



The British Association of
Sport and Exercise Sciences

BASES

Supervised Experience

Supervisor Guidelines



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The British Association of
Sport and Exercise Sciences



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Exercise Sciences**

SUPERVISOR GUIDELINES

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1 INTRODUCTION

This document provides guidance and details for those formally supervising candidates going through BASES Supervised Experience (SE). Supervisors must be familiar with the ***BASES Supervised Experience Guidelines*** and the ***Supervised Experience Reviewer Guidelines***.

BASES accreditation is awarded to those practitioners who are deemed by the Association to have the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist. Accreditation is awarded to individuals who are judged to have demonstrated that they have the required level of competency in the BASES standards of proficiency for sport and exercise scientists. Accreditation is based on the premise of applicants:

- having the required level of underpinning scientific knowledge
- fully understanding the delivery context
- being able to apply their knowledge to make a positive difference
- having the personal skills required to bring about the action or change required.

Successful applicants will be accredited as sport and exercise scientists. In common with all related health professionals, those accredited by BASES must at all times work within their domain of expertise. Accredited members' domain of expertise (also known as scope of practice) is the area or areas of sport and exercise science within which they have the knowledge, skills and experience to practise lawfully, safely and effectively, in a way that meets BASES' standards and does not pose any danger to the public or the individual.

Members may achieve accreditation as a result of work in applied sport/exercise science support, research or pedagogy. In all cases the process and the judgement of generic knowledge, skills and professional practice will apply although how these are expressed and the "client" group will differ.

Those accredited by BASES are entitled to use the term 'BASES Accredited Sport and Exercise Scientist' while they still fully meet all the relevant accreditation criteria.

BASES Supervised Experience (SE) aims to provide sport and exercise scientists with the guidance, environment and opportunities that will facilitate the development of the competencies expected for BASES accreditation as a sport and exercise scientist. For a practitioner, SE is a key stepping stone to a career as a sport and exercise scientist.

For the successful completion of SE, and hence accreditation, the supervisee will be required to attain the required level of competency in the BASES standards of proficiency for sport and exercise scientists.

2 THE PURPOSE OF SE and SE ASSESSMENT

The fundamental purpose of the SE process is to ensure that applicants are safe and fit to practice as a sport and exercise scientist. A candidate who therefore successfully completes BASES SE has been endorsed for independent practice as a sport and exercise scientist.

BASES *high performance accreditation* has been developed to provide further recognition for those individuals who demonstrate excellence within their specific domain of expertise as a sport and exercise scientist.

Applicant's careers may depend on their successful completion of BASES SE; it is therefore the duty of reviewers to judge a candidate's application profile, progress updates and portfolio submissions as fairly and objectively as possible. All judgements and assessments must be made on the evidence presented, not on personal or professional reputation or additional information known to the reviewers.

The aim of the SE process is for the candidate, with the support of his/her supervisor, to be able to demonstrate to the reviewer that he/she fully meets the requirements in terms of qualifications

(knowledge), understanding and experience to be considered safe and fit to practice as a sport and exercise scientist.

Assessment of SE is a continuous process based on the candidate providing the reviewer with on-going information regarding how they have met the required BASES accreditation competencies as well as the other criteria (BASES workshops and 500 hours supervised practice). In all cases the material and evidence submitted by the candidate must have been endorsed by his/her supervisor(s).

Reviewers will therefore have on-going information from the candidate as to how he/she is developing with regards meeting the accreditation criteria. This process, combined with the input of the supervisor(s), should ensure that candidates do not get to submit their final portfolio report and be judged to be significantly below the standard required to successfully complete SE.

At each stage of the process the reviewer must compare the evidence submitted by the candidate and judge whether, in their view, the evidence provides demonstrates the candidate has achieved a particular competency or competency statement.

As with any competency based assessment, reviewers are required to determine whether or not the applicant demonstrates achievement of the relevant competencies. It is important to recognise that many of the competencies can be demonstrated through a variety of sources of evidence.

