



CASES Sport & Exercise Psychology Accreditation Route (SEPAR)

Qualification Handbook¹

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1.0 Governance and Structure

'CASES' stands for the British Association of Sport and Exercise Sciences. CASES is the professional body for sport and exercise sciences in the UK and is a Company Limited by Guarantee Registered in Cardiff No. 5385834.

Further to being governed in accordance with the set of principles outlined in its Memorandum and Articles of Association, the organisation has a number of strategic imperatives.

All specific information, including the overriding mission for CASES can be seen using the following link: https://www.cases.org.uk/page-about_us.html

1.0 CASES Structure

The general management of the affairs of the Association is directed by a Board, which meets *normally* not less than five times a year and, when complete, shall consist of the Chair, a Chair-Elect (in the year preceding office), Divisional Chairs, Executive Director and normally two non-executive directors (appointed by the Board). The Board can also co-opt additional members. The Elected Officers shall normally hold office for a two-year period until the conclusion of the AGM two years after their election and will be eligible for re-election. The Board reports annually to the members via an Annual Report. The members of the Board (excluding co-opted members) will be appointed Directors of the Association.

1.1 Operational Group

The Operational Group is responsible for the day-to-day running of the Association and is accountable to the CASES Board. It is made up of the Executive Director (Chair), Office Manager and CASES employed staff. Its main areas of responsibility are to: Assist the Board, Divisions and other CASES Committees to action the strategy developed by the Board; Prepare operational reports for the Board; Oversee the operational management of the Association; and provide a high- quality interface between CASES, its members and key stakeholders.

1.2 The Divisions

CASES has five Divisions, which exist to contribute to the management of CASES by implementing the strategy developed by the Board. The Divisions (Biomechanics and Motor Behaviour, Physiology and Nutrition, Psychology, Physical Activity for Health, and Sport and Performance) have a consistent high-level structure with a Chair, Deputy Chair, CPD representative, Membership representative, and Student representative.

In addition to the high-level structure, the Division of Psychology has three further themes (each with a thematic lead) within its structure, and these span the education, research, knowledge exchange continuum:

1. The Mental Health and Wellbeing theme covers mental health across the athletic lifespan; ethics and practice of clinical sport psychology; promoting exercise for mental health and wellbeing;
2. The Engagement and Development theme is concerned with psychosocial developmental considerations of athletes and exercisers, and their support network, over the lifespan. Particular areas of interest include, but are not limited to, youth to master's athletes at the recreational and elite level; talent development; parent, coach, and peer relationships; transitions; life skills and positive youth development; organisational considerations and influences; dual careers;

development of psychological characteristics. Within this theme, considerations for people of all ages involved in both competitive sport and organised exercise activities are considered;

3. The Performance Excellence theme is concerned with “Personal and environmental factors that might enhance or inhibit optimal human performance”. The mission of this strand is to develop and share knowledge of performance excellence for current and future CASES members via the following three aims:

- i) To enhance the sharing of information relating to professional practice and performance enhancement;
- ii) To appreciate the multidisciplinary nature of achieving performance excellence; and
- iii) To contribute to the broader CASES professional culture.

1.3 CASES Committees

To support the work of the CASES Board, Operational Group, and Divisions, there are a number of additional committees to enable achievement of the organisational mission, vision, and objectives.

All specific information can be seen using the following link:

https://www.cases.org.uk/spage-about_us-structure_governance.html

CASES is also governed by “The Rules of the Association”, which covers regulations, not covered in the articles, governing the Association’s internal affairs. The Board has the power to make or alter the Rules, provided such new regulations or alterations are approved retrospectively at the next available quorate general meeting by a simple majority.

1.4 CASES Accreditation and the Sport and Exercise Psychology Accreditation Route

CASES has had a long running Supervised Experience and Accreditation scheme across Sport and Exercise Sciences. The training route is accredited by the Science Council and overseen by an Accreditation Advisory Group comprising a review team spanning psychology, physiology and biomechanics, in addition to membership from the CASES Operational Group.

Given that successful completion of the Sport and Exercise Psychology Accreditation Route (SEPAR) will provide eligibility to apply for registration with the Health and Care Professions Council (HCPC), a separate Sport and Exercise Psychology Accreditation Route Advisory Group (SEPAR-AG) reports into the Professional Standards Committee (PSC). It is then the PSC Chair who will communicate to the CASES Board on SEPAR-AG matters and ensure production of an annual report to be included in the Association’s Annual Review about its activities.

The terms of reference for the SEPAR-AG can be seen in [Annex A](#) of this document.

1.6 External Examiners for the SEPAR

The SEPAR will have two appointed External Examiners, who hold registration as Practitioner Psychologists with the HCPC to ensure that the quality assurance and procedural policies within the boundaries of the SEPAR are adhered to. The External Examiners will *normally* serve for an appointment period of 4 years with the experience across the external examiners spanning academic-practitioner, and independent/self-employed practitioner roles. External Examiners are required to submit one annual report per year and attend a minimum of one SEPAR-AG per year. To facilitate their role, External Examiners will be provided with a sample of the submissions for the SEPAR with specific focus being on the appropriateness of the content of the SEPAR, the evidence provided by candidates to claim competence, the support afforded to the candidates throughout their SEPAR process, and the currency of the competency areas. External Examiner reports will be used to contribute to any necessary actions for the 5-year review of the SEPAR but should there be any significant quality assurance and/or procedural issues highlighted in the interim, the SEPAR-AG will seek assistance from the HCPC to address any issues in a way that is not of detriment to those on the SEPAR.

