

# Sport & Exercise Psychology Accreditation Route Reviewer Handbook<sup>1</sup>

## Contents

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### 1.0 Introduction

### 2.0 The Role of the SEPAR Reviewer

- 2.1 The reviewer role
  - 2.1.1 Formative development of candidates
  - 2.1.2 Assessment of candidate competence
- 2.2 The reviewer-candidate-supervisor relationship
- 2.3 Reviewer responsibilities
  - 2.3.1 Managing the review process
  - 2.3.2 Managing reviewer workload
  - 2.3.3 Professional conduct

### 3.0 BASES SEPAR Reviewer requirements

- 3.1 Eligibility to become a SEPAR reviewer
- 3.2 Training
- 3.3 Conflicts of interest

### 4.0 The SEPAR Review Process

- 4.1 Reviewer roles 1 & 2
- 4.2 Conducting the review
  - 4.2.1 Managing the volume of information
- 4.3 The desk-check
- 4.4 Review outcomes
  - 4.4.1 Outcomes of re-submissions
  - 4.4.2 Serious concerns or consistent failure to meet standards
- 4.5 Reviewer feedback
  - 4.5.1 Reviewer report forms
  - 4.5.2 Tone of reviewer feedback
- 4.6 Mid-point e-meeting
- 4.7 Accessing support for the reviewer in role

### 5.0 Fees

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- [Annex A – Reviewer Tracking Template](#)
- [Annex B – SEPAR Conflict of Interest Meeting Record](#)
- [Annex C – SEPAR Initial Submission Checklist](#)
- [Annex D – SEPAR Mid-point Submission Checklist](#)
- [Annex E – SEPAR Final Submission Checklist](#)
- [Annex F – Reviewer Report Form](#)
- [Annex G – Reviewer Report Form \(Resubmission\)](#)
- [Annex H – Mid-point e-meeting Question Template](#)

## **1 Introduction**

The purpose of the BASES Sport and Exercise Psychology Accreditation Route (SEPAR) is to ensure that candidates acquire the knowledge, skills, and experience required to be eligible to apply for registration with the Health and Care Professions Council (HCPC) as a Practitioner Psychologist.

This document provides guidance and tools for those reviewing candidates going through the BASES Sport and Exercise Psychology Accreditation Route (SEPAR). It should be read in conjunction with the following sources of information:

SEPAR Candidate Handbook	This should be your primary source of information about development and evaluation of competencies, and core requirements for completion of the SEPAR.
SEPAR Qualification Handbook	This provides information about governance and structure of the SEPAR, and the processes candidates go through from enrolment to completion, including information on the review process and potential outcomes at each submission point.
SEPAR Portfolio Guidance Video	This video outlines key requirements for portfolio submissions and talks candidates through the process of developing and evidencing competencies. It is essential all reviewers are familiar with the guidance in this video.
Reviewers may also find it helpful to read through the Practice Placement Handbook and the SEPAR Supervisor Handbook, as these will give them an understanding of what is required of candidates and supervisors during SEPAR.	
<i>For reviewers of APEC candidates only:</i>	
SEPAR APEC Handbook	This provides additional information specific to APEC candidates (supplementary to the information provided in the candidate, qualification and practice placement handbooks).

The overarching aim of the SEPAR is to ensure that practitioners can *work autonomously* and are *industry ready* in that they will be able to integrate effectively into a range of sport and/or exercise environments with a view to facilitate optimal involvement, performance, and/or enjoyment in sport and exercise as well as support the development of mental health and well-being in clients. To achieve this aim, upon completion of the SEPAR, candidates should be able to:

- a) Demonstrate knowledge and a clear understanding of:
  - a. underpinning principles of psychology;
  - b. key principles of, and contemporary issues in, sport and exercise psychology; and,
  - c. complementary areas to sport and exercise psychology;

- b) Appreciate the diverse landscape of sport and exercise environments, as well as the social, cultural, and political factors that shape these environments;
- c) Demonstrate and apply a range of skills required for the effective application of psychological principles and related methodologies in light of client needs;
- d) Exhibit the critical thinking skills, creativity and reflexivity to lead an effective consultancy process;
- e) Understand and apply research to engage in and evaluate evidence-based practice;
- f) Utilise counselling skills to facilitate an effective practitioner-client relationship;
- g) Understand and identify issues associated with mental health and well-being and consider the mental health literacy of clients;
- h) Manage the self, and demonstrate a commitment to ongoing continual professional development;
- i) Demonstrate the ability to work effectively in a range of sport and exercise environments with clients of different demographics;
- j) Practice autonomously in a manner commensurate with the professional, ethical and safeguarding standards outlined by BASES and the HCPC.

Consequently, candidates on the SEPAR will be expected to attain the required level in the standards of proficiency (complementary to their practice [e.g., sport, exercise, or sport and exercise]) detailed in the SEPAR Candidate Handbook. These standards (competencies) have been drawn from comprehensive consultation of national and international organisations' certification requirements for practitioner psychologists, feedback from the Home Countries' Sports Institutes and national governing bodies of sport, and in specific consideration of the standards of proficiency, and standards of education and training, detailed by the HCPC:

<http://www.hcpc-uk.org/publications/standards/index.asp?id=198>  
<https://www.hcpc-uk.org/education/resources/education-standards/>

The combined synthesis of this material has afforded the development of a focused approach to the training and development of sport and exercise psychologists that may be considered as gold standard within the field.

## **2 The Role of the SEPAR Reviewer**

### **2.1 The Reviewer Role**

Each SEPAR candidate is assigned two reviewers who will remain their reviewers for the duration of their SEPAR process.

Your role as a reviewer is:

- to support candidates' formative development and ensure they are on track to complete SEPAR;
- to ensure candidates meet the required SEPAR standards and adhere to the BASES code of conduct;
- (at the final submission stage) to determine whether candidates have reached the required level of proficiency to be fit to practise as an independent Sport and Exercise Psychologist and to apply for registration with the HCPC.

#### **2.1.1 Formative Development of Candidates**

Reviewer responsibilities include:

- Following a candidate through to the end of the SEPAR process;
- Supporting the candidate's process of development through provision of a professional perspective that is independent from that of the supervisor;

- Providing feedback in a timely manner that is appropriately detailed, constructive and developmental in nature;
- Signposting candidates, where appropriate, to additional sources of knowledge or CPD that might be beneficial to their particular needs;
- Offering candidates and supervisors opportunity for clarification of feedback.

