



# Supervised Experience REVISED Completion Process November 2024

Following a review by the Science Council, it has been necessary to change the way in which Supervised Experience (SE) candidates apply for Accreditation. Final reviews of an SE candidate's portfolio now need to be reviewed by a Chartered BASES Accredited reviewer, as well as their allocated reviewer. The process for SE completion and SE accreditation applications has therefore had to be revised. In readiness for this, the Accreditation Advisory Group recruited two new reviewers specifically to review SE applications, both of which hold CSci status. It is also felt that this development is a good opportunity for best practice to be considered by the Advisory Group reviewers, to ensure that SE standards remain high.

Currently, once SE candidates have received their final review from their allocated reviewer, they send relevant documentation to the Professional Standards Administrator for review and official sign off. Candidates receive a completion letter which is all that is required to apply for Accreditation. The relevant documentation they provided is saved within their Accreditation application folder and the Advisory Group reviewers will audit these at random during the reviewing period. Accreditation is awarded following the Advisory Group meeting and Accreditation contracts start either 1 April or 1 October, depending on the application window.

The new process, which will come into effect for all SE completions from November 2024 onwards, will be as follows:

- SE candidates submit their final portfolio to their allocated reviewer.  
**\*NEW\*** This can still happen at any time of the year, but candidates are to keep in mind that they will now not be officially complete from SE until their Accreditation application is approved by the Accreditation Advisory Group. Therefore, candidates should keep in mind the Accreditation application windows by which to align their final submission to (1 June – 1 July & 1 December – 6 January).
- Reviewer feeds back to the candidate within four weeks of the submission.
- **\*NEW\*** Candidates will notify the Professional Standards Officer of their reviewer sign off by providing a copy of the reviewer feedback, and acknowledgement of this will be sent back to the candidate in a letter advising of the Accreditation Application process.
- **\*NEW\*** SE Candidates will apply for Accreditation during either application window via a new separate [application form](#), ensuring you upload the following documents. You risk your application being deferred if these are not provided:

- A one-page summary CV detailing current/recent employment and details of any recent relevant work. Accompanied by a separate brief synopsis of work in the area that you are seeking Accreditation, normally expecting circa 500 hours.
  - Your (final) Case Study (if not completed as part of your SE pathway, then you may be asked to provide access to your full portfolio)
  - Evidence of completed undergraduate and postgraduate degrees and Non-BUES Evidence of Knowledge Template if your undergraduate was not BASES Endorsed (BUES)
  - Completed learning proposal if any hours from the Non-BUES Evidence of Knowledge Template were missing when enrolling on SE
  - One Client & One Mentor reference
  - Completed Competency Profile, signed by both supervisor and reviewer
  - Supervisor signed Practice Log, evidencing a minimum 500 hours (400 minimum within chosen domain)
  - Supervisor signed Backdated Hours log (if applicable)
  - Supervisor initial, mid-point & final reports
  - Reviewer initial, mid-point & final reports
  - CPD Log and/or supporting certificates evidencing the following:
    - Attendance at the core workshops (Entry, Reflective Practice, Ethics and Understanding Your Client and safeguarding if applicable) **and**
    - 2 x Full day BASES workshops or BASES Endorsed workshops (min 4hrs) **or**
    - 2 x Attendance at a Division Day **or**
    - 8 Webinars (4 webinars = 1 full day workshop) **or**
    - 4 Webinars **and** a full day workshop/Division Day **or**
    - BASES Student or Annual Conference
- These documents will be reviewed by one of the SE reviewers on the Accreditation Advisory Group. If this reviewer feels any of the above does not meet the Professional Standards of Accreditation, additional evidence **may still be requested from the candidate**. If appropriate, the candidate will be asked to provide any additional information prior to the Advisory Group meeting (approx. six weeks after the application closing date). If the required information is too large or will take further time to gather (missing CPD for example), or if the information is not provided within the timeframe given, the application will be deferred until the next Accreditation application window.
  - **\*NEW\*** You must apply for Accreditation within one year of completing Supervised Experience. This is to ensure that the skills, knowledge and experience you gained whilst on the programme, remains current and relevant to accreditation.
  - You must also retain all your SE evidence and portfolio folder until your Accreditation Application is approved, as the SE Reviewers assessing your application may wish to access evidence if they have any queries.
  - If a candidate is following the completion guidance following the loss of work due to OneDrive issues in October 2023, then this process will not be relevant to you. Please get in touch via email if you have any queries: [education@bases.org.uk](mailto:education@bases.org.uk).

