



CASES High Performance Sport Re-Accreditation (HPSA)

Applicant Guidelines

Supported by UK Sport



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1. Definitions

High Performance Sport Accreditation (HPSA): HPSA is for experienced sport scientists working in high performance sport. The purpose of the scheme is to provide recognition of excellence to those working within the UK high performance sport environment and ensure ongoing quality assurance to practitioners at the highest level. In addition, it serves to provide a higher-level pathway to further develop those practitioners with significant experience in high performance sport.

Re-Accreditation: Re-accreditation is required every five years. Members who have held CASES HPSA within the past 3 years are eligible to regain accredited status by applying through the re-accreditation process. The application should cover the previous 5 years of work up to the submission point. If CASES HPSA has lapsed for longer than 3 years the applicant will normally be required to submit a full HPSA application. Exceptional circumstances to the 3 year period will be considered on a case-by-case basis. A successful re-accreditation application allows members to continue using the title CASES High Performance Sport Accredited Scientist.

Chartered Scientist (CSci): CSci represents a single chartered mark for all scientists, recognising high levels of professionalism and competence in science. This is awarded by the Science Council. Chartered Scientist status is aligned to accreditation and accredited and HPSA members are eligible to hold Chartered Scientist status. To remain a Chartered Scientist, a member must maintain their CASES (re-)accredited status. CSci lasts for 1 year. Successful applicants are entitled to call themselves a Chartered Scientist and use CSci after their name.

Delivery: Delivery is the practical aspect of the work you carry out, whether applied, research based or pedagogy.

Continuing Professional Development (CPD): CPD is defined as undertaking a range of learning activities through which sport and exercise scientists maintain and develop throughout their career to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice.

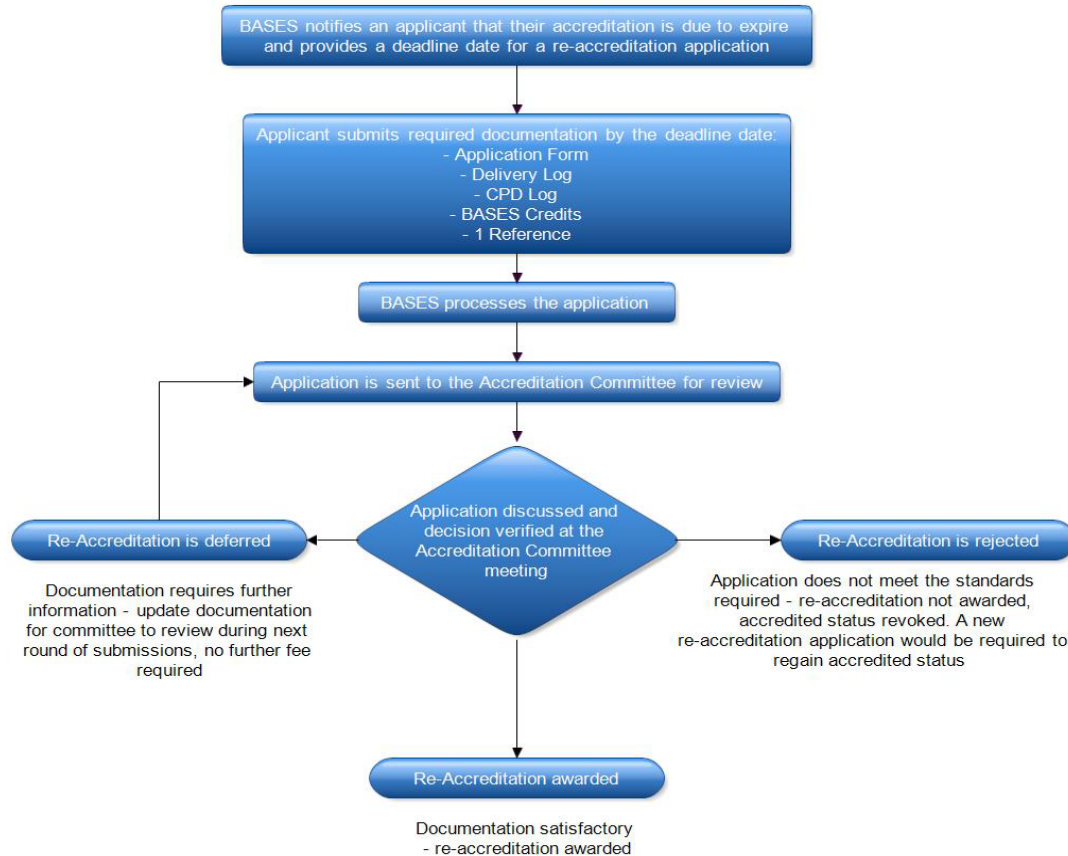
2. Why Apply for Re-Accreditation?