### 2.1.2 Assessment of Candidate Competence

Reviewer responsibilities include:

- Reviewing initial, mid-point and final portfolio submissions to ensure the SEPAR requirements at each stage are achieved;
- Conducting a mid-point e-meeting with the candidate to discuss their progress and review their plans for completing SEPAR;
- Thoroughly reviewing the evidence submitted to gain insight into the candidate's current level of competency and the work they have undertaken during the preceding period;
- Evaluating the competencies claimed against the evidence submitted and feeding back any amendments required;
- Making a decision as to whether the portfolio can be approved, requires additional information or needs to be referred for re-submission;
- (Final submission point only) - making a decision as to whether candidate has reached the required level of proficiency to be fit to practise as an independent Sport and Exercise Psychologist and to apply for registration with the HCPC.

## **2.2 The Reviewer-Candidate-Supervisor Relationship**

The SEPAR adopts an “open review” process in that, as reviewers, you will be introduced to candidates (and their supervisors) via e-mail at the outset of the SEPAR and they will be able to contact you with any queries as they proceed through the SEPAR. This opportunity for candidates and supervisors to interact with reviewers, and for reviewers to get to know candidates in person, is a unique strength of the SEPAR programme. This transparency has several benefits including:

- Helping candidates view reviewers as collaborative and constructive, rather than anonymous and critical;
- Encouraging candidate openness, so they feel able to raise concerns when they arise, and to be open about any setbacks they may face during their SEPAR journey;
- Giving candidates an opportunity to request further clarification of feedback, and to ensure reviewer comments are understood how they are intended;
- Giving reviewers a more authentic insight into who the candidate is and how they work.

Reviewers and supervisors often come from the same “bank” of professionals, and it is expected they will share a professional, mutually respectful relationship throughout SEPAR. It is important to remember supervisors also play a role in the assessment of candidate competence throughout SEPAR. Reviewers should pay attention to supervisor comments provided within portfolios, and take these into account in their evaluation of submissions. There may however be occasions where reviewers disagree with supervisor comments. It is important this is communicated through their portfolio feedback (together with their rationale) and in the case of any concerns about the quality of supervision provided, that this is raised with the SEPAR Advisory Group Chair.

## **2.3 Reviewer Responsibilities**

### **2.3.1 Managing the Review Process**

- Reviewers are responsible for keeping track of the candidates they have agreed to review, and should log on their calendar when each candidate's initial, mid-point and final submissions are due (see Annex A for a template to help with this).
- Reviewers must allocate sufficient time in their diaries to complete upcoming reviews and ensure reviews are returned within the 8-week deadline provided. This includes allocating time to complete the "desk check" within the 7 day period following the submission deadline (Reviewer 1 only - see section 4.1 to 4.3 below).
- Reviewer pairs must be responsive in their communication with each other and ensure they meet in sufficient time to allow completion of the report prior to the deadline.

### **2.3.2 Managing your Review Workload**

- Prior to taking on a new candidate to review, reviewers must consider the workload required and ensure this fits with their schedule (as is known currently) for the coming 2/3/4 years. Once committing to be a reviewer for a candidate there is an expectation to be able to fulfil that duty to the end of their SEPAR journey unless there are unforeseen and unavoidable circumstances.
- It is appreciated that circumstances such as long-term sickness absence, maternity/paternity/adoption leave, caring responsibilities and unforeseen personal situations, may arise among reviewers during reviewing periods. Should any situations arise that mean a reviewer is unable to conduct a planned review, or needs to be removed from a reviewer team due to a change in circumstances, it is important this is communicated with BASES in a timely manner to allow a replacement reviewer to be sourced.

BASES endeavours to support such situations as much as possible, but also asks that as much advance notice be given whenever possible, so as to avoid any absence impacting on fellow reviewers and candidates. Please email the Professional Standards Administrator at [education@BASES.org.uk](mailto:education@BASES.org.uk) at the earliest possibility to notify of any circumstances which may affect your ability to review. Any circumstances will be dealt with in the strictest of confidences.

### **2.3.3 Declaring Conflicts of Interest**

Reviewers are responsible for declaring any situation they believe might be a conflict of interest to BASES. A conflict of interest in this instance is any situation where their involvement with a candidate or supervisor outside of SEPAR might impact their ability to provide an objective review of candidate portfolios. This might either be at the outset of SEPAR, where reviewers are asked before taking candidates on if they wish to declare any conflicts of interest, or during SEPAR, if a new potential conflict of interest arises.

Given the sport and exercise psychology community is small in the UK, there is a realistic chance that candidates and reviewers may have crossed paths, or reviewers and supervisors have worked together in some capacity. In this regard, simply having "met" a candidate (e.g., at a conference, or being in a one-off meeting together) or "worked with a supervisor" (e.g., as a professional colleague who sits on similar groups) would not necessarily constitute a conflict of interest. If in any doubt, however, reviewers should declare their situation to BASES who will discuss with them how to proceed on a case-by-case basis.

The following are offered as examples of what might constitute a conflict:

- Reviewers being family members or personal friends of either candidates or supervisors (independent of the professional sport and exercise psychology community)
- Reviewers having been MSc tutors or previous supervisors of candidates

- Reviewers having worked closely with candidates (e.g., working for the same sports team, working closely as part of an advisory group, or working on a publication together)
- Reviewers and candidates having had interactions on social media that might bias their relationship (e.g., a disagreement on a topic)
- Reviewers and supervisors being particularly close colleagues (e.g., working together on a day-to-day basis, published multiple papers together, or engaging socially on a regular basis)

**If a conflict of interest is declared at the outset of the SEPAR** - the candidate will be matched with an alternative reviewer.

**If a potential conflict of interest arises during the SEPAR** – both reviewers should meet with the candidate and supervisor to discuss the situation, after which they should submit the SEPAR Conflict of Interest Meeting Record (see Annex B) to the SEPAR Advisory Group Chair for consideration (via the Professional Standards Administrator, education@BASES.org.uk). It is important within this meeting not only to consider the potential impact of the non-SEPAR relationship on the SEPAR review process, but also the impact of the SEPAR review process on the other situation (e.g., if a reviewer and a candidate were working together on an advisory group, how might it affect their working relationship if the reviewer were to ask the candidate to re-submit one of their SEPAR portfolios?).

