



The British Association of
Sport and Exercise Sciences

Supervised Experience Guidelines

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**The British Association of Sport and
Exercise Sciences**

SUPERVISED EXPERIENCE GUIDELINES

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- ◆ The information contained within this document is common for all those applying to carry out Supervised Experience with the aim of becoming a BASES accredited Sport and Exercise Scientist; whatever their primary discipline or domain of expertise.
- ◆ Sports and exercise science is a multidisciplinary field concerned with the application of scientific principles to sport and exercise; encompassing a number of underpinning knowledge sets including but not exclusively physiology, psychology and analysis of movement.
- ◆ Registration deadlines are in Spring and Autumn. Please see the BASES website for precise dates. You are strongly advised not to delay submission until the deadline. Should there be any queries over your registration or anything missing, this must be resolved before your submission can be progressed. Therefore you should check your application is accurate and complete before submitting.
- ◆ We are unable to hold registration forms any earlier than the registration dates so please do not send them in prior to then.

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1. Overview to Supervised Experience

BASES accreditation is awarded to those practitioners who are deemed to have the minimum knowledge, skills and understanding necessary to be safe and fit to practice as a sport and exercise scientist.

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 developing 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.

SE is the recommended route to accreditation if the application does not meet the criteria for a direct accreditation application. On successful completion of SE individuals still have to formally apply for BASES accreditation, but this will be automatically granted if all the other requirements (insurance etc) are fulfilled.

Individuals registered for SE shall be entitled to use the name 'BASES Supervised Sport & Exercise Scientist' for a maximum period of six years.

2. Supervised Experience Requirements

Individuals are required to identify whether they have completed a BASES Endorsed undergraduate degree (BUES), by using the course search facility on the BASES directories page of the website.

Individuals who have a BUES endorsed undergraduate degree and who complete a relevant postgraduate degree will be considered as having the required level of underpinning technical knowledge and understanding for accreditation. Where this is case, the focus of the SE period is in helping the practitioner understand and to develop the core skills and knowledge required to be able to operate effectively as a practitioner within their chosen domain of expertise.

If they have not completed an endorsed degree, the individual is required to complete Appendix 1, '*Non-BUES Degree - Evidence of Knowledge*' template and Appendix 2, '*Laboratory Experience*' template of the online registration form, to provide evidence of the modules undertaken and whether this meets the minimum criteria. A learning proposal (completed example on SE page of BASES website), should be included to address any deficiencies identified which will be fulfilled during the period of SE. The '*Non-BUES Degree – Evidence of Knowledge*' template must then be completed when these deficiencies have been obtained, and links to the evidence of these missing hours included. This document is then required at final submission to the BASES office. Such a multidisciplinary focus is important to ensure that all sport and exercise scientists have grounding in the fundamental disciplines recognised by the Association. Further information can be found within the '*Guidance for Assessing Non-BUES Degrees*' document. They will be required to demonstrate that they have the required depth and breadth of underpinning sport and exercise science knowledge during their period of SE.

Supervisees must be supervised by one or more supervisors who have gone through the BASES supervisor training and are on the accepted list of BASES SE Registered Supervisors. See point [6. Finding a Supervisor](#)

Domain of expertise refers to the area or areas of sport and exercise science within which an accredited member has the knowledge, skills and experience to practice lawfully, safely and effectively, in a way that meets BASES' standards and does not pose any danger to the public or the individual.

The methods used during the period of SE should include observation of good practice, working jointly with the supervisor, undertaking a period of supervised practice, plus activities designed to develop, disseminate and apply the body of knowledge in a variety of settings (case study discussions), and attendance at relevant BASES or other appropriate conferences and workshops.

The accepted completion time for SE is between 2 and 6 years depending on individual circumstances of participants. Successful completion of SE in two years is possible when the supervisee:

- Has significant quality contact time with their supervisor
- Is in a position to be able to achieve the 500 hours of supervised practice within the time-frame.

Your BASES membership must remain continuous throughout the entire time you are on the SE programme, even if you decide to take a break from working directly on SE. Failure to keep your membership up to date could lead to re-registration onto SE at £200.

3. BASES Supervised Experience Process

Entry on to the SE programme is via the online BASES application process. At the point registration, applicants will be asked to confirm:

- They are a member of BASES
- They hold a BUES recognised undergraduate degree in sport and exercise science or equivalent in an appropriate subject
- Their post-graduate training status – i.e. they must provide either evidence to show the award of, or current registration for, a relevant higher degree or equivalent
- They have the agreement of a supervisor who is on the BASES supervisor register who will have judged the applicant's abilities to be appropriate for undertaking SE.

In order to formally commence SE, applicants must have attended the BASES SE entry workshop – the period of SE does not start until an applicant has attended this workshop.

