR include: long-term sickness absence; caring responsibilities for dependants; maternity, paternity, or adoption leave. Should a candidate submit a request to the SEPAR-AG to interrupt the programme, so long as legitimate written supporting evidence is submitted, they will be permitted to interrupt their SEPAR for six months.

At the point of interruption, the payment plan is frozen and no further deductions taken for this period. At the six-month point, if the applicant decides they are in a position to resume, then the payment plan would restart. If the candidate submits further evidence at this time, and the decision is to extend the interruption period for a further six months, then no payment will be made until the 12-month review period. If the applicant is still not able to resume the programme at this time, the candidate will be withdrawn from the SEPAR and BASES will issue an invoice for any outstanding balance.

Further to the process for interruption, candidates are eligible to withdraw from the SEPAR programme at any time without reason. If this is to be the case, it is necessary for them to inform the SEPAR-AG, in writing via the Professional Standards Administrator at [Education@bases.org.uk](mailto:Education@bases.org.uk), of their intention to withdraw.

Interruptions and withdrawals can take place at any time point but will be confirmed at the next possible SEPAR-AG.

Should a candidate interrupt or withdraw from the SEPAR, and they subsequently wish, at a later stage to re-enter the programme, then they should re-enrol within a five-year period. Such cases shall be taken on a case-by-case basis but wherever possible, the candidate will be able to continue from the review point at which they either interrupted or withdrew. When considering a case, the SEPAR-AG will need to consider whether changes to SEPAR have taken place following any amendments to the HCPC Standards of Education and Training and/or Standards of Proficiency. Any application to re-commence or re-enrol after a five-year period would be considered as a new application.

Should a candidate interrupt or withdraw, and then re-enrol, it will be necessary for their total enrolment period on the SEPAR to meet the minimum enrolment period (at least 2 years) for the training route.

If a candidate cancels within 14 days of the application deadline date, then a FULL refund is given.

If the candidate cancels/withdraws after 14 days of the application deadline date, BASES will retain the initial fee and will invoice for the balance of any additional courses/reviews that have taken place. After the initial 14-day period, it is not possible for any payments made up to the point of withdrawal to be refunded to the candidate. This will remain the case in the event that the Criminal Convictions and Assessment Review Panel (CCARP) decline any applications.

### **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**. The fees cover specific training and development activities (as noted below) and the initial Disclosure and Barring Service (DBS) check (depending on the checking process requirements), but do not cover additional pre-enrolment checking procedures, 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 compulsory training and development activities included within the 2, 3, or 4-year SEPAR fee, and required for completion by the HCPC include:

- a) Introduction to SEPAR webinar
- b) BASES Safeguarding workshop\*
- c) BASES Ethics in Professional Practice workshop\*
- d) BASES Reflective Practice workshop\*
- e) BASES Mid-point Case Study workshop\*\*\*
- f) BASES Practice Philosophy workshop\*
- g) BASES Equity, Diversity, and Inclusivity in Sport and Exercise Psychology workshop\*
- h) BASES Mental Health in Sport and Exercise units\*
- i) BASES Counselling Skills workshop\*\*

\* to be completed prior to the mid-point competence profile submission

\*\* to be completed within first 12-18 months of registration

\*\*\* the candidate will be allocated a place on this workshop by the Professional Standards Administrator and notified of the date 4-months prior to it. The workshop will be timed to take place approx. 4-weeks prior to the candidate's expected mid-point submission date, so it is essential that candidates make the workshop a priority to attend so as to fulfil the mid-point submission case study requirements.

#### **Compulsory training and development activities**

Please note that only one free place per candidate is permitted on each workshop. If a candidate books and then cancels within seven days of the workshop, or fails to attend the workshop without notifying the BASES Office, then the candidate will be liable to pay the delegate fee to attend that workshop when it is next scheduled.

The fee for b. and e. is £50; the fee for c. d. f. and g. is £100; and the fee for i. is £250

### **3.0 Payment information**

It is a requirement for all fees to have been paid in full prior to the individuals being SEPAR completed and eligible 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; these are separate to the process.

An initial fee of £650 must be paid upon submission of the SEPAR application form (with the balance of £2,400 paid monthly or annually thereafter – see below). The application fee will be refunded, minus any costs incurred by BASES (e.g. for DBS checks), if an applicant does not meet the criteria to enrol on the SEPAR.