The decision will likely be influenced by the stage the candidate is at in their SEPAR journey, and the nature of the conflict. The benefits of continuity in the review team are recognised and where possible, it is encouraged for reviewers to stay on the team. In such instances, it may be necessary to introduce measures to minimise the level of risk (e.g., asking BASES for a third independent reviewer to quality assure the review outcome), and to mitigate the impact should a challenging situation occur (e.g., agreeing a clear reporting protocol should the candidate feel the conflict begins to have an impact on their SEPAR experience at a future date).

In some circumstances (e.g., if the candidate and reviewer will be working together very closely, or if the candidate is not comfortable with the reviewer still being involved), the most appropriate course of action may be for the reviewer to come off the candidate's review team. In this case BASES will take responsibility for finding an alternative reviewer.

### 2.3.3 Professional Conduct

In all activities undertaken during the SEPAR review process, reviewers have a responsibility to abide by the HCPC Standards of Conduct, Performance and Ethics and BASES Code of Ethics and Conduct.

This includes observing full confidentiality and compliance with all necessary GDPR conventions regarding any material viewed in portfolios, received from the BASES Administrative team and/or the SEPAR Advisory Group.

## **3 BASES SEPAR Reviewer Requirements**

### **3.1 Eligibility to Become a SEPAR Reviewer**

To become an approved SEPAR reviewer, individuals must:

- be a BASES professional member;
- have been registered with the HCPC as a Sport and Exercise Psychologist for a minimum of 2 years, and been engaging in applied practice during this time<sup>2</sup>;
- complete all the mandatory 'SEPAR reviewer training', including reviewer training updates as required;
- have relevant insurance in place and where relevant procedures for HMRC requirements of tax and National Insurance, including all self-assessment completion and submissions

It is also desirable to have experience of:

- reviewing student or trainee work;
- supervising candidates on SEPAR or equivalent post-MSc supervised experience pathways

Individuals wishing to become an approved SEPAR reviewer will need to provide details of:

- their current track record and working portfolio within the discipline/area of expertise to be supervised;
- any prior experiences of reviewing or supervising candidates on SEPAR or equivalent pathways.

All applications are assessed on a case-by-case basis by BASES.

### **3.2 Training**

To become an approved SEPAR reviewer, the following must be completed:

- Watch the SEPAR reviewer training video.
- Watch the SEPAR portfolio guidance video and complete the reflective worksheet as evidence of having watched it (submit to [education@BASES.org.uk](mailto:education@BASES.org.uk)).

Attend reviewer training updates as required.

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<sup>2</sup> Exceptions may be made for individuals who have achieved HCPC registration via the SEPAR APEC route and who already have extensive applied practice experience. In this circumstance individuals are encouraged to contact the Chair of the SEPAR Advisory Group to discuss their eligibility to review.

## **4 The SEPAR Review Process**

### **4.1 Reviewer Roles 1 & 2**

When matched with a candidate, the BASES office will allocate you the role of either Reviewer 1 or Reviewer 2.

Both reviewer roles are deemed equivalent in terms of decision-making and both will receive the same payment (see Section 5 on Fees below). It is expected that the review is conducted collaboratively and both reviewers contribute fairly.

There are however a few administrative responsibilities that fall with Reviewer 1, as follows:

- Responsibility for contacting Reviewer 2 and setting up the review meeting
- Responsibility for e-mail communication with the candidate, supervisor, and BASES Professional Standards Administrator, including arranging the e-meeting at mid-point
- Responsibility for conducting the “desk check” (see Section 4.3 below)
- Responsibility for combining both reviewers’ comments into the final report and uploading this to the candidate’s One Drive.

Whether you are Reviewer 1 or 2 will vary across the candidates you review, and – in recognition of the administrative responsibilities for Reviewer 1 - the BASES office will endeavour to share roles out as evenly as possible (i.e., so the additional responsibilities are shared between all reviewers).

### **4.2 Conducting the Review**

Figure 1 outlines the review process and roles of Reviewers 1 and 2 within this.

You will be given access to the candidate’s portfolio via their One Drive folder, which they should organise according to one of the two examples in the SEPAR Portfolio Guidance Video. They will submit by either 1 May or 1 November (depending on their starting point and programme duration) and you will have 8 weeks from this date to conduct the review<sup>3</sup>.

The candidate will e-mail you to confirm when the portfolio is uploaded and ready for review.

Within 7 days of the submission deadline, Reviewer 1 then needs to do two things:

1. Conduct a “desk check” of the portfolio to verify that all the required documents are present (see Annexes C to E for checklists at each time-point). Then e-mail the candidate and supervisor to confirm all documents are present and the review can go ahead. If anything is missing, this will need to be requested with a 2-working day turnaround (see Section 4.3 for further information on the desk check).
2. Contact Reviewer 2 to set up a meeting to discuss the review<sup>4</sup>.