Within two months of attending the entry workshop the supervisee electronically submits to their assigned BASES Reviewer, their current '*Supervised Experience Competency profile*'. This must include:

- Supervisor report form
- Competency profile and all supporting evidence
- Backdated Practice hours log if applicable
- Supervisor/Supervisee agreement/contract if applicable

The 'Supervised Experience Competency Profile' is reviewed by the BASES SE Reviewer who assesses the initial portfolio and provides feedback back to the supervisee and supervisor - they will either accept, accept subject to minor modifications, or reject the submission. In each case the candidate will receive written recommendation on how to progress.

During the course of the SE period, the supervisee and supervisor will submit the following for assessment by the assigned reviewer:

- Entry profile within 2 months of commencing SE (submission 1, SE Entry Profile).
- At the half way point a revised profile indicating progress since the previous submission, key areas to develop and providing current evidence to support the supervisee's current profile (submission 2, Halfway Profile).
- After a minimum of two years, and only when the Supervisor agrees that all the competencies have been met, the final profile ('Submission 3 – Final submission').

Once the final feedback has been received back from the reviewer recommending the supervisee is suitable for accreditation, the supervisee must then send all completed documents listed in [Appendix 2](#) to the BASES Office education@bases.org.uk for official sign off. A completion letter will be sent to the Supervisee which is required for accreditation application.

These completion submissions can take time to review so please do not expect them to be reviewed within a 72hr period. They can be submitted to BASES anytime throughout the year except during the months of December or June, any applications submitted during these months will not be accepted

After successfully completing SE, the applicant may apply for BASES accreditation during the next application period, for which there is a fee of £100

4. SE Costs

The initial registration fee of £200 includes the cost of attending the BASES core Entry workshop, which must be attended to start the process. There will be additional fees required to attend the other core workshops.

As part of the SE process, all supervisees must attend two elective BASES workshops (including Division Days/events) or attend 2 days at the BASES Conference or Student Conference or 8 BASES webinars.

All learning and development from 'elective' CPD must be logged in the '[Records of CPD](#)' document and included in the final submission.

Potential costs for Supervised Experience are:

SE Administration Fee – £200* (includes Entry Workshop fee)

4 x Core Workshops:

- ethics and confidentiality - £100
- reflective practice - £100
- understanding your client - £50

- safeguarding welfare in sport and exercise science - £50

2 x BASES workshops, including Division days/events (varied cost) or BASES conference registration fee (from £149)

Supervisor Costs – to be agreed between supervisee and supervisor. At its meeting on 16 November 2020, the BASES Board agreed not to advise on supervisor fees, noting this is an arrangement negotiated between the supervisee and supervisor. If a supervisee is facing financial hardship, they should share this with a prospective supervisor within their pre contract discussions.

**The administration fee is non-refundable once the registration form has been submitted. Any cancellations or withdrawals received up to 14 days before the workshop are subject to a 50% cancellation charge on the workshop fee (£100). All workshop fees are forfeited thereafter. Please note that if a delegate does not cancel and does not attend, then they are still responsible for payment. Further details at: <http://www.bases.org.uk/Workshop-Booking-Information>*

5. Supervised Practice

Supervised practice is defined as the delivery of services under the supervision of a supervisor or senior peer. This includes planning, practice delivery and follow-up (reflection). Observed practice is the direct observation by a supervisor or senior peer of practice delivery. It is not expected that all supervised practice is observed practice, but it is expected that observation of the supervisee by the supervisor will occur and be recorded.

One of the core requirements for the successful completion of SE is the undertaking of a minimum of 500 hours of supervised practice. Of these 500 hours, a minimum of 250 hours must be supervised by the named SE supervisor; up to 250 hours can be supervised by other senior peers with agreement of the named supervisor, as long as their expertise is appropriate to the supervisee's development.

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 (i.e. research, pedagogy, support).

Up to 150 hours may be backdated to include experience gained prior to the formal commencement of SE. The 'Backdated Hours Practice Log' must be fully completed with all experiences logged, reflected on, signed off and supported by a report from an appropriate senior peer*, and meet the SE requirements below. Hours can be backdated as far as 3rd year UG or 5 years previous.

All supervisees must maintain a supervised practice log in which they keep a record of their preparation for, delivery of and reflection on their practice.

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

It is expected that a supervisor directly observes at least 20 hours of a supervisees practice hours.

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.

For those whose domain of expertise is research, the client may be the research project. The support delivered will relate to the role played in the research project.

A maximum of 3 hours preparation and follow up can be claimed for each hour of delivery – the main focus is on delivery hours. It is not a requirement that each supervised practice entry as both preparation and follow up time allocated to it.

Some supervisees may undertake work with children, young people or vulnerable adults and a CRB check may be indicated, along with attendance at a Safeguarding and Protecting Children and Vulnerable Adults workshop. 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 and/or attendance at a workshop. 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*.