SEPAR duration (years)	DD monthly (commencing 1 month after official registration)	Annual charge (paid at the start of each year)
2	£100	£1200
3	£67	£800
4	£50	£600

These are payable online via a link which can be provided by emailing [education@bases.org.uk](mailto:education@bases.org.uk).

## **4.0 Professional conduct**

It is an expectation of BASES that any member, irrespective to whether they are enrolled on a training 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 approved training programme delivered by BASES and regulated by the HCPC, candidates are referred to the [HCPC Standards of conduct, performance and ethics](#), and the [HCPC Guidance on conduct and ethics for students](#). 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 SEPAR-AG immediately. Candidates are also responsible for informing the Chair of the SEPAR-AG to the outcome of the complaint. The SEPAR-AG will ensure that the information provided remains confidential will only inform the Professional Standards Committee should a sanction be considered appropriate to impose on the candidate. Should a candidate fail to inform the Chair of the SEPAR-AG 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 SEPAR-AG, the decision for the candidate to be considered SEPAR completed may be retracted, meaning that the candidate would not be eligible for registration with the HCPC.

## **5.0 Complaints and Academic appeals process**

### **5.0 Candidate (SEPiT) 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.

Candidate complaints will be considered via a two-level process. The first level is where the SEPiT 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 behaviour and/or conduct of anyone involved with the SEPAR process etc.) then it will be considered a 'formal complaint' and the candidate learner is required to outlining the grounds for their complaint in writing to the Chair of the SEPAR-AG. 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 SEPAR-AG.

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 SEPAR-AG prior to making any formal, written, complaint.

### **5.1 Academic appeals process**

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

- Candidates may not question the professional judgement of the reviewers and any requests based on such grounds alone will be dismissed;
- Candidates 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 SEPAR-AG *normally* within 10 working days of the receipt of the feedback received, together with a copy of the documentation to be reviewed.
- If a candidates request for an academic appeal is deemed to be invalid, the Chair of the SEPAR-AG shall write to the candidate giving clear reasons for turning down the request for the appeal;
- Should a candidates request for an academic appeal be valid, the Chair of the SEPAR-AG shall arrange for the documentation to be reviewed by another committee 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 candidate in writing by the Chair of SEPAR-AG within a 20-working day period and be recorded at the next available SEPAR-AG.



## Annex 1: Terms of Reference – Sport and Exercise Psychology Accreditation Route Advisory Group

<b>Committee:</b>	Sport and Exercise Psychology Accreditation Route Committee (SEPAR-AG)
<b>Purpose:</b>	1.1 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 Health and Care Professions Council (HCPC) Standards of Education and Training, and Standards of Proficiency.
<b>Role:</b>	<p>The Sport and Exercise Psychology Accreditation Route Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:</p> <p>2.1 Review and monitor all aspects associated with quality assurance (e.g. SEPAR documentation, provision of candidate feedback).</p> <p>2.2 Review and monitor discipline needs for ensuring alignment to the HCPC Standards of Education and Training, and Standards of Proficiency.</p> <p>2.3 Systematically determine whether the service meets members and end users needs and expectations.</p> <p>2.4 Maintain and develop the reputation via engagement in marketing and communications for the SEPAR, and the broader role of BASES to wider society.</p> <p>2.5 Support the development of the HCPC annual monitoring documentation.</p> <p>2.6 Note any matters arising from the DBS process should any criminal conviction panels be convened.</p> <p>2.7 Monitor Equal Opportunities data and address arising issues where appropriate.</p> <p>2.8 Receive and respond to learner complaints and academic appeals.</p>
<b>Authority</b>	3.1 The Advisory Group shall have the delegated authority to review and update the criteria for SEPAR.
<b>Reporting</b>	<p>4.1 The Advisory Group Chair shall report to the Professional Standards Committee (who will be the designated point of contact for the HCPC) on all matters within the Advisory Group's duties and responsibilities.</p> <p>4.2 Details of successful endorsements will be published in The Sport and Exercise Scientist.</p> <p>4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.</p>
<b>Frequency of Meetings</b>	<p>5.1 The Advisory Group shall meet at least two times a year, normally via conference call, and otherwise as required.</p> <p>5.2 Additional deliberations may be conducted via e-mail between meetings, as required.</p>
<b>Membership and Voting</b>	<p>6.1 The general Advisory Group members include: two reviewer representatives, two candidate representatives, two supervisor representatives, two end-user representatives, two alumni representatives.</p> <p>6.2 For the general Advisory Group members, appointments will normally be via an open application process that will be led by the Professional Development and Partnerships Manager. Appointments will be confirmed by the Executive Director.</p> <p>6.3 The Ex-officio members include: Advisory Group Chair, Division of Psychology Chair, Division of Psychology CPD representative, BASES Professional Development and Partnerships Manager, BASES Professional Standards Administrator, two external examiners.</p> <p>6.4 Ex-officio members shall hold a post for the duration of their tenure. All other representatives shall normally hold post for three years and will be eligible to renew their position subject to approval.</p> <p>6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.</p> <p>6.6 Only members of the Advisory Group have the right to vote at meetings.</p>
<b>Quorum</b>	7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.
<b>Decision Making</b>	<p>8.1 Decisions of the Advisory Group must be decided by at least a majority decision.</p> <p>8.2 Every member shall have one vote and in the case of an equality of votes, the Chair of the meetings shall be entitled to a casting vote.</p>
<b>Other</b>	9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
<b>Remuneration</b>	<p>10.1 The roles of the Advisory Group Chair and Members are not accompanied by any financial remuneration.</p> <p>10.2 A fee is paid to SEPAR Reviewers who undertake various candidate reviews.</p> <p>10.3 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES</p>