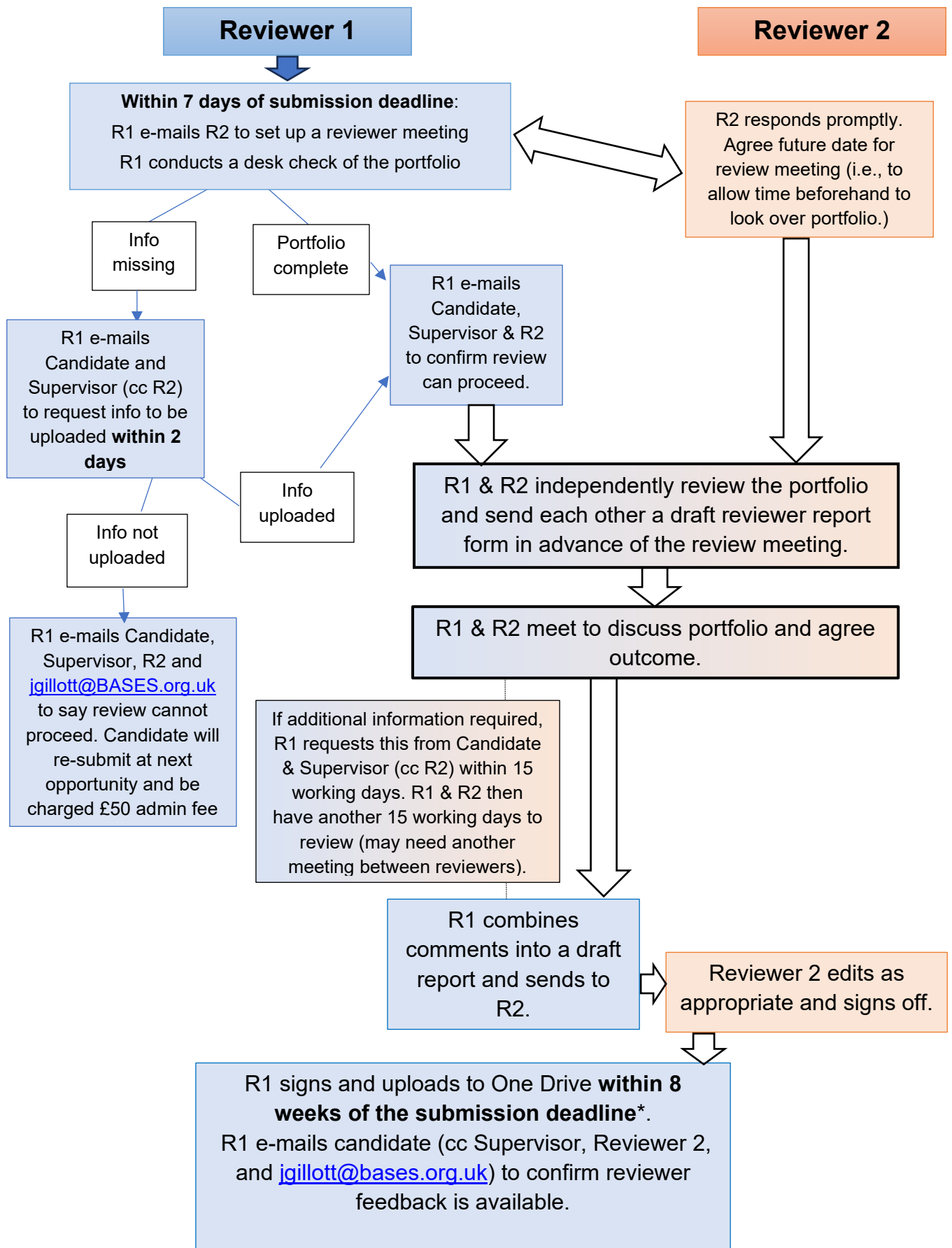
Once the desk check is complete, the review can proceed. Both reviewers should independently review the material submitted and draft notes for the report. It is recommended

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<sup>3</sup> APEC candidates will submit an initial profile 4 weeks after the application closing deadline (1 March or 1 September). The review period for all APEC submissions is 4 weeks.

<sup>4</sup> Should either reviewer be unable to get in touch with the other reviewer, they must contact the Professional Standards Administrator (education@BASES.org.uk) as soon as possible who can check the contact details are correct and follow up any concerns.





\*plus up to 15 working days if additional information was requested during this process

**Figure 1.** Review process and roles of Reviewer 1 (R1) and Reviewer 2 (R2)

the draft report is then sent to the other reviewer with sufficient time for them to read over before the review meeting.

During the review meeting both reviewers will then discuss their thoughts on the following aspects, and come to an agreement on the review outcome and content of the report:

- accuracy of, and supporting evidence for, competency ratings;
- appropriateness of plans for the next SEPAR stage;
- any recommendations for further development or signposting to resources they feel might benefit the candidate;
- any concerns with regards candidate progress, standard of work or supervision arrangements;
- (mid-point onwards) – evidence that the candidate is developing into a self-aware, ethical and autonomous sport and exercise psychologist;
- (final submission only) – evidence that the candidate has met all SEPAR requirements and is ready to practice as a safe, ethical and autonomous sport and exercise psychologist.

Reviewer 1 will then combine both reviewer's comments into a draft report and send it to Reviewer 2 to amend as appropriate and sign off. Reviewer 1 then uploads the final report to the candidate's One Drive and e-mails the candidate, the supervisor and the Professional Standards Administrator ([jjillott@BASES.org.uk](mailto:jjillott@BASES.org.uk)) to notify them that the review is available.

The process above needs to be completed within the 8-week window after the submission deadline (the only exception to this is if a candidate is requested to provide additional information within 15 working days, in which case reviewers will have an additional 15 working days from when the additional information is received - see Section 4.4 for further details).

#### 4.2.1 Managing the volume of information

It is important portfolios are reviewed as thoroughly as possible and that all key documents (e.g., competency profiles, action plan, logs, case studies etc.) are read in detail.

It is however recognised that some portfolios may contain an extensive amount of information, and it may not always be possible or necessary to read every single piece of evidence in depth (or listen to every voice note in full) within the time reviewers have available. What is important however, is that reviewers get a feel for the whole breadth of information provided, and review evidence with sufficient depth to be able to assess the candidate in the areas outlined above.

Reviewers might find it helpful to use the respective checklists (see Annexes C to E) as a guide for working through the submission. By reviewing overview documents first, such as the introductory video and cover letter, philosophy reflection, supervisor report and logs (plus evidence that is signposted within these), reviewers will gain a broad understanding of where the candidate is at, before looking at the competency ratings and action plan in more detail. At the mid-point and final submissions, case studies will provide an important insight into candidates' development, and as such should be given specific attention within the review process.

### **4.3 The Desk Check**

It is Reviewer 1's responsibility to conduct a "desk check" of the portfolio within 7 days of the submission deadline (see Figure 1). If Reviewer 1 knows they are going to be unavailable during this 7-day period (i.e., 1-7 May or 1-7 November) it is their responsibility to liaise with Reviewer 2 in advance of the deadline and ask them to conduct the desk check in their absence.

The purpose of this check is to verify that all the required documents are present (see Annexes C to E for checklists at each time-point), that the supervisor report is complete and that supervisor signatures / comments are completed on the following documents:

- SEPAR Competency Profiles (Knowledge, Skills, Self, and Experience)
- SEPAR Practice Log
- SEPAR Backdated Hours Log (*where applicable, initial submission only*)
- SEPAR CPD and Supervision Log
- SEPAR Dissemination and Citizenship Log
- SEPAR Core Workshops Log
- SEPAR Observation Log
- SEPAR Professional Philosophy Report
- SEPAR Quarterly Review Reports

Once the desk check is complete, the review can proceed.

On completing this desk check, if reviewers identify anything to be missing, they will contact the candidate and supervisor and request this information is submitted urgently within 2 'working days' (i.e., Monday to Friday).