External Examiners will receive remuneration to the value of **£350** per year and have their travel and subsistence expenses claimed when attending SEPAR-AG meetings. Should External Examiners not be able to attend SEPAR-AG meetings (either in person, or via e-formats), they will be required, in advance, to inform the SEPAR-AG Chair of any specific issues that they would like to have raised within the meeting.

A representative of the SEPAR-AG will be nominated to respond to External Examiner comments raised within their reports, that will be submitted on an annual basis and no longer than 4 weeks following the SEPAR-AG meeting to which they attended (or were due to). External Examiner payments will be made on receipt of their report.

1.7 Professional recognition and appropriate use of titles

Once individuals on HCPC approved education qualifications have successfully completed, they are then eligible to apply for registration with the HCPC. Given that the title '*Sport and Exercise Psychologist*' is legally protected by the Health Professions Order 2001, it may only be used by practitioners on the HCPC Register (for more information see www.HCPC-uk.org). A person commits an offence if they use a protected title if they are not registered with the HCPC. It is also an offence to intend to deceive by implying that you are a member of one of the professions that the HCPC regulate.

Until the point of registration with the HCPC, individuals enrolled on the CASES Sport and Exercise Psychology Accreditation Route should use the title '**Sport and Exercise Psychologist in Training (SEPiT)**'. In addition to this, it is essential that all candidates inform clients of their training status; further information on this is provided within the 'SEPAR Practice Placement handbook' (section 6.2).

On completion of the SEPAR process, members are eligible to label themselves as SEPAR Completed, with the full title as a 'Sport and Exercise Psychologist' being appropriate once they have been admitted to the HCPC register.

CASES would emphasise strongly that members run a risk of prosecution if they describe themselves in a way that could mislead the public. Furthermore, the CASES code of conduct guides members on competence, professional and personal conduct (see sections 6 and 7 of the [CASES Code of Conduct](#) and the [HCPC Standards of conduct, performance and ethics](#)).

2.0 Qualification process: Enrolment to HCPC eligibility

The following information outlines the full Sport and Exercise Psychology Accreditation Route (SEPAR) process that, once enrolled on, is planned to be either 2, 3, or 4-years in duration. During this time, candidates must evidence engagement in a minimum of **3200** hours of activity (400 days equivalent), made up of 2700 hours application/consulting, 275 hours CPD and supervision, and 225 hours dissemination and citizenship. Candidates, supervisors and reviewers are referred to the 'SEPAR Candidate Handbook' and to the SEPAR Portfolio Guidance video (both on the [CASES SEPAR webpage](#)) for further information about these requirements and how they are evidenced.

Choosing the SEPAR duration

Regardless of duration, the first three months of the SEPAR is focused on preparation of the initial portfolio and is not counted within the 2/3/4 years. Therefore the actual time spent on the SEPAR is either 2.25 years, 3.25 years, or 4.25 years. For example, if someone enrolls on SEPAR 1 February 2024 for the 3-year pathway, they will submit their initial portfolio by 1 May 2024 and plan to finish SEPAR by 1 May 2027.

Candidates are required to stipulate the intended duration of their enrolment at the application stage.

In deciding whether to enrol for 2, 3 or 4 years, candidates are encouraged to discuss their plans with their supervisor who will be able to advise which duration might be most suitable.

As a guide:

- For candidates who have come straight through education and have little to no practical experience, and/or for candidates who are not yet clear how they will fulfil the required 3200 SEPAR hours, the 3-year pathway is considered most suitable. This allows candidates to concentrate on knowledge and skill development for the first 6-9 months, after which they can start gradually introducing applied practice with clients.
- For candidates who already have some experience and have clear plans as to how they will accumulate the required 3200 hours (e.g., they have already secured a job as a sport or exercise psychologist), either the 2-year* or 3-year pathway might be suitable.
- For candidates who foresee they will need to work in an unrelated role to fund their training, or who wish to pursue the SEPAR as a part-time endeavor, the 4-year pathway might be most suitable.

***Note:** The SEPAR is a postgraduate training route that requires a substantive time commitment to engage in application/consultancy (2700 hours), CPD and supervision (275 hours), and dissemination and citizenship (225 hours) activities, whilst engaging in ongoing reflective practice, and putting together three extensive portfolios for review (see SEPAR Candidate Handbook Section 2.0 where further details of required hours are provided). For most candidates, this is challenging and may be unrealistic to achieve in 2 years. Therefore the 2-year pathway is recommended only for candidates who already have some experience and have clear plans as to how they will accumulate the required 3200 SEPAR hours over the 2-year period.

Choosing the SEPAR pathway

When enrolling on the SEPAR, candidates can choose to follow either a *sport and exercise psychology* pathway, a *sport psychology only* pathway, or an *exercise psychology only* pathway. The competencies required are comparable across all pathways, however candidates will be expected to conduct their consultancy within settings relevant for their chosen speciality. There are also some distinctions in the knowledge requirements for each pathway, in that sport psychology only candidates are not required to study the exercise psychology-specific competencies (1.3.1- 1.3.3, See [Annex A](#) in the SEPAR Candidate Handbook) and exercise psychology only candidates are not required to study the sport psychology-specific competencies (1.2.1-1.2.4, see [Annex A](#) in the Candidate Handbook). Sport and exercise psychology candidates are required to study both.