## **Annex 2: SEPAR pre-application checks**

Where an individual aligns with points 2-5, they are permitted to make an initial application at any point (rather than being restricted to the two dates per year). However, once the necessary checks have been completed and deemed satisfactory by the SEPAR Criminal Convictions and Application Review Panel (CCARP), they will then be required to align to the SEPAR competence profile submission points in either May or November.

The review cost for any submissions to the CCARP will be **£50**.

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### **Are you...**

#### **1. A UK citizen who has been in the UK for the last 5-years?**

You will need to have a DBS Enhanced check completed. This is included within the SEPAR fee and administered by the BASES office in conjunction with DDC.

#### **NOTE:**

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary so long as the candidate continues to live in the UK throughout their SEPAR.
- if the candidate circumstances were to change so that they lived 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks (see point 2 below). This will also incur a CCARP review charge.

#### **2. A UK citizen who has spent some/all of the last 5 years living out of the UK?**

You will need to have a DBS Enhanced check completed for the 'living in the UK' period. This is included within the SEPAR fee and administered by the BASES office in conjunction with DDC.

It will also be necessary to clarify the records for the period of time you 'lived out of the UK' by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing 2 character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries/territories. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the CCARP to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

#### **NOTE:**

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary so long as the candidate continues to live in the UK throughout their SEPAR.
- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

### **3. A UK citizen but currently living out of the UK?**

You will need to have a DBS Enhanced check completed to cover any time that you have lived in the UK. This is included within the SEPAR fee and administered by the BASES office in conjunction with DDC.

It will also be necessary to clarify the records for the period of time you 'lived out of the UK' by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

#### **NOTE:**

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary if the candidate returns to 'live in the UK' throughout their SEPAR.
- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

### **4. A non-UK citizen currently living in the UK**

You will need to have a DBS Enhanced check completed given that you currently live in the UK. This is included within the SEPAR fee and administered by the BASES office in conjunction with DDC.

Given that you are also a non-UK citizen it will also be necessary to clarify the records for the period of time prior to you living out of the UK by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

#### **NOTE:**

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. If the candidate were to have lived 'in the UK' for the duration of their SEPAR then this will suffice and there is no further review cost.

- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

## **5. A non-UK citizen currently living out of the UK**

As you are not able to access the UK DBS Enhanced check process, it is necessary for you to check whether a similar process exists in your native country/territory. Guidance for this is on the UK Government website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the above is not possible, the following evidence will be required:

- a formal character reference (if the home nation provides this), and/or
- two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

You will be responsible for any costs associated with the above and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

### **NOTE:**

- the end of SEPAR check is not included within the SEPAR fee. If the candidate were to live 'out of the UK' for the duration of their SEPAR they will be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.
- if the candidate circumstances were to change so that they lived 'in the UK' for any period of their SEPAR they will also be required to have a DBS Enhanced Check at the point of moving to the UK and also sign up to the DBS Update Service.