Failure to submit the missing documents within these 2 days will mean the portfolio cannot be reviewed and the candidate will be asked to re-submit for the next available deadline (either 1 May or 1 November) and will incur an administration fee of £50. In this case, the candidate's future submissions (and therefore SEPAR end-date) will also be delayed by 6 months.

It is important reviewers are strict in their implementation of this desk check policy, as this will ensure standards are maintained on the SEPAR. As such, if anything is missing from the checklist and is not provided within 2 days (however minor), the review should not go ahead.

If a candidate is asked to re-submit at this stage, reviewers will not receive a fee, since they have not yet conducted a review.

#### **4.4 Review Outcomes**

There are three possible outcomes following each review, although the details of these will vary across time-points (See Qualification Handbook Section 2.7 for a full breakdown and flow charts for the review outcomes at each time-point):

1. **Approved.** The portfolio is approved and the candidate continues on SEPAR (or is recommended for completion, if it is the final submission). Unless otherwise stated, reviewer recommendations will not require a response and they are for the candidate to work on prior to the next submission (if applicable). Occasionally, reviewers may state their approval is subject to a very minor change or upload of additional information, in which case the candidate should address this within 2 weeks and inform reviewers when it has been done.
2. **Additional information required.** Reviewers identify a shortfall in the portfolio that needs to be addressed before the outcome can be decided upon (e.g., missing evidence, poor organisation that makes the portfolio challenging to navigate, insufficient detail on competency profile/s or action plan etc.) and believe this can potentially be rectified within 15 working days. Candidate is given 15 working days to address the reviewers' request and upload any additional information (the candidate should notify reviewers when this has been done). Reviewers then have 15 working days *from when the candidate notifies them this has been uploaded* to complete their review.

On completion of their review, reviewers will make one of two decisions:

- i. *Approved* (as above).
- ii. *Re-submission.* The candidate has not sufficiently addressed the reviewers'

request therefore they feel they cannot approve the submission at this stage. The candidate is asked to re-submit for the next available deadline (either 1 May or 1 November) and incurs a fee of £350. Reviewers will offer the candidate chance to ask any questions to clarify their understanding around what is required in the re-submission, and if deemed helpful, may offer a virtual meeting with the candidate and their supervisor to discuss this. The candidate's future submissions (and therefore SEPAR end-date) will also be delayed by 6 months.

3. **Re-submission.** Reviewers identify major shortfalls in the portfolio that they do not believe can be addressed in a 15-working day period. The candidate is asked to re-submit for the next available deadline (either 1 May or 1 November) and incurs a fee of £350. Reviewers will offer the candidate chance to ask any questions to clarify their understanding around what is required in the re-submission, and if deemed helpful, may offer to e-meet with the candidate and their supervisor to discuss this. The candidate's future submissions (and therefore SEPAR end-date) will also be delayed by 6 months.

#### 4.4.1 Outcomes of re-submissions

Where a candidate has been asked to re-submit, the potential outcomes of the review are the same as outlined above. In the case of the re-submission not meeting the requirements for option 1 (approval) or option 2 (additional information required), reviewers should set up an e-meeting with the candidate and supervisor to discuss their concerns and better understand the candidate's situation. Following this e-meeting, they should consider whether option 3 (which would be a second re-submission) would be beneficial for the candidate (i.e., if they believe there to be a reasonable chance that the candidate would be able to achieve the level of development required and address the shortcomings of the re-submission). If reviewers do not believe a second re-submission would be beneficial, they will follow the protocol for consistently failing to meet standards (see 4.4.2 below).

**Note:** If a second re-submission is requested, there will be no option for a third re-submission. The only potential outcomes from this second re-submission would be approval, additional information required or steps to address the consistent failure to meet standards (see 4.4.2 below).

#### 4.4.2 Serious Concerns or Consistent Failure to Meet Standards

There may be some circumstances where reviewers have serious concerns about candidates' ability to complete the SEPAR or about candidates' fitness to practise as a future sport and exercise psychologist. These might include, but are not limited to:

- Aspects of a candidate's portfolio raise serious concerns about their ethical awareness, safeguarding or ability to operate within the BASES code of conduct.
- Reviewers are concerned that a candidate's physical or mental health is affecting their ability to practise safely.
- A portfolio re-submission (or second re-submission) shows no noticeable improvement, and (in the case of a first re-submission) reviewers do not feel asking the candidate to re-submit again would be beneficial.

Such instances will be treated on a case-by-case basis, in consultation with the SEPAR-AG Chair, to decide the most appropriate course of action for each candidate. If the concern is deemed to be temporary or something the candidate can address with appropriate support, candidates may be suspended from the applied practice aspect of SEPAR (e.g., they may continue with knowledge development activities but may not be allowed any client contact) and conditions put in place to help resolve the issue. If however, the concerns are not

deemed to be something that would benefit from temporary measures of this nature, candidates may be either excluded (e.g., in the case of poor conduct) or asked to withdraw (e.g., in the case of consistently not meeting academic standards) from SEPAR.

## **4.5 Reviewer Feedback**

### **4.5.1 Reviewer Report Forms**

Reviewer feedback should be provided on the Reviewer Report Form (Annex F).

For re-submissions, reviewers should use the Reviewer Report Form (Resubmissions) (Annex G).

If a candidate was asked to re-submit following an unsatisfactory desk check (i.e., an original review was not done), reviewers should report back to the candidate on the standard Reviewer Report Form. In determining the outcome however, reviewers should consider that the candidate has already re-submitted once. Therefore if they are requested to re-submit again, this will be their second and final chance for a re-submission (see section 4.4.1 above).

### **4.5.2 Tone of Reviewer Feedback**

To meet their objective of supporting the formative development of candidates, it is important reviewer feedback is framed in a helpful, collaborative and constructive tone. It should be appropriately detailed with clear explanations so candidates are clear on where their current strengths are (and why), and areas where they need to develop (and why). If reviewers make recommendations for candidate development, it should be explicit as to whether these are simply ideas for the candidate to consider, or whether these are requirements that the candidate needs to action and feedback to the reviewers (in which case they should detail these as minor amendments – see Appendix 1 in the Reviewer Report, Annex F).