To successfully complete SE a candidate must have been able to demonstrate to the reviewer that he/she has fully met all the BASES accreditation competencies, and other requirements given in section 3.

At this stage SE would be considered to have been successfully completed.

In making their judgements on the documentation and evidence submitted by candidates, reviewers are reminded to be mindful that the submission will have been endorsed by the candidate's supervisor, a professional peer. This is not to discourage the questioning of submissions, rather to ensure that those involved understand and recognise that the success of the SE process relies on the maturity of peers, who apply their professional judgment to supportively challenge candidates in an appropriate manner.

By its nature the on-going assessment of a SE portfolio and associated evidence has a subjective bias to an objective process; it is not simply a process of obtaining ticks in a series of boxes.

3 THE ROLE OF THE SE SUPERVISOR

The role of the BASES SE supervisor is to successfully guide and support the supervisee during their SE period, so that, on successful completion of SE the candidate is safe and fit to practice as a sport and exercise scientist.

Agreeing to act as a supervisor for a candidate for SE is a serious undertaking, one which can have a profound influence on that individual's future career, it should not be taken on lightly or for purely financial reasons.

It is the supervisor's role and responsibility to ensure that in taking on a supervisee, the supervisor is able to provide appropriate levels of contact time and experiences to both be able to support the growth and development of the supervisee and to be able to do so within the domain of expertise within which the supervisee wishes to develop (see section 7). It is also the supervisors role to ensure that by the completion of the SE process, the supervisee has the knowledge, skills and experience to practise lawfully, safely and effectively, in a way that meets BASES' standards and does not pose any danger to the public or the individual.

Supervisors will be expected to sign the SE Registration Form for any supervisees they take on. Signing the form confirms that the supervisor has checked the form is completed correctly and all appropriate information is provided.

Entering into a supervisory relationship is voluntary; however it is strongly recommended that all supervisors should enter into a formal agreement with supervisees that will specify objectives, goals, and expectations of both parties (see appendix 1). Either party should have the right to withdraw from the supervisory contract if, after genuinely trying, the relationship is not satisfactory.

4 SE REQUIREMENTS

In order to satisfactorily pass SE candidates must:

- Provide evidence of having completed a relevant post graduate degree, or demonstrable knowledge equivalent via an enhanced case study
- Attend the five BASES core SE workshops (entry, ethics and confidentiality, reflective practice, understanding your client, safeguarding welfare) and two elective workshops from the BASES workshop programme or two days at a BASES conference or 8 BASES webinars
- Provide documented completion of 500 hours of logged supervised practice plus reflection (up to 150hrs may be backdated to include work placements previously undertaken) within the chosen domain of expertise. A minimum of 400 hours must be within the chosen domain of expertise.
- Provide evidence of documented case study meetings with supervisors, including outcomes and reflections
- Provide two client references
- Provide logged and signed off evidence of demonstrating the required level of competency in the BASES standards of proficiency for sport and exercise scientists
- Have their final portfolio sign off by his/her supervisor – in other words a senior peer of the profession has judged the applicant to be safe and fit to practice as a sport and exercise scientist.

5 BASES ACCREDITATION COMPETENCIES

Table 1 sets out the BASES Accreditation competencies. To successfully complete SE, applicants must be able to demonstrate to the reviewers that they fully meet all of the competencies.

It is not possible to successfully complete SE unless all 10 competencies are satisfactorily demonstrated as fully met, although how these are expressed and what constitutes the "client" group will differ. The BASES SE Competency Profiling Document provides candidates with examples of ways which may be used to demonstrate achievement of the competency, across the range of support to client groups, research and pedagogy.