Candidates are required to inform the BASES Office of any changes to personal circumstances to ensure the application of appropriate processes and procedures.

### Annex 3: Overview of the SEPAR process for candidates on the 2, 3, or 4-year route

Time point	Candidate role
<p>1. <b>By 1 February or 1 August</b> - 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' folder for the candidate, supervisor and assigned reviewers</p>	SEPAR Application Form
2. Attendance at the Introduction to SEPAR webinar	N/A
3. E.submission of SEPAR initial (3-month) competence documentation by <b><u>1 May (February enrolment) or 1 November (August enrolment)</u></b>	SEPAR initial (3-month) competence document
Reviewer feedback within <b>8 weeks</b> and confirmed by SEPAR Advisory Group in <b><u>July or January</u></b>	
<p>4. Attendance at:</p> <ul style="list-style-type: none"> <li>- BASES Safeguarding workshop*</li> <li>- BASES Ethics in Professional Practice workshop*</li> <li>- BASES Reflective Practice workshop*</li> <li>- BASES Practice Philosophy workshop*</li> <li>- BASES Equity, Diversity, and Inclusivity in Sport and Exercise Psychology workshop*</li> <li>- BASES Mid-point Case Study workshop**</li> <li>- BASES Counselling Skills Course (run over part 4-days) ***</li> </ul>	<p>*To be completed prior to the mid-point competency profile submission. It is the candidate's responsibility to book a place and ensure attendance at the workshops occurs before their mid-point submission.</p> <p>** To be completed prior to the mid-point competency profile submission. This workshop will run in the first week in April and the first week in October each year. Candidate's will be allocated a place on a workshop date by the BASES office, depending on when the mid-point submission falls. Candidates will receive confirmation of this date 4 months prior to the event.</p> <p>*** To be completed within the first 12-18 months of registration. All 4-days must be attended, consecutively to complete this course.</p>
5. E.submission of SEPAR mid-point competence documentation (12 months for 2-year track; 18 months for 3-year track; 24 months for 4-year track) See table below.	SEPAR mid-point competence document
Reviewer feedback within 8 weeks and confirmed by SEPAR Advisory Group in <b><u>July or January</u></b>	

6. E-meeting between review team and supervisee	1 hour reviewer/candidate meeting (process-related' aspects of development)
7. E.submission of SEPAR final competence documentation (2, 3, or 4-years after initial 3-month submission date) See table below.	SEPAR final competence document
Reviewer feedback within 8 weeks and confirmed by SEPAR Advisory Group in <b><u>July or January.</u></b>	
8. Following confirmation at the SEPAR Advisory Group, a final DBS check will take place via Update service or via full application to DDC, at applicants' own cost. Once the DBS check is confirmed, candidates will receive a confirmation certificate and letter from BASES and can label themselves as SEPAR completed. Candidates will then be eligible to apply for registration with the HCPC that will be at their own cost.	
9. Once HCPC registration is granted, candidates can use the following title - <b>HCPC Practitioner Psychologist: Sport and Exercise Psychologist.</b>	

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

Application deadline date and chosen SEPAR duration	FEB 2-year	AUG 2-year	FEB 3-year	AUG 3-year	FEB 4-year	AUG 4-year
Initial Submission date	1 May	1 Nov	1 May	1 Nov	1 May	1 Nov
Mid-point Submission date	1 May + 1 year	1 Nov + 1 Year	1 Nov + 1 Year	1 May + 1 Year	1 May + 2 Years	1 Nov + 2 Years
Final Submission date	1 May + 2 years	1 Nov + 2 years	1 May + 3 Years	1 Nov + 3 Years	1 May + 4 Years	1 Nov + 4 Years

## **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 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 (final submission only), a one-off review fee of **£100** will be made to the lead reviewer who will be responsible for the review.

The SEPAR Reviewer claim form can be found in the SEPAR section in the member area on the BASES website.