CASES High Performance Sport re-accreditation accepts that an individual has already demonstrated that they meet the knowledge, skills and understanding necessary to practice as a sport and exercise scientist at this level. However, individuals will only remain accredited and retain the right to use the title 'CASES High Performance Accredited' if they successfully re-accredit every five years.

Maintaining accredited status demonstrates to the sector, employers, clients and service users that an individual has consistently engaged in continuing professional development appropriate to his/her role and practice.

Re-accreditation allows for movement within a domain of expertise during an applicant's career without the need to reapply for HPSA. For example, this may include a progression in career that moves an accredited member from a direct support role to the management of support staff.

3. The Re-Accreditation Process



Re-Accreditation Criteria

The applicant must:

- Be a Professional member of CASES
- Have read the CASES Code of Conduct and agree to abide by it
- Demonstrate appropriate engagement in continuing professional development via:
 - 1. Delivery log:** Evidence of delivery carried out during the accredited period
 - At least 150 hours of delivery per year in the specialist area¹
 - 2. CPD log:** Evidence of at least 75 hours of relevant continuing professional development (CPD) and subsequent reflection² over the 5 year accredited period³
 - A variety of CPD should be demonstrated via the following:
 - Work-based learning (e.g. supervising staff/students, reflective practice)
 - Professional activity (e.g. involvement in a professional body, mentoring)
 - Formal/educational (e.g. writing articles/papers, further education)
 - Self-directed learning (e.g. reading journals, reviewing books/articles)
 - Other (e.g. voluntary work, public service)
 - 3. CASES credits:** Engaging with CASES⁴
 - UK-based applicants should demonstrate a minimum of 20 CASES credits and overseas applicants should demonstrate a minimum of 10 CASES credits (see page 5 for a list of how to achieve CASES credits) and 10 credits from equivalent activity with an overseas professional body.
 - Applicants should provide credits from at least 2 different activities during their accredited period
 - 4. One Reference:** One signed reference from a CASES Accredited member who is a Senior Peer/Mentor.

Please note a case study is not required.

¹ Re-accreditation allows for career progression and the potential to move from hands on practice to the supervision of practitioners, therefore delivery may be supervising or managing other sport and exercise scientists.

² Reflections on CPD should include examples of how CPD activity has contributed to the quality of professional practice and service delivery and how CPD activity has benefitted/impacted on the end users/client/beneficiaries of the applicant's work.

³ Career breaks will be taken into consideration.

⁴ Engagement activities are ways of interacting with the association and are not only focused on workshops and webinars. Please refer to the [website](#) for a full list of activities with associated credits.

Engaging with CASES - CASES CPD Credits

CASES credits can be claimed for:

CASES Committees and Advisory Groups (see <i>Structure and Terms of Reference</i> doc on the website) (within the 'CASES Governance Documents section)	
Chair	10 credits per tenure
Member	5 credits per tenure
CASES Board	
Chair	25 credits per tenure
Director	15 credits per tenure
Reviewer	
CASES Accreditation Reviewer	10 credits per application
CASES Accreditation Reviewer – Appeal	5 credits
Supervised Experience Reviewer	10 credits per candidate (5 if a candidate does not complete)
High Performance Sport Accreditation Reviewer	10 credits per application
High Performance Sport Accreditation Reviewer – Appeal	5 credits
Lab accreditation reviewer	10 credits per application
CASES Postgraduate and Undergraduate Endorsement Schemes	10 credits per application
CASES Expert Statements	5 credits per application
CASES Conferences	
Combined Conference Organiser	20 credits
Conference Abstract Reviewer	5 credits per conference
Delegate	5 credits per day*
Invited Speaker/Presenter	10 credits per presentation*
Presenter Poster/free communication	3 credits per presentation*
Co-author of a presentation	2 credits
	<i>* If you are presenting at the conference, you can claim for attending and presenting</i>
CASES Division Events	
Presenter	10 credits
Delegate	5 credits
CASES Expert Statements	
Expert Statement Author	10 credits
CASES Endorsed Events	
Delegate	5 credits
Host/Organiser	5 credits
Presenter/Developer	10 credits
Endorsement Application Review (CPD Division Rep)	5 credits per application
CASES Heads of Department Forum	
Presenter	10 credits
Delegate	5 credits
The Sport and Exercise Scientist (TSES)	
Published article (as author)	5 credits
Published letter	2 credits
Book / App Reviewer	2 credits per review