On completion of the SEPAR, candidates on all pathways will be eligible to apply for registration with the HCPC and to use the *Sport and Exercise Psychologist* protected title (regardless of whether they follow a sport and exercise psychology, sport psychology only or exercise psychology only pathway). It is however their responsibility, as stated within the [HCPC Standards of Conduct, Performance and Ethics](#), to keep within their scope of practice. In this regard, if candidates later wish to broaden their

practice beyond the areas in which they undertook supervised experience during SEPAR, they must ensure they undertake additional CPD to equip them with the knowledge and skills required for such work.

SEPAR as an Independent Training Route

Candidates admitted to the SEPAR are reminded that they are classified as being on an 'independent training route', that when successfully completed, gives them eligibility to apply to be admitted to the HCPC register as a Sport and Exercise Psychologist.

Those admitted to the SEPAR are not, therefore, to expect formal tuition, learning materials or access to specific tutors other than via CASES organised learning and development activities. It is the responsibility of the candidate to ensure that they are appropriately supported throughout their 'SEPiT' status training and that they have access to all necessary resources to fulfil the demonstration of the necessary competencies.

Those enrolled on the SEPAR must maintain membership of CASES throughout the programme. Membership automatically entitles candidates to the following:

- Free attendance to 'free-to-members' CASES Division Days;
- Free access to 'member-only' CASES webinars;
- Cheaper prices on selected external CPD workshops and courses;
- Subscription to CASES' quarterly publication *The Sport and Exercise Scientist*;
- Free access to the *Case Studies in Sport and Exercise Psychology* Journal
- Up-to-date sport and exercise related news and information, plus information on regular job vacancies via the e-mail newsletter;
- Preferential rates for professional indemnity cover;
- Any other CASES member benefits.

2.1 Entry requirements

Pre-application checks

Prior to making any application, potential candidates should familiarise themselves with the necessary qualifications and checking processes that will support their application. The candidate's status as a UK citizen, and their place of residence, will determine the process to follow. All specific information is in [Annex B](#) of this document and the SEPAR Pre-application process document.

Key requirements and Qualifications

As outlined within the SEPAR Application Process document there are specific qualifications that candidates MUST hold at the point of entry. These are in addition to the requirements outlined below:

1. At minimum, hold Graduate membership of CASES;
2. Confirmation that the candidate holds all necessary relevant qualifications that include an:
 - i. Evidence of underpinning psychology knowledge. This refers to the study and assessment of individual differences, cognitive, social, biological, and developmental psychology and can be achieved via **one** of the following:
 - a professionally accredited (BPS) BSc psychology course;
 - a professionally accredited (BPS) PGCert / conversion psychology course;
 - the 60-credit Open University module '*Investigating Psychology 2*';
 - by prior recognition of underpinning psychology knowledge from a learned society/professional body (e.g., British Psychological Society in the UK and overseas equivalents).

AND

- ii. MSc Sport and/or Exercise Psychology;

3. Where appropriate, evidence a standard of proficiency in the English language to IELTS grade 7 (with no less than 6.5 in any area);
4. Confirmation from an individual on the SEPAR supervisor list that they are prepared to fulfil the required supervisory role throughout the SEPAR.
5. Confirmation of candidate professional indemnity cover.

Disclosure and Barring Service (DBS) Check

General information about the DBS check provided by the Government Disclosure and Barring Service is available [here](#). The DBS application (including a DBS Check at Enhanced level, checks against the Barred List, and any relevant ID checks) will be submitted by [Due Diligence Checking](#) (DDC) on behalf of CASES. The cost of the initial DBS check at application will be embedded in the SEPAR fee.

If, at the point of application, the candidate is already registered with the DBS Update Service, then CASES will seek permission from the candidate to carry out a 'Status Update Check' – this means CASES input the DBS Certificate Number, Surname and Date of Birth and an instant check is completed. CASES will also request a copy of the original DBS certificate to confirm if anything has occurred since the issue date on the DBS Certificate; if this is the case, then CASES will request a new DBS Certificate. To establish whether the candidate is registered with the DBS Update Service, and, if they are, to confirm that they are happy for CASES to complete a status update check, candidates will be required to confirm the necessary details within the SEPAR Application form.

Individuals who are in category 1 as outlined in [Annex B](#):

On receipt and processing of the SEPAR Application document, the CASES office will commence the DBS Check.

Individuals who are in categories 2-5 as outlined in [Annex B](#):

Where an individual aligns with points 2-5, they can submit the required documents (see [Annex B](#)) at anytime prior to the application windows. Please email education@cases.org.uk for details of how to do this. Once the necessary checks have been completed and deemed satisfactory by the SEPAR Criminal Convictions and Application Review Panel (CCARP), the candidate will then be required to apply within one of the application windows; 1 July to 1 August, 1 January to 1 February.

• **SEPAR candidates in Scotland** - general information regarding the [PVG Scheme](#)

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. PVG is the equivalent of DBS. You only apply for a PVG if you know you are going to be working with children and/or vulnerable adults. It may be the case that if attached to a University or in another role, you already have this check in place (membership of the scheme is infinite, and scheme members are continuously checked, unless they decide to leave the scheme). If a SEPAR candidate is **already a member of the PVG scheme** (through University or their work) then they would complete an **Existing PVG Scheme Member form**. CASES will require an up-to-date certificate to demonstrate the candidate is fit to engage in regulated work. This update - known as a Short Scheme Record - costs £66. If a SEPAR candidate **is not an existing PVG member** a **full PVG check** is then required at a fee of £107 (<https://www.mygov.scot/apply-for-pvg/>) **OR** to qualify for a Short Scheme Record, the current PVG Scheme membership has to relate to the same group - children or protected adults - as the new employment/work within SEPAR. If not, the update will cost £66. Candidates must present their original Scheme Record as part of the application process. If they no longer own/have lost that document then they must apply for a Scheme Record again at a cost of £66.