Table 1. BASES Accreditation Competencies

Competency	Competency definition
1: Scientific knowledge	Be able to demonstrate a detailed scientific knowledge and understanding relevant to the domain of expertise
2: Technical skills	Be able to demonstrate full understanding and application of relevant scientific techniques
3: Application of knowledge and skills	Ability to demonstrate the application of knowledge and technical skills to the relevant delivery environment
4: Understanding and use of research	Be able to demonstrate a training in research which enables the understanding and application of research findings
5: Self evaluation and	Ability to self reflect, take responsibility for own actions, and to demonstrate

professional development	that continuous professional development occurs
6: Communication	Ability to communicate orally and in writing to colleagues, peers and clients
7: Problem solving and impact	Ability to address problems in a scientific and evidence based manner which results in a positive and timely outcome
8: Management of self, others and practice	Be able to demonstrate an understanding of management requirements and to manage self and others
9: Understanding of the delivery environment	Be able to demonstrate a knowledge of and integration into, the specific delivery environment
10: Professional relationships and behaviours	Be able to demonstrate adherence to the highest standard of ethical and professional behaviour and team work in working with colleagues and clients

6 SE PROCESS AND ASSESSMENT

A flow diagram of the SE application and assessment procedures is provided in Figure 1. It is possible that candidates can complete SE within two years, however depending on the individual circumstances this process may take longer. A maximum of 6 years is allowed for SE completion.

Successful completion of SE in two years is possible when the supervisee:

- Has significant quality contact time with their supervisor
- Undertakes a postgraduate degree where the course and syllabus is aligned to the SE process
- Is in a position to be able to achieve the 500 hours of supervised practice within the time-frame.

Prior to commencing SE all candidates must attend the BASES entry workshop – it is after this training day that the candidate's period of SE formally commences. Prior to attending the workshop all candidates will be required to confirm that they have an agreed supervisor who is on the recognised list of BASES SE supervisors.

All candidates are allocated a reviewer by the BASES office at the point at which they are accepted on the SE pathway. The reviewer's primary area of expertise will be in the same sport and exercise science sub-discipline as that of the candidate.

Within two months of the SE period commencing the reviewer will be required to review the candidate's initial application profile, which will set out the individual's current standing with regards to meeting the accreditation competencies. At this stage any request for recognition of previous supervised practice hours (plus supporting evidence) must be made by the candidate.

The reviewer provides feedback to the candidate and supervisor on the basis of:

- documentation satisfactory, reviewer agrees with the candidate's/supervisor's evaluation of the candidates current position, please proceed with process
- documentation satisfactory but with the following provisos, please proceed with process
- documentation not satisfactory, the reviewer disagrees with the candidate's/supervisor's evaluation and the documentation does not satisfactorily demonstrate particular competencies have been achieved, or fully demonstrated. In this instance, constructive feedback is essential to advise how the candidate progresses

Reviewers should provide constructive feedback detailing what is required from the candidate. The reviewer may request that further information is presented immediately or within the next submission.

Candidates are required to submit an updated competency profile at the halfway and end point of the SE process.

Fig 1: BASES Supervised Experience Process

1. Following the identification of a suitable supervisor listed on the current BASES register, the applicant contacts the supervisor and agrees that they can work together through supervised experience.
↓
2. Applicant submits a registration form to BASES, which also books a place onto a compulsory BASES Supervised Experience Entry Workshop to commence SE process, pays £200 fee (fee includes workshop costs and SE application fee) and sends copies of all degree transcripts.
↓
3. Applicant attends the compulsory BASES Supervised Experience Entry Workshop, at which point their SE formally commences. BASES allocate a reviewer (who will be from same discipline) to the application.
↓
4. Within 2 months of starting SE, supervisee submits, via the supervisor, a current profile against the BASES SE competency profile document indicating key areas to progress and annotating evidence for current profile. A supervisor report should be included in the submission
↓
5. Reviewer accesses portfolio and feeds back to the supervisor within one month, and alerts the supervisee that feedback has been sent.
↓
6. At the half way point (normally at the end of the first) a revised profile to be submitted by the supervisee, following sign-off from the supervisor, indicating current levels, key areas to progress and annotating evidence for current profile. **Supervisees should contact the reviewer one month prior to submission to advise when they will be sending in their portfolio.**
↓
7. Reviewer accesses portfolio and feeds back to the supervisor within one month, and alerts the supervisee that feedback has been sent.
↓
8. When the supervisor believes that the supervisee fully meets the competencies and has completed the supervised practice hours, a final profile and portfolio to be submitted by the supervisee, following sign-off from the supervisor, annotating evidence for current profile. **Supervisees should contact the reviewer one month prior to submission to advise when they will be sending in their portfolio.**
↓
9. Reviewer accesses the portfolio. Reviewer provides feedback to the supervisor and supervisee. If SE is complete, the reviewer provides his/her recommendation to BASES Office.
↓
10. The Supervisee emails access to their SE dropbox to the BASES office for final review by the Education Officer.
↓
11. The BASES Office confirms completion of SE (or otherwise) by email and posts confirmation to the applicant inviting them to apply for accreditation.