Journal of Sport Sciences (JSS)	
Published Article	10 credits
Member of the Editorial Board	5 credits
CASES Lab Accreditation	
Lab director in an accredited Lab in an HEI	5 credits
CASES Postgraduate and Undergraduate Endorsement Schemes	
Lead on a successful application	5 credits
External Examiner for a programme	5 credits
CASES Sport and Exercise Psychology Accreditation Route (SEPAR)	
Entry workshop presenter	5 credits
Supervisor	5 credits per supervisee per year of supervising up to a maximum of 20 credits per supervisee
Reviewer	10 credits per completed candidate
SEPAR Continued Programme Development	5 – 10 credits
CASES Supervised Experience	
Entry workshop presenter	5 credits
Combined Supervisor/Reviewer workshop presenter	5 credits
Supervisor	5 credits per supervisee per year of supervising up to a maximum of 20 credits per supervisee
SE Forum member	5 credits
CASES Accreditation Partnership Scheme	
Supervisor	2 credits
CASES Webinar	
Presenter/Developer/Co-developer	10 credits each
Delegate	2 credits
CASES Workshop	
Presenter/Developer/Co-developer	10 credits
Delegate	5 credits
Presenter of a CASES External Endorsed event	10 credits
Delegate at a CASES External Endorsed event	See event details on CASES Website
CASES Supported Event	
Presenter/Developer/Co-developer	10 credits
Delegate	See event details on CASES Website
Other CASES Activities	
Author of a special project justification document	5 credits, once the Board has reviewed and approved the project
Member of a CASES project/task and finish group	5 credits
Author of a response prepared from CASES to an external consultation	Upon request with the CASES office

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Network Representative	5 credits per year
Special Interest Group Chair/Convenor/ Special Interest Group Steering Group member	Upon request with the CASES office
Attendance of a CASES networking session	2 credits
CASES Journal Club	2 credits for attendance. 3 credits to have work critiqued during the session and to help facilitate

Notes on CASES credits:

1. If you believe that you have contributed to a CASES activity that is not currently listed, please contact the CASES office via email at education@CASES.org.uk
2. Please refer to the CASES events page to identify any external associated events showing the CASES CPD credits logo <http://www.CASES.org.uk/Events>
3. Activities that gain CASES credits may also be used towards accumulating the CPD hours required e.g. attendance at a workshop (5 credits) may also count towards 6 hours of CPD.
4. If presenting at a conference, you cannot also claim credits for attending the conference on the same day.

Administration Points:

The application fee for HPSA re-accreditation is £105. Applications will be accepted up to one month before the deadline. Submission windows are **1st December to 6th January** and **1st June to 1st July**. Applications must be submitted via the [online submission form](#).

Chartered Scientist status lasts for 1 year and must be renewed annually via the [Chartered Scientist online application/renewal form](#).

4. Chartered Scientist Audit

For accredited members holding CSci status, the awarding body (the Science Council) require that you must be prepared to declare on an annual basis that you are completing CPD to the CSci standards and understand/be prepared that you may be asked to provide evidence for this.

CASES is required by the Science Council to randomly select a number of Chartered Scientists every year to audit their CPD.

Applicants must provide information covering the previous year of their CPD activities.

This process is a Science Council requirement and is separate from the CASES re-accreditation process. CASES has, however, strived to streamline these processes as closely as possible to assist members in the transfer of CPD information.

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