• **SEPAR candidates in Northern Ireland** - general information on [Access NI](#)

Access Northern Ireland require a Countersignatory to be involved in the process for Enhanced and Standard level checks. DDC will post a pack to applicants with information about creating an online portal on the AccessNI website. Access NI will create an application and send it to a DDC

Countersignatory using the PIN included in the Cover Letter DDC send to the applicant (and email follow-up). Candidates will then send identity documents to DDC with the signed AccessNI form. DDC then check all the details match before submitting. This is all carried out on the AccessNI website. The fee for an AccessNI is £81.

On completion of the processes above at application, CASES will be informed of the outcome and, assuming that there are no concerns raised from the check, will confirm with the candidate their acceptance to the SEPAR. Should any concerns be raised as a result of the DBS check on entry a Criminal Convictions and Application Review Panel (CCARP); comprising the Integrity Advisory Group Chair, SEPAR Advisory Group Chair, Psychology Division Chair, and Chief Executive Officer, will convene to review the outcome which will be noted anonymously at the next SEPAR-AG. The CCARP will consider each case on its merit and be mindful of Rehabilitation of Offenders Act (1974) and its associated Codes of Practice.

**Fee's correct as of 15 May 2024*

Candidates are strongly encouraged to register for the annual 'Update Service' (<https://www.gov.uk/db-update-service>) at their own cost of £16 per year (correct as of December 2024) and this must be done within 28 days of certificate confirmation. Candidates must opt to receive email notification when their certificate is issued, there is further guidance from there about how to join the Update Service and a link to the DBS website.

On approval of SEPAR completion at the SEPAR-AG, a check via 'Update Service' will occur before being confirmed as eligible to apply to the HCPC register. Should candidates not subscribe to the 'Update Service' at this point or through another application elsewhere whilst enrolled on SEPAR then a full check will be required on completion as per that of entry and at full cost to the applicant by way of £97.50 (correct as of December 2024) and a delay may be incurred beyond the control of CASES whilst the check is completed.

On completion of SEPAR should the update check show 'change' then a full DBS check through the procedures outlined above (at a cost of £97.50 to be paid by the applicant) will be requested. The CCARP will review as above before approving application to register with the HCPC.

2.2 Equity, Diversity and Inclusion

As stated within the headline core values of equity and diversity, ethics and integrity, good governance, and, openness and transparency, CASES operates an inclusive equal opportunities policy. It is the intention of CASES to ensure that no individual will be unfairly discriminated against on any grounds. To support the above the [CASES Equal Opportunities Policy](#) facilitates the monitoring and implementation of equality and diversity related issues for all members. With regard to the SEPAR, all applicants are invited to complete an equal opportunity form at the point of application. Throughout the SEPAR, data relating to equality and diversity are collected via the 'SEPAR Candidate annual review form' where any responses to the specific question are treated in the strictest of confidence prior to being addressed. The monitoring of the Equal Opportunities data will be reported, and any issues (e.g., evidence of: under-representation; unconscious bias within the SEPAR process) actioned where appropriate, at the CASES SEPAR-AG and the CASES Board. Specific reference the Equal Opportunities Policy and CASES commitment to equality, diversity and inclusion will also feature within the core SEPAR Introduction workshop for applicants, and Module 1 of the Supervisor training.

2.3 Professional Indemnity Insurance

All individuals wishing to enrol on the SEPAR must provide evidence to confirm that they have appropriate professional indemnity insurance. It is down to the individual to ensure the policy meets their practice. Individuals who hold employment would normally be covered by their employer's indemnity insurance cover. It is recommended that individuals check with their employer to ensure that the cover extends to those in a 'SEPiT' role.

For individuals who are not employed, or who plan to complete some of their SEPAR outside of their employment context, it will be necessary to arrange individual cover; CASES is able to support preferential rates for indemnity cover and further details are available on the CASES website.

For future information, the HCPC also require candidates to have appropriate indemnity insurance. Please click [here](#) further details.

2.4 Exclusion criteria

CASES reserve the right to exclude candidates from the SEPAR should any of the following be declared:

- Should a candidate for the SEPAR have been found to have breached the CASES Code of Conduct or have previously been removed from CASES Supervised Experience and Accreditation pathways;
- Should a candidate for the SEPAR have previously had their Registration been removed by the relevant regulatory body (e.g., HCPC).

Should a candidate be excluded and wish to appeal the decision, they are encouraged to submit a written request to the SEPAR-AG who will review the case and inform the Professional Standards Committee to their recommendation. The Professional Standards Committee will then consider the case prior to making a final decision. Candidates are encouraged to disclose all relevant information at the enrolment stage given that failure to disclose would be deemed as misleading CASES at the time of their enrolment. Should this be the case, the candidate would not be eligible to any form of fee refund.

2.5 Application and Progression

The specific application details for the SEPAR can be seen within the [SEPAR web-page](#) on the CASES website and in the online SEPAR application form.