In keeping with the open review process of SEPAR, reviewers are encouraged to write in the second person and talk to the candidate directly (i.e., “you” rather than “the candidate”). Reviewers are referred to the [“plain English”](#) campaign for guidance on conveying messages in a way that is easy to read and is friendly in tone. Use of bullet-points and subheadings may further help highlight key messages within the feedback.

Comments should be directed to the candidate, but should also consider the role of supervision within the process. As such, reviewers should be mindful that the supervisor will read the report and will play an important role in supporting the candidate to address any feedback. Reviewers might, for instance, wish to make suggestions that the candidate talks particular issues through with their supervisor.

## **4.6 Mid-point e-meeting**

The mid-point e-meeting is an hour-long session that takes place after reviewer feedback has been provided following the mid-point review. The meeting provides an opportunity for candidates to engage with their review team, to talk through their practice development, to provide information to the processes that they work through within their work (e.g., intervention development and delivery), and to identify areas for development for the remainder of the SEPAR.

Reviewers should follow the SEPAR e-meeting questions template (see Annex H), as far as is possible, to ensure parity in the format between candidates. It is expected that the e-meeting will last 1-hour and that the review team will provide summary feedback to the candidate within 10 working days.

Supervisors are encouraged to join the e-meeting as this can be helpful in reflecting with the candidate afterwards. They will however not take any part in the meeting (unless specifically asked a question by the reviewers) and will be asked to turn their camera off during the main session so as not to distract the candidate. They may also be asked to leave the meeting when the candidate is asked to talk about supervision, to ensure the candidate feels able to speak freely or raise any concerns they may have.

A short video with further guidance about the mid-point e-meeting is available on the SEPAR reviewers webpage (under SEPAR in your BASES members area).

#### **4.7 Accessing support for the reviewer in role**

If reviewers wish to provide any feedback or have any questions related to the reviewing process, they may contact the SEPAR Advisory Group Reviewer Representatives via the Professional Standards Administrator ([education@BASES.org.uk](mailto:education@BASES.org.uk)).

### **5 Fees**

Reviewers will receive £150 for each review they complete (including re-submissions), plus £50 for a mid-point e-meeting. To claim their fee, reviewers should submit a SEPAR Reviewer Claim form within 4 weeks of completing their review.

The SEPAR Reviewer is responsible for all HMRC requirements of tax and National Insurance, including all self-assessment completion and submissions.

# Annex A – Reviewer Tracking Template

Candidate	Supervisor	Am I Reviewer 1 or 2?	Other reviewer	Focus	Date started	Duration	Initial submission due <i>(mark when complete)</i>	Mid-point submission due <i>(mark when complete)</i>	Final submission due <i>(mark when complete)</i>	One Drive Link	Password
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					
		Choose an item.		Choose an item.		Choose an item.					

# Annex B – SEPAR Conflict of Interest Meeting Record

**Meeting date:** Click or tap to enter a date.



**Present:**

**What is the proposed conflict of interest?**

**What could happen during the non-SEPAR relationship that might affect SEPAR?**

Event	Likelihood (1 = unlikely, 2 = possible, 3 = likely)	Potential impact on SEPAR	Actions to minimise/mitigate risk
			•
			•
			•
			•

**What could happen during SEPAR that might affect the non-SEPAR relationship?**

Event	Likelihood (1 = unlikely, 2 = possible, 3 = likely)	Potential impact on non-SEPAR relationship	Actions to minimise/mitigate risk
			•
			•
			•
			•

**Agreed way forward:**

**Additional actions to minimize/mitigate risk:**

**Signed as a correct record of meeting:**

Candidate:		Date:	Click or tap to enter a date.
Supervisor:		Date:	Click or tap to enter a date.
Reviewer 1:		Date:	Click or tap to enter a date.
Reviewer 2:		Date:	Click or tap to enter a date.



## Annex C – SEPAR Initial Submission Checklist

**Candidate name:**

		<b>Signed by supervisor</b>
Introductory video	<input type="checkbox"/>	
Supervisor report	<input type="checkbox"/>	<input type="checkbox"/>
Professional philosophy reflection	<input type="checkbox"/>	<input type="checkbox"/>
Practice log	<input type="checkbox"/>	<input type="checkbox"/>
Supervision & CPD log	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination & citizenship log	<input type="checkbox"/>	<input type="checkbox"/>
Observation log	<input type="checkbox"/>	<input type="checkbox"/>
Core workshops log	<input type="checkbox"/>	<input type="checkbox"/>
Backdated hours log ( <i>if applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – skills	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – self	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – experience	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input type="checkbox"/>	
Portfolio of evidence	<input type="checkbox"/>	

## **Annex D – SEPAR Mid-point Submission Checklist**

**Candidate name:**

		<b>Signed by supervisor</b>
Introductory video	<input type="checkbox"/>	
Cover letter	<input type="checkbox"/>	
Supervisor report	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly review reports	<input type="checkbox"/>	<input type="checkbox"/>
Professional philosophy reflection	<input type="checkbox"/>	<input type="checkbox"/>
Practice log	<input type="checkbox"/>	<input type="checkbox"/>
Supervision & CPD log	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination & citizenship log	<input type="checkbox"/>	<input type="checkbox"/>
Observation log	<input type="checkbox"/>	<input type="checkbox"/>
Core workshops log	<input type="checkbox"/>	<input type="checkbox"/>
Mid-point case study	<input type="checkbox"/>	
Client reference	<input type="checkbox"/>	
Competency profile – knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – skills	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – self	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – experience	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input type="checkbox"/>	
Portfolio of evidence	<input type="checkbox"/>	

## Annex E – SEPAR Final Submission Checklist

**Candidate name:**

		<b>Signed by supervisor</b>
Introductory video	<input type="checkbox"/>	
Cover letter	<input type="checkbox"/>	
Supervisor report	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly review reports	<input type="checkbox"/>	<input type="checkbox"/>
Professional philosophy reflection	<input type="checkbox"/>	<input type="checkbox"/>
Practice log	<input type="checkbox"/>	<input type="checkbox"/>
Supervision & CPD log	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination & citizenship log	<input type="checkbox"/>	<input type="checkbox"/>
Observation log	<input type="checkbox"/>	<input type="checkbox"/>
Core workshops log	<input type="checkbox"/>	<input type="checkbox"/>
Final case study	<input type="checkbox"/>	
Client-practitioner relationship case study	<input type="checkbox"/>	
Client references (at least 2)	<input type="checkbox"/>	
Competency profile – knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – skills	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – self	<input type="checkbox"/>	<input type="checkbox"/>
Competency profile – experience	<input type="checkbox"/>	<input type="checkbox"/>
Action plan	<input type="checkbox"/>	
Portfolio of evidence	<input type="checkbox"/>	