*A senior peer can be a tutor, mentor, manager, coach etc.

6. Finding a Supervisor

Only individuals on the BASES supervisor register may be used as SE supervisors. All individuals on the list have been through the BASES supervisor training workshop. A list of BASES Registered Supervisors can be obtained from the BASES website: <http://www.bases.org.uk/SE-Registered-Supervisors>

Supervisees should seek to use a Supervisor who has experience and expertise within the primary discipline within which they want to specialise, as well as domain of expertise.

It is possible that supervisees will wish to change supervisors for their second year of SE, or use a pool of supervisors (especially if the first year of SE runs parallel with doing a post graduate degree). The BASES Office must be made aware of these changes should they occur; education@bases.org.uk.

BASES recommend that in all cases the supervisee and supervisor enter into a written agreement with regards the commitment and expectations of both parties and have produced an agreement document which may be used for this purpose (Appendix 3). This will be covered further at the entry workshop.

It is quite likely that supervisors will charge for their services. Fees are likely to 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. Applicants should ensure they are aware of any fee before entering into an agreement with a supervisor.

BASES is not responsible for finding an applicant a suitable supervisor, however we do recommend that you read carefully the BASES guidelines for working with a supervisor.

7. Successful Completion of SE and Application for Accreditation

When the supervisee and supervisor both feel that all the competencies have been met, the supervisor must provide final feedback for the completed SE Competency Profile and a complete final submission should be sent to the reviewer for final review. See **Appendix 1** for completion process. Once the final feedback has been received from the reviewer confirming all competencies have been met and approves the supervisor for accreditation, the supervisee must then send all completed documents listed in **Appendix 2** to the BASES Office. These will be reviewed and the supervisee will be officially signed off from the SE scheme. A letter of confirmation will then be sent which is required to apply for accreditation.

To successfully complete SE, a supervisee must:

- Provide evidence of having completed a relevant post graduate degree
- Attendance at the five BASES core SE workshops (entry, professional ethics for sport and exercise scientists, reflection practice for sport and exercise scientists, understanding your client, safeguarding welfare) plus two BASES workshops (including Division days) or two days at BASES conferences or 8 BASES webinars
- Documented completion of at least 500 hours of logged supervised practice plus reflection (up to 150hrs may be backdated to include work placements previously undertaken as far back as 3rd year UG degree or 5 years previous) within the chosen domain of expertise. The 'Backdated Hours Practice Log' *must* be completed with a report and signature from an appropriate senior peer*. Backdated hours will not be accepted without the report
- Documented case study meetings with supervisors, including outcomes and reflections
- Two client references
- Logged and signed off by both supervisor and reviewer, evidence of demonstrating the required level of competency in the BASES standards of proficiency for sport and exercise scientists
- Final signing off by the supervisor and reviewer
- A case study or details of relevant publications and presentations are not explicitly required, however these methods may be used by the applicant to help demonstrate attainment of the required level of competency

Once supervisees have been formally notified that they have successfully completed SE, they may apply for BASES accreditation. Applications for accreditation will then be considered at the next Accreditation Committee meeting. Accreditation will be fully dependent on SE being successfully completed and the accreditation criteria is met.

8. Complaints process

- BASES is aware that while its goal is to provide a gold standard training and development process in the Supervised Experience route, there may well be occasions where the supervisee or supervisor wishes to raise a complaint with the organisation about some aspect of the training.

- It is recommended that both Parties (the supervisee and supervisor) draw up a written agreement prior to proceeding with the Supervised Experience to ensure both the supervisee and supervisor are aligned on the expectations and outcomes of the training, development and process (please see a sample Supervisor-Supervisee Agreement, which is not a legal template) (appendix 4). See point 6 (finding a supervisor) for more details.
- The Parties' complaints will be considered via a two-level process. The first level is where there is a complaint that can be addressed at a local level (e.g. between the supervisor and supervisee). This is to be considered as more of an informal complaint and will not require any further action at a BASES committee level.
- If the complaint is more substantial (e.g., it is about the supervisor, or the supervisee, or dissatisfaction with behaviour and/or conduct of anyone involved with the Supervised Experience process, etc.) then it will be considered a 'formal complaint' and the Party is required to outline the grounds for their complaint in writing to the Chair of the Accreditation Committee, care of the Professional Standards Administrator (please email education@bases.org.uk). Note that where a formal complaint is raised, the information pertaining to the parties and the complaint will be held for the purpose of mediation and complaint management. This information will be held for a period of six years after which it will be destroyed, unless there is another complaint during that period involving either party. Should any subsequent complaints be lodged during that period, the information will be held for a further six years'.
- The Chair of the Accreditation Committee, via the Professional Standards Administrator, will be responsible for responding to the complaint within 10 working days to outline how the complaint will be managed. The outcome of the complaint will also be recorded under 'reserved business' at the next Accreditation Committee meeting, but personal details will be anonymised.
- It is important that Parties are aware that all complaints are treated in the strictest of confidence, and that the Party will not be disadvantaged in any way having raised a complaint. It is preferred that all complaints are resolved in an informal way and that the Party discusses the issue with the Chair of the Accreditation Committee, prior to making any formal, written, complaint.
- For some occasions, it may be possible to request mediation from members of a BASES Division Committee representative and/or the Board, depending on availability.