7 GOOD SUPERVISION GUIDELINES

It is not the place of BASES to mandate how individuals supervise those on SE. This section is intended to reflect the experiences and advice of those who have successfully supervised candidates, as well as provide examples of how the SE experience can be adapted to meet the needs of supervisees, whatever their preferred domain of expertise (ie research, client support in sport or health, pedagogy). In all cases the process and the judgement of generic knowledge, skills and professional practice will apply although how these are expressed and the "client" group will differ.

In order therefore to ensure the SE experience is both successful and enjoyable for both parties the following are recommended:

- While the supervisor will have more experience, the relationship should be one of partners who jointly make decisions
- Should a supervisor believe that there is a conflict of interest between their supervisory role and any other role, the supervisor should make this conflict known to the supervisee as soon as is practicable
- Supervisors should maintain a full record and notes of meetings (face to face, phone, email) with their supervisee, and present these to the supervisee to confirm (via signature) they are a true account of the proceedings and that both parties are clear on what is required before the next meeting
- Information shared in supervisory meetings is subject to standard rules of professional confidence
- Supervisors should ensure that they use/expose the supervisee to a full range of methods and experiences for development, these include (but not restricted to):
 - observation of practice
 - working jointly with the supervisee
 - group case study discussions
 - one to one meetings
 - interaction via phone, email
 - recommendation and advice about relevant training courses and workshops/conferences
- Supervisors should be able to provide supervisees with access (or introductions) to potential client groups (relevant to the domain of expertise) to help acquire the required hours of supervised practice (see section 8)
- While the responsibility rests with the supervisee, supervisors should ensure that all supervisees maintain as appropriate (as well as check the content of)
 - laboratory manuals
 - record of CPD undertaken
 - case logs

In all cases these should contain reflections on the experiences not just document what has occurred

- Where the first part of SE has coincided with a post graduate degree (and hence the supervisor is academically based), there will be circumstances where supervisees are encouraged to change supervisors after they have completed their studies to one who potentially brings more vocationally orientated experience and guidance
- Supervisors may normally have no more than 4 supervisees registered with them at any one time
- It is expected that a supervisor directly observes at least 20 hours of a supervisee's practice hours

8 SUPERVISED PRACTICE GUIDELINES

One of the core requirements for the successful completion of SE is the undertaking of 500 hours of supervised practice plus reflection. In this context supervised practice is the delivery of services under the supervision of a senior peer. It is not expected that all the hours of supervised practice are observed practice, although it is expected that observation of the supervisee by the supervisor/senior practitioner will occur and be recorded (a minimum of 20 hours must be directly observed by the supervisor).

Supervisees should ensure that at least 400 hours of the supervised practice are undertaken within the main context that they wish to operate as a sport and exercise scientist (ie research, pedagogy, support).

Up to 150 hours may be back dated to include experience gained prior to the formal commencement of SE, as long as the experiences have been logged, reflected on and are those that meet the SE requirements below.

A minimum of 250 hours must be supervised by the named SE supervisor, up to 250 hours can be supervised by other BASES accredited peers, as long as their expertise is appropriate to the supervisee's development.

All supervisees must maintain some form of supervised practice log in which they keep a record of their preparation for, delivery of and reflection on their practice. This should be periodically read and signed off by the supervisor.

It is expected that the supervised practice hours will be made up by a mixture of circumstances relevant to the individual's development; for example one to one sessions, group sessions, measurement and recording.