# Annex F – Reviewer Report Form



## Sport & Exercise Psychology Accreditation Route SEPAR Reviewer Report form

<b>Name of Candidate:</b>	<b>Name of Supervisor:</b>
<b>Submission Stage:</b>	<b>Date:</b>
<b>Reviewer 1:</b>	<b>Reviewer 2:</b>
<p><b>Reviewers are expected to provide constructive feedback which is succinct, coherent and definitive with clear instruction and direction of what their expectations of the candidate are.</b></p>	
<p><b>1. Reviewer’s Comments on the Candidate’s <u>Knowledge</u> Competencies</b> (in relation to the claims of competence made by the candidate, the strength of the evidence provided to support the levels of competence being claimed, specific areas of strength and for development, and any issues that appear in the portfolio related to this submission):</p> <p><b>Do you the Reviewer, agree with the ratings the candidate is claiming within this category? YES/NO</b></p> <p><b>If no, what rating do you believe should be claimed and why?</b></p>	
<p><b>2. Reviewer’s Comments on the Candidate’s <u>Skills</u> Competencies</b> (in relation to the claims of competence made by the candidate, the strength of the evidence provided to support the levels of competence being claimed, specific areas of strength and for development, and any issues that appear in the portfolio related to this submission):</p> <p><b>Do you the Reviewer, agree with the ratings the candidate is claiming within this category? YES/NO</b></p> <p><b>If no, what rating do you believe should be claimed and why?</b></p>	

**3. Reviewer's Comments on the Candidate's Self-Development and Management Competencies** (in relation to the claims of competence made by the candidate, the strength of the evidence provided to support the levels of competence being claimed, specific areas of strength and for development, and any issues that appear in the portfolio related to this submission):

**Do you the Reviewer, agree with the ratings the candidate is claiming within this category? YES/NO**

**If no, what rating do you believe should be claimed and why?**

**4. Reviewer's Comments on the Candidate's Experience Competencies** (in relation to the claims of competence made by the candidate, the strength of the evidence provided to support the levels of competence being claimed, specific areas of strength and for development, and any issues that appear in the portfolio related to this submission):

**Do you the Reviewer, agree with the ratings the candidate is claiming within this category? YES/NO**

**If no, what rating do you believe should be claimed and why?**

**5. Reviewers Comments on the Organisation of the Portfolio** (e.g., ease of navigation, formatting, volume and relevance of evidence submitted):

**Did you the Reviewer need to request additional information in 15 working days in order to complete your review? YES/NO**

**If yes, what information was requested and how satisfied were you with the candidate's response?**

**6. Reviewers Summary on the Overall Appropriateness of this Submission:**

**7. Outcome of review**

**Approved**

**Approved subject to minor amends (to be completed in 2 weeks)**

Please use Appendix 1 to state the specific minor amends required.

**Re-submission at the next submission point (a £350 fee will be incurred)**

Please use Appendix 2 to outline specifically what the candidate needs to consider within their next submission.

**(For End-Point Submissions Only)**

**Reviewer comments on the candidate's suitability to be considered as SEPAR completed** (in relation to the candidate's ability, based on the reviewer perceptions of the evidence presented, to practice as a safe and autonomous applied sport and/or exercise psychologist):

**Signature of Reviewer 1:**

**Signature of Reviewer 2:**

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**Appendix 1 – Minor Amends**

Approval of the candidate's portfolio is subject to the following amends being completed within 2 weeks.

Once the amends have been addressed, candidate is to e-mail **both reviewers, their supervisor** and the **BASES Professional Standards Administrator** ([jgillott@BASES.org.uk](mailto:jgillott@BASES.org.uk)) to confirm these have been completed.

<b>Section of portfolio</b>	<b>Amendment required</b>

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**Amends required by<sup>5</sup>:** Click or tap to enter a date.

## Appendix 2 – Re-submission Requirements

The candidate is required to submit at the next submission point and incur a fee of £350.

The tables below outline the specific requirements for this re-submission. The candidate should upload the re-submission under a separate folder in their One Drive labelled “Initial/Mid-point/Final Re-submission”, then arrange this folder as they would a normal portfolio submission. This should include an updated video, plus an updated cover letter and a document that outlines specifically how they have addressed each of the points in section 3 below.

1. Were there any areas of the portfolio that were satisfactory and do not need to be re-submitted?  
YES/NO

If yes, please detail below:

Section of portfolio	Reviewer comments

2. As Reviewers, which areas of the portfolio were you not satisfied with and why?

Section of portfolio	Reviewer concerns - why did this not meet the standards expected?

3. Specifically, what would you like the candidate to do for their re-submission?

Section of portfolio	Specific work that needs to be completed to bring this to the standard expected

**Re-submission date<sup>6</sup>:** Click or tap to enter a date.

<sup>5</sup> 2 weeks from the date reviewer feedback is provided

<sup>6</sup> Either 1 May or 1 November, whichever is the next submission point

## Annex G – Reviewer Report Form (Resubmission)



### Sport & Exercise Psychology Accreditation Route SEPAR Reviewer Report form – Re-Submissions

<b>Name of Candidate:</b>	<b>Name of Supervisor:</b>
<b>Submission Stage:</b>	<b>Date:</b>
<b>Reviewer 1:</b>	<b>Reviewer 2:</b>
<p>Reviewers are expected to provide constructive feedback which is succinct, coherent and definitive with clear instruction and direction of what their expectations of the candidate are.</p> <p>Please populate this form with the specific areas requested in Appendix 2 of the original reviewer report (add or delete rows as necessary).</p>	
<p>Did the candidate submit a satisfactory response document outlining how they have addressed the requirements for re-submission? YES/NO</p> <p>Comments:</p>	
<p>1. <b>Area to be addressed</b> (add details):</p> <p>Do you the Reviewer, agree that the requested changes have been met? YES/NO</p> <p>Please comment on your response:</p>	
<p>2. <b>Area to be addressed</b> (add details):</p> <p>Do you the Reviewer, agree that the requested changes have been met? YES/NO</p> <p>Please comment on your response:</p>	



**3. Area to be addressed:**

**Do you the Reviewer, agree that the requested changes have been met? YES/NO**

**Please comment on your response:**

**4. Area to be addressed (add details):**

**Do you the Reviewer, agree that the requested changes have been met? YES/NO**

**Please comment on your response:**

**5. Reviewers Comments on the Organisation of the Re-Submitted Portfolio (e.g., ease of navigation, formatting, volume and relevance of evidence submitted):**

**Did you the Reviewer need to request additional information in 15 working days in order to complete your re-submission review? YES/NO**

**If yes, what information was requested and how satisfied were you with the candidate's response?**

**6. Reviewers Summary on the Overall Appropriateness of this Re-Submission:**

**7. Outcome of re-submission review**

**Approved**

**Approved subject to minor amends (to be completed in 2 weeks)**

Please use Appendix 1 to state the specific minor amends required.