[Annex C](#) of this document provides an overview of the SEPAR process for candidates. As can be seen from the overview, progress throughout the SEPAR is monitored through written submissions at the application (initial 3-month), mid-point, and then final submission point. All progress and completion decisions are confirmed by the SEPAR-AG. Progress of candidates is not only monitored in terms of the competence that is being claimed (at the initial 3-month, mid-point and final submission stages), but also via the action plans that are outlined for ongoing competence development (within the initial 3-month, and mid-point submissions). Confirmation from the candidate's approved SEPAR supervisor is also required at the initial 3-month, mid-point and final submission stage to verify the competence claimed and the activities that are either planned, or completed. The SEPAR process requires candidates to demonstrate ongoing development regarding the practice aspects of their training and as such, will not permit candidates to claim full competence in certain areas until the final submission.

Each candidate will have two suitably qualified reviewers assigned to their SEPAR who will review the portfolio submissions at the initial 3-month, mid-point and final submission stages. The reviewers will provide feedback within an 8-week period. In addition to the written submissions, candidates will complete an 'e-meeting' with the two assigned reviewers after the return of feedback from the mid-

point submission. The purpose of the meeting, that will be approximately 1-hour in duration, is to discuss the 'process-related', rather than 'knowledge-related' aspects of their development.

In keeping with the HCPC Standards of Education and Training, much of the SEPAR is focused on the application of sport and/or exercise psychology knowledge and principles, as opposed to further developing the knowledge-base of those enrolled. To support the development of the application of knowledge and principles, candidates will be required to evidence dissemination and citizenship, and CPD and supervisor-led activity, alongside the priority of application / consulting work. Specific guidance to the recommended activities, and how to evidence these, are provided within the SEPAR 'Candidate Handbook'.

2.6 Accreditation of Prior Experiential Competence (APEC)

Whilst supporting the notion of Accreditation of Prior Experiential Competence (APEC), whereby some candidates may have sufficient experience to not require enrolment for the full SEPAR duration, this will be restricted to those who hold alternative, yet relevant qualifications (e.g., CASES, AASP, APS, APA).

All information relating to APEC applications is in the SEPAR APEC Handbook.

2.7 The Portfolio Review Process

The relationship between the candidate, supervisor/s, and review team will be one that reflects a partnership and supportive environment for development. Although the feedback from the reviewers should be reflective of a developmental approach, reviewers also have a quality assurance role to ensure:

- candidates are meeting the required SEPAR standards and adhering to the CASES code of conduct;
- candidates are on track to complete the SEPAR; and
- (in the final submission) candidates have met the required criteria to apply for HCPC registration.

There will be occasions where candidates are asked to address shortfalls in their portfolios, provide further information, or – if necessary - to re-submit their portfolio at the next submission point.

It is candidates themselves (and their supervisors) who hold the primary responsibility for ensuring their portfolio submission meets the required SEPAR standards. The first step in achieving this is for candidates to ensure portfolios are submitted on time, include all the required documentation, and are signed off by their supervisors. The SEPAR Candidate Handbook contains a submission flow chart to guide candidates and supervisors through this process, and suggested timescales to ensure the deadline is met without incident.

If a candidate, or their supervisor, feels the candidate's portfolio is not ready to submit at the intended time-point, it is important they do not submit. Submitting a poor standard or incomplete submission will cost the reviewers time, will not be a meaningful experience for the candidate and could cost the candidate a £350 fee (if they are asked to re-submit). Instead, depending on their reasons and personal situation at the time, the candidate might consider requesting a 6-month extension (i.e., submit at the next available time-point), changing their SEPAR duration (e.g., from 3 to 4 years) or interrupting SEPAR for a specified period (e.g., if the reason for not being ready is due to competing pressures or personal circumstances for which the candidate would benefit from some time out). See section 2.11 for the available options in this situation.

Mitigating circumstances - If a candidate is on track to submit but suffers personally mitigating circumstances in the days leading up to the deadline (e.g., personal or family crisis, accident, illness), the candidate (or supervisor on their behalf) is advised to contact the SEPAR Officer jgillott@cases.org.uk to explain the situation. The SEPAR Officer will contact the candidate's reviewers to explore potential for a brief extension (up to 2 weeks), so the candidate does not have to wait 6 months unnecessarily. **Note:** work pressures, lack of organisation, poor planning or failure to get supervisor sign-off in time do not count as mitigating circumstances.

Requests for extensions of any kind should be submitted to the SEPAR Officer as soon as it is realized one is required, but with **a minimum of one week** prior to the submission deadline date.

Reviewer 'Desk Check' (see [Annex F](#) for flow chart)

Within 7 days of the portfolio submission deadline, reviewers will complete a 'desk check' to ensure all documents required to complete the review are present (and signed off by supervisor where required). If on completing this desk check, 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.

Reviewers are asked to be 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 will not go ahead.

It is therefore crucial both candidates and supervisors:

- a) make use of the SEPAR Submission Checklists to ensure everything is complete when candidates submit their portfolio; and
- b) check their e-mails daily after submitting (even if they believe the candidate's portfolio to be complete), in case reviewers have identified any problems with the submission. It is therefore important e-mail addresses provided to CASES are accessible on a daily basis, even if the candidate/supervisor is away from their usual place of work.

Once the desk check is complete and all documents are present the review can proceed.