Where relevant and applicable, preparation time associated with the delivery of services may be included within the supervised practice hours at a maximum ratio of 3:1.

Examples of acceptable activities for supervised practice:

- Support work – one to one sessions with clients, group sessions, educational talks and workshops, data collection and analysis
- Research – client/subject meetings, data collection, data manipulation and analysis, data reporting via conferences and workshops
- Pedagogy – lecture delivery, tutorials, exam setting.

Some supervisees may undertake work with children, young people or vulnerable adults and a CRB check may be indicated. However the variety of individual circumstances, the extent of supervised/sole working, and an individual organisation's own policies make it impossible for BASES

to provide detailed guidance. BASES recommends that the supervisor and supervisee discuss the placement with the host to determine whether a CRB check is required. Consideration of the issues involved and appropriate action will be a means of fulfilling some of the competency requirements for accreditation, particularly *10. Professional relationships and behaviours*.

9 FEES

BASES recognise that in many circumstances individuals or institutions will charge supervisees for acting as a supervisor. The Association also acknowledges that fees will vary since supervisors may be independent or their services may in full or in part be bound up with an educational course (and provided as part of that course) or an employment situation. BASES does not set supervisors fees or have any influence over the rate charged. Supervisees are encouraged to ensure they are aware of any fee before entering into an agreement with a supervisor. Supervisors are reminded that they should take an ethical approach when setting SE fees.

In taking on fee paying supervisees, supervisors are reminded of their role in ensuring that, at the point of completion of SE, the supervisor judges the individual is safe and fit to practice as a sport and exercise scientist. A candidate who therefore successfully completes BASES SE has been endorsed for independent practice as a sport and exercise scientist by his/her supervisor.

BASES SE supervision is also a method by which accredited individuals can accumulate BASES Credits which are required for BASES re-accreditation.

10 BASES SE SUPERVISOR REQUIREMENTS

All BASES SE supervisors must have attended the Association's SE supervisor training workshop prior to joining the register of accepted supervisors. The purpose of the workshop is to ensure that supervisors are best-placed and prepared to be able to successfully support practitioners through the BASES supervised experience process. The workshop outcomes are therefore to ensure all attendees have:

- A clear understanding of BASES supervised experience and accreditation, including aims and outcome
- Explanation of the Supervised Experience process and logistical requirements
- A clear understanding of the expectations of the role of supervisor within the supervised experience process
- The opportunity to share experience of best-practice supervision principles.

The workshop will draw on the experience and skills of existing supervisors.

In order to be accepted onto the workshop applicants must:

- be a BASES professional member
- have been BASES accredited for a minimum of 3 years, or be able to demonstrate relevant experience in supervising or mentoring practitioners
- have experience in mentoring or developing staff or peers.

Applicants will be asked to provide details of:

- their current track record and working portfolio within the discipline/area of expertise to be supervised
- their proposed mode of operating in terms of interfacing with their supervisees, including minimum time commitments (ie one to one, group sessions, case study reflection, email/phone contact)
- any prior mentoring/supervising training.

All applications are assessed on a case-by-case basis by BASES. Information included on the form should be detailed enough for BASES to assess your past experience in a supervisory/mentoring role

Once a completed application form has been accepted by BASES, the applicant must attend a BASES Supervisor Workshop. Applicants will not be placed on the BASES supervisors register, and therefore will not be accepted as a supervisor until they have attended the supervisors workshop.

11 EXISTING BASES SE SUPERVISORS

For those supervisors that are already working with supervisees, you may continue to supervise your current supervisees but may not take on any new supervisees until you have attended the Supervisor Workshop.

BASES intend to arrange a Supervisor Workshop at least twice a year. Registration for the workshop is available on the BASES website.

Appendix 1

Sample Supervisor-Supervisee Agreement



SUPERVISEE-SUPERVISOR AGREEMENT

Terms of Agreement

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

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

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

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

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

Expectations of the supervisee:

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

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

Expectations of the supervisor:

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

Cost of supervised experience

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

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

Signature _____ *Signature* _____

Date _____ *Date* _____