9. Further Information

Further information and copies of all application forms and guidelines can be obtained from the BASES website.

<http://www.bases.org.uk/Supervised-Experience>

Appendix 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.
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2. Applicant completes online application form on the BASES website, which also books a place onto the 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 evidence required.
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3. Applicant attends the BASES Supervised Experience Entry Workshop at which point their SE formally commences. BASES allocates a reviewer (who will be from same discipline) to the applicant and sets up a Onedrive link for all to share.
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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. The Backdated Hours Practice Log (if backdated hours are being claimed) and a supervisor report should be included in the submission and a courtesy 4 weeks notice should be given to the reviewer prior to submission.
↓
5. Reviewer accesses portfolio via One Drive and feeds back to the supervisor and supervisee within one month.
↓
6. At the half way point a revised profile is to be submitted by the supervisee, following sign-off from the supervisor and feedback, indicating current levels, key areas to progress and annotating evidence for current profile. Again a courtesy 4 weeks notice should be given to the reviewer prior to submission.
↓
7. Reviewer accesses portfolio via One Drive and feeds back to the supervisor and supervisee within one month.
↓
8. When the supervisor believes that the supervisee fully meets the competencies and has completed the supervised practice hours, a final profile and portfolio is to be submitted by the supervisee, following sign-off from the supervisor, to the reviewer annotating evidence for current profile. Again a courtesy 4 weeks notice should be given to the reviewer prior to submission.
↓
9. Reviewer accesses the portfolio and provides feedback to the supervisor and supervisee. If the reviewer agrees the supervisee has reached completion level, final feedback is given to the supervisee and supervisor and the reviewer makes a recommendation to BASES Office to complete. If the reviewer feels that all competencies haven't been met, he can reject or defer the profile.
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10. The Supervisee emails access to their SE One Drive folder with a file containing only documents listed in **Appendix 2**, to the BASES office for final review by the Professional Standards Manager, education@bases.org.uk.
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11. The BASES Office confirms completion of SE (or otherwise) by email and posts confirmation letter to the applicant inviting them to apply for accreditation.

Appendix 2: Documents required for official SE completion

Documents required by the BASES Office for official sign off from the SE scheme;

- Competency Profile, signed by both supervisor and reviewer

- Practice Log, signed off

- Backdated Practice Hours log (if applicable), signed off

- Supervisor final report

- Reviewer final report

- CPD Log and supporting certificates

- Confirmation evidence of completed postgraduate degree

- Non-BUES degree - Evidence of knowledge template – Required if a learning proposal was submitted upon SE registration for any missing hours. Where these gaps have been filled during SE, evidence of this is required and links included to where and when this evidence have been obtained.

- 2 Client references

If all the above are in order then a Completion letter will be provided. This and payment are all that is needed to then apply for Accreditation. If anything is deemed incomplete or missing, then the submission will be sent back for amendments to be made.

These completion submissions can take time to review so please do not expect them to be reviewed within a 72hr period. 'They can be submitted to BASES anytime throughout the year except during the months of December or June, any applications submitted during these months will not be accepted'

Appendix 3: Record of CPD

BASES SUPERVISED EXPERIENCE: RECORD OF CPD

Name of Supervisee:

Application Discipline: Physiology Psychology Biomechanics Other (please state)

Category: Support Research Pedagogy

To complete BASES Supervised Experience, candidates must attend all 5 core workshops in addition to undertaking 'elective' CPD, which can be fulfilled by attending BASES workshops (including Division days/events, BASES Conferences or BASES webinars (4 webinars equivalent to 1 full day workshop/1 day conference attendance)).

The form below must be completed to log and reflect upon learning and development from the 'elective' CPD undertaken by the candidate.

| Date <small>(in date order)</small> | CPD Activity Title | CPD Type <small>(BASES Webinar, workshop, conference)</small> | Reflection on how your CPD activity has contributed to the quality of your professional practice/service delivery or impacted on the end users/clients/beneficiaries of your work <small>(max 250 words per activity)</small> |
|---|---------------------------|---|---|
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Appendix 4: Sample Supervisor-Supervisee Agreement/contract



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* _____