2.7.2 Initial Submission – Potential Review Outcomes (See [Annex G](#) for flow chart)

The primary purpose of the initial submission is for the candidate to provide a self-evaluation of their knowledge, skills, self-development and management, and experience competencies at the 3-month point. Reviewers will assess whether candidates' competency ratings are accurate and supported with evidence, and whether candidates have outlined a detailed and realistic plan to take them to the SEPAR mid-point. It is also an opportunity for reviewers to provide candidates with recommendations for their SEPAR journey and to feedback to candidates on anything they can improve about the organisation of their portfolio before the mid-point review. There are three potential outcomes from this review:

1. **Approved.** The portfolio is approved and the candidate continues on SEPAR. Unless otherwise stated, reviewer recommendations will not require a response and they are for the candidate to work on prior to the next submission. 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 (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 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.

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. Extensions on a re-submission date are not permitted therefore re-submissions will be due at the next submission date (1 May or 1 Nov). Extenuating circumstances will be taken into consideration, but these must be expressed to the SEPAR Officer in good time prior to the submission date.

2.7.3 Mid-point Submission – Potential Review Outcomes (see [Annex H](#) for flow chart)

By the mid-point, reviewers are looking not only at the candidate's self-evaluation and action plan, but also whether the candidate is on track to complete SEPAR in the intended timescale, and whether the candidate is developing into a self-aware, safe and ethical practitioner. This review is in two stages – the written review of the portfolio, and the mid-point e-meeting (which happens after reviewer feedback has been provided, and is a formative discussion to review the candidate's progress and offer support, feedback and recommendations for the second half of the SEPAR).

There are three potential outcomes from the written review:

1. **Approved.** The portfolio is approved, the e-meeting is arranged and the candidate continues on SEPAR. Unless otherwise stated, reviewer recommendations will not require a response and they are for the candidate to work on prior to the next submission. 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.
4. **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 (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 e-meeting does not go ahead and 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 (NB this is different from the mid-point e-meeting, which will not take place now but will be postponed to after the re-submission). The candidate's final submission (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 20-working day period. The e-meeting does not go ahead and 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 the 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 (NB this

is different from the mid-point e-meeting, which will not take place now but will be postponed to after the mid-point re-submission). The candidate's future submissions (and therefore SEPAR end-date) will also be delayed by 6 months. Extensions on a re-submission date are not permitted therefore re-submissions will be due at the next submission date (1 May or 1 Nov). Extenuating circumstances will be taken into consideration, but these must be expressed to the SEPAR Officer in good time prior to the submission date.

2.7.4 Final Submission – Potential Review Outcomes (See [Annex I](#) for flow chart)

At the final submission point, the reviewers' primary role is to assess whether the candidate has met the criteria for SEPAR completion (see [Annex E](#)), and whether the candidate is ready to practise as a safe, ethical and autonomous Sport and Exercise Psychologist. There are three potential outcomes from the review:

1. **Approved.** The portfolio is approved and reviewers recommend SEPAR completion. Unless otherwise stated, reviewer recommendations will not require a response and they are for the candidate to work on in their future development. 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 (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:

- iii. *Approved* (as above).
 - iv. *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 to e-meet with the candidate and their supervisor to discuss this.
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 the 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.

2.7.5 Outcomes of re-submissions (See [Annex J](#) for flow chart)

Where a candidate has been asked to re-submit, the potential outcomes of the review are the same as outlined above for each submission point (2.7.1 - 2.7.4). In the case of the re-submission not meeting the requirements for option 1 (approval) or option 2 (additional information required), reviewers will 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 will consider whether option 3 (which would be a second re-submission, incurring a second fee of £350) 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 2.7.6 below). Extensions on a re-submission date are not permitted therefore re-submissions will be due at the next submission date (1 May or 1 Nov). Extenuating circumstances will be taken into consideration, but these must be expressed to the SEPAR Officer in good time prior to the submission date.

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 2.7.6 below).

2.7.6 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 CASES 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 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.

2.8 Completing the SEPAR outside of the UK

It is *normally* the case that those enrolled on the SEPAR will complete most of their supervised activities and associated practice within the UK. It is, however, acknowledged that candidates may need, or indeed wish to, undertake parts of their supervised activities and associated practice outside of the UK. If this is to be the case, the candidate is required to explicitly state their intentions to how their supervised training will be supported.

Irrespective to where the supervised activities and associated practice takes place, the candidate must adhere to the SEPAR supervision requirements. In such cases, it may be that supervision can be facilitated by using a mentor. Whilst a mentor cannot replace the supervisory process, it is necessary for the mentor to be able to evidence regular contact with the supervisor.

2.9 Supervisors

To be registered as an approved SEPAR supervisor, individuals will be required to complete all of the necessary, and ongoing, 'SEPAR Supervisor training'. This will also require them to be registered with the HCPC as Sport and Exercise Psychologists and be CASES professional members.

CASES does not have involvement with the fee structure or associated contractual arrangements put in place by supervisors for supervision on the SEPAR. CASES does acknowledge that the fee structures differ across supervisors and within their training, it is suggested to supervisors that they are considerate to the additional fees that candidates are also required to pay for enrolling on the SEPAR, and for any additional training and development activities.

Candidates are reminded that supervision can be provided for a number of reasons. These include as a professional service (for independent supervisors), as a professional duty (perhaps

to contribute to their own professional development, or contributing to the profession as a whole), or perhaps as an income activity for their employer (such as supervision services within an educational setting). It is recommended that all fee and contractual arrangements are agreed prior to the candidate enrolling on the SEPAR. Supervisors will be expected to complete Annex A of the Supervisors handbook and supply this to their candidate for application. It is also the supervisor's responsibility that they continue to engage with the ongoing supervisor training. A bulletin will be provided periodically for all supervisors and optional networking/discussions amongst supervisors led by the SEPAR-AG Supervisor Representatives who will contact supervisors should they wish to take part in this.