**Re-submission at the next submission point (a £350 fee will be incurred)<sup>7</sup>**

<sup>7</sup> Only two re-submissions are permitted. If this is the second re-submission and it is still not satisfactory, reviewers must seek advice from the SEPAR Advisory Group Chair on how to proceed.

Please use Appendix 2 to outline specifically what the candidate needs to consider within their next submission.

**(For End-Point Submissions Only)**

**Reviewer comments on the candidate's suitability to be considered as SEPAR completed** (in relation to the candidate's ability, based on the reviewer perceptions of the evidence presented, to practice as a safe and autonomous applied sport and/or exercise psychologist):

**Signature of Reviewer 1:**

**Signature of Reviewer 2:**

-----

**Appendix 1 – Minor Amends**

Approval of the candidate's portfolio is subject to the following amends being completed within 2 weeks.

Once the amends have been addressed, candidate is to e-mail **both reviewers, their supervisor** and the **BASES Professional Standards Administrator** ([igillott@BASES.org.uk](mailto:igillott@BASES.org.uk)) to confirm these have been completed.

Section of portfolio	Amendment required

**Amends required by<sup>8</sup>:** Click or tap to enter a date.

<sup>8</sup> 2 weeks from the date reviewer feedback is provided

## Appendix 2 – Re-submission Requirements

The candidate is required to submit at the next submission point and incur a fee of £350.

The tables below outline the specific requirements for this re-submission. The candidate should upload the re-submission under a separate folder in their One Drive labelled “Initial/Mid-point/Final Re-submission”, then arrange this folder as they would a normal portfolio submission. This should include an updated video, plus an updated cover letter and a document that outlines specifically how they have addressed each of the points in section 3 below.

4. Were there any areas of the portfolio that were satisfactory and do not need to be re-submitted?  
YES/NO

If yes, please detail below:

Section of portfolio	Reviewer comments

5. As Reviewers, which areas of the portfolio were you not satisfied with and why?

Section of portfolio	Reviewer concerns - why did this not meet the standards expected?

6. Specifically, what would you like the candidate to do for their re-submission?

Section of portfolio	Specific work that needs to be completed to bring this to the standard expected

**Re-submission date<sup>9</sup>:** Click or tap to enter a date.

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<sup>9</sup> Either 1 May or 1 November, whichever is the next submission point

# **Annex H – Mid-point e-meeting Question Template**

## **E.meeting question template**

The e.meeting is to take place once the candidate has received feedback for their mid-point submission and provides an opportunity for candidates to engage with their review team, to talk through their practice development, to provide information to the processes that they work through within their work (e.g., intervention development and delivery), and to identify areas for development for the remainder of the SEPAR.

The questions suggested below provide an outline for the review team to follow and ensure, as far as is possible, parity in the e.meeting format across candidates. It is expected that the e.meeting will last 1-hour and that the review team will provide summary feedback to the candidate within 10 working days.

## **Background / general information**

1. What have been the key development areas for you throughout the first half of the SEPAR?
  - *Look to cover something from each of the 4 categories.*
2. What areas have been particularly challenging for you throughout the first half of the SEPAR?
  - *How were they addressed?*
3. What CPD has been completed and how has it influenced your practice?
  - *By this point the core training workshops (Reflective Practice, Ethics, Safeguarding, Case Study) and Mental Health in Sport and Exercise units should have been completed by this stage. It is also likely that the Counselling Skills course will also have been completed. This is also a good opportunity to promote the range of BASES CPD on offer.*
4. Can you outline how the candidate/supervisor relationship has operated and how you see it progressing to the final submission point?
  - *The focus here is on the mechanics and processes rather than the contract terms.*

## **Foundations for applied practice**

1. What attributes provide a foundation for your practice and how has the SEPAR enabled you to develop/refine them?
  - *This may, for example, open discussion regarding values and beliefs*
2. Can you detail some of the key ethical and professional challenges that you have faced in your work to date?
  - *This would be best discussed in relation to a specific client / experience.*
3. Can you outline your approach to confidentiality and how you have arrived at that position?
  - *This would be best discussed in relation to a specific client / experience.*
4. What is your underpinning practice philosophy?
  - *Where has this come from / what training and development has taken place / any challenges?*

## **Processes within practice**

1. Can you detail how you go through the case formulation process and talk us through conducting an initial assessment?
  - *Gaining entry, initial meeting, rationale for assessment approaches, triangulation etc.*
2. Considering an intervention that you have conducted, can you detail how you have used evidence to underpin your work and to how you went about your intervention – what were the processes?
  - *To include development / delivery / monitoring / how evidence was used*
3. With the intervention processes in mind, what were the key challenges / issues that you faced and what did you learn?
  - *Perhaps consider engagement and adherence, communication and delivery approaches, location issues etc.*
4. How have you undertaken reflective practice and with your response to '3' in mind, use a relevant example.
  - *Look here for purpose, process, outcome and techniques.*
5. How do you ensure that you monitor and evaluate your work and what processes do you work through?
  - *Methods and techniques used, evaluation of self and from others*

### **Development areas**

1. With your practice in mind, what are the three key areas for development for the second half of the SEPAR?
  - *How will they be achieved? What will they affect?*
2. How will you know to whether you are sufficiently competent to be an autonomous practitioner?
  - *What are their ideals to what this constitutes?*

### **SEPAR programme experience to date**

Reflecting on your SEPAR experience to date, please offer some thoughts in relation to:

- What has been done well and why?
- What has not worked well for you and why?
- What could be improved or introduced to enhance your experience?