To ensure that potential candidates are made aware as to whom the approved supervisors are, a SEPAR Supervisor Directory is available on the SEPAR page of the CASES website. All information relating to supervisory responsibilities and training can be found within the 'SEPAR Supervisor Handbook'.

2.10 Reviewers

All reviewers on the SEPAR will be registered with the HCPC as Sport and Exercise Psychologists, and will have completed, and continue to complete, all necessary 'SEPAR Reviewer training'. Full details on reviewer duties can be seen in [Annex D](#) of this document (reviewers are referred to the SEPAR Reviewer Handbook for more detailed information).

Each candidate will have two reviewers assigned to their documentation for the duration of their SEPAR enrolment. Reviewers are responsible for confirming the competence levels claimed by candidates at each stage of the process (initial 3-month, mid-point, final submission) and, where appropriate, are required to provide guidance to how competence can be claimed if the levels claimed by candidates do not match the supporting evidence. Reviewers will also provide a summary commentary for each submission point with recommendations to the SEPAR-AG regarding candidate progress. For each review, a 'lead reviewer' will be assigned and they will be responsible for ensuring that they, and the second reviewer have completed their duties (i.e., reached an agreed decision on the submission) within the agreed 8-week time period.

In addition to completing the required training, reviewers will be required to complete an annual self-evaluation of their reviewing duties. The self-evaluation is to assist with ongoing reviewer training that is likely to take place on an annual basis. A bulletin will be provided periodically for all Reviewers and optional networking/discussions amongst reviewers led by the SEPAR-AG Reviewer Representatives who will contact reviewers should they wish to take part in this.

2.10.1 Conflicts of Interest

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 for a reviewer.

There are however, situations where a reviewer's involvement with a candidate or supervisor outside of SEPAR might impact their ability to provide an objective review of candidate portfolios. Reviewers, supervisors and candidates are responsible for declaring any situation they believe might be a conflict of interest to CASES.

Such situations might include, but are not limited to:

- 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)

All reviewers are asked, before taking on a candidate, whether they have any conflicts of interest to declare. Should this be the case, an alternative reviewer will be assigned.

It is also possible that potential conflicts of interest arise during SEPAR, due to changing circumstances of the reviewer and/or candidate. If reviewers or candidates become aware of such a situation, 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 K](#)) to the SEPAR Advisory Group Chair for consideration (via the SEPAR Officer, jgillott@cases.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 CASES 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 CASES will take responsibility for finding an alternative reviewer.

2.11 Extending, interrupting, withdrawal, and re-enrolment

The SEPAR-AG acknowledges that there may be circumstances experienced by candidates that may necessitate an extension, interruption to, or withdrawal from, the SEPAR.

If a candidate is struggling to keep up with the demands of SEPAR, or they (or their supervisor) feel their portfolio is not ready to submit, the table below outlines their available options.

All options will require approval from the SEPAR-AG and should be requested via the SEPAR Officer at jgillott@cases.org.uk.

Option	What it means	Notes
Six-month extension	Defer portfolio submission to the next time-point (i.e., 1 May or 1 November), continue with SEPAR in the meantime but all submission dates move forward six months.	<p>No additional fees for six-month extensions. *</p> <p>Each programme duration has a maximum number of years from their initial submission date, in which they must complete SEPAR:</p> <ul style="list-style-type: none">• APEC candidates max two-years• 2-year candidates max four-years• 3-year candidates max five-years• 4-year candidates max six-years <p>Extensions will only be granted if they fit within this timeframe. Mitigating circumstances leading to candidates falling outside of these timeframes will be reviewed by the SEPAR AG Chair and may lead to the candidate needing to withdraw from the programme.</p> <p>If a reviewer requests a re-submission of a portfolio, this will be included in the above timeframes.</p>
Change SEPAR duration	Change to a longer duration (e.g., change from two years to three years), all submission dates altered to fit new duration.	The overall SEPAR fee remains the same for all durations, but the monthly/annual payment amount will change. *

Interruption	<p>Pause SEPAR for six months, cease all SEPAR activity and resume where they left off when they return (therefore submission dates will all move back six months).</p>	<p>Circumstances that may lead to an interruption to the SEPAR include: long-term sickness absence; caring responsibilities for dependants, change in employment circumstances etc Should a candidate submit a request to the SEPAR-AG to interrupt the programme, so long as legitimate written supporting evidence is submitted, they will be permitted to interrupt their SEPAR for six months.</p> <p>Interruptions to SEPAR will not count towards the maximum duration the candidate has chosen.</p> <p>At the point of interruption, the payment plan is frozen, and no further deductions taken for this period *. At the six-month point, if the applicant decides they are in a position to resume, then the payment plan would restart. If the candidate submits further evidence at this time, and the decision is to extend the interruption period for a further six months, then no payment will be made until the 12-month review period. If the applicant is still not able to resume the programme at this time, the candidate will be withdrawn from the SEPAR and CASES will issue an invoice for any outstanding balance.</p>
<p>Interruption for official periods of leave of absence, including, but not limited to:</p> <ul style="list-style-type: none"> • maternity leave • paternity leave • parental leave • adoption leave • sabbaticals 	<p>Pause SEPAR for an agreed length of time and cease all SEPAR activity and resume where they left off when they return (therefore submission dates will all move accordingly).</p>	<p>A candidate must submit a notification of required interruption to the SEPAR-AG via the SEPAR Officer at jgillott@cases.org.uk, including expected duration, so records can be kept up. No fee's will be incurred during this interruption period.</p>
Withdrawal	Withdraw from SEPAR	<p>Candidates may withdraw from the SEPAR programme at any time without reason. If this is to be the case, it is necessary for them to inform the SEPAR-AG, in writing via the SEPAR Officer at jgillott@cases.org.uk of their intention to withdraw, so records can be kept up to date.</p>

Requests for extensions of any kind should be submitted to the SEPAR Officer as soon as it is realized one is required, but with **a minimum of one week** prior to the submission deadline date.

***Candidates are advised to refer to their supervision agreements regarding the impact extending/interrupting the SEPAR might have on their supervision fees**

If the candidate cancels/withdraws after 14 days of the application deadline date, CASES will retain the initial fee and will invoice for the balance of any additional courses/reviews that have taken place. After the initial 14-day period, it is not possible for any payments made up to the point of withdrawal to be refunded to the candidate. This will remain the case in the event that the Criminal Convictions and Assessment Review Panel (CCARP) decline any applications.

3.0 Fee structure for the SEPAR

The fee structure for the SEPAR will depend on whether the individual enrolled is on a 2, 3, or 4- year track. Irrespective to the duration that a candidate is enrolled for, the total amount payable to CASES for registration will be **£3995**. The fees cover specific training and development activities (as noted below) and the initial Disclosure and Barring Service (DBS) check (depending on the checking process requirements), but do not cover additional pre-enrolment checking procedures, training and development activities that candidates may need to undertake to fully demonstrate competence (e.g., course enrolment, conference attendance). Although CASES reserves the right to amend fees for the SEPAR, increases will not apply to those already enrolled.

The compulsory training and development activities (SEPAR core workshops) included within the 2, 3, or 4-year SEPAR fee, and required for completion by the HCPC include:

- a) Introduction to SEPAR workshop*
- b) CASES Safeguarding workshop
- c) CASES Ethics in Professional Practice workshop
- d) CASES Reflective Practice workshop
- e) CASES Mid-point Case Study workshop
- f) CASES Practice Philosophy workshop
- g) CASES Equity, Diversity, and Inclusivity in Sport and Exercise Psychology workshop
- h) CASES Mental Health in Sport and Exercise units
- i) CASES Counselling Skills course (run over 4 part-days)

SEPiTs will not be permitted to attend any of the core workshops until they are officially enrolled onto SEPAR and have received email confirmation of this from the SEPAR Officer. SEPiTs are not expected to attend any core workshop until after their initial submission, but are welcome to do so if the dates are suitable, however **all** core workshops are to be completed prior to the SEPAR mid-point and SEPAR cannot be completed without all core workshops having been undertaken.

* Date for the Introduction to SEPAR workshop will be provided within one month of starting SEPAR – candidates must view the SEPAR Portfolio Guidance as a pre-requisite to attending this workshop

Compulsory training and development activities

Please note that only one free place per candidate is permitted on each workshop. If a candidate books and then cancels within seven days of the workshop, or fails to attend the workshop without notifying the CASES Office, then the candidate will be liable to pay the delegate fee to attend that workshop when it is next scheduled.

The fee for b. and e. is £52.50; the fee for c. d. f. and g. is £105; and the fee for i. is £262.50

3.1 Payment information

It is a requirement for all fees to have been paid in full prior to individuals being SEPAR completed and eligible to apply for registration with the HCPC. The fee structure provided by CASES for the SEPAR does not include any membership or registration costs associated with the HCPC; these are separate to the process.

An initial fee of £695 must be paid upon submission of the SEPAR application form (with the balance of £3300 paid monthly or annually thereafter – see below).

SEPAR duration (years)	DD monthly (commencing 1 month after official registration)	Annual charge (paid at the initial submission point and every year thereafter at that point, regardless of future submission rates)
2	£137.50	£1650
3	£91.66	£1100
4	£68.75	£825

These are payable online via a link which can be provided by emailing education@cases.org.uk.

The application fee will be refunded, minus any costs incurred by CASES (e.g., for DBS checks), if an applicant does not meet the criteria to enrol on the SEPAR.

If a candidate cancels within 14 days of the application deadline date, then a FULL refund is given.

If the candidate cancels/withdraws after 14 days of the application deadline date, CASES will retain the initial fee and will invoice for the balance of any additional courses/reviews that have taken place. After the initial 14-day period, it is not possible for any payments made up to the point of withdrawal to be refunded to the candidate. This will remain the case in the event that the Criminal Convictions and Assessment Review Panel (CCARP) decline any applications.

4.0 Professional conduct

It is an expectation of CASES that any member, irrespective to whether they are enrolled on a training pathway or not, upholds the professional standards of the organisation and works to the code of conduct. In essence, members are required to ensure that they demonstrate professional standards in all that they do. Given that the SEPAR is an approved training programme delivered by CASES and regulated by the HCPC, candidates are referred to the [HCPC Standards of conduct, performance and ethics](#), and the [HCPC Guidance on conduct and ethics for students](#). Should candidates fail to adhere to the necessary professional standards, this may lead to their enrolment on the SEPAR being removed.

If a candidate is aware that a complaint regarding their professional conduct has been made against them, they are required to inform the Chair of the SEPAR-AG immediately. Candidates are also responsible for informing the Chair of the SEPAR-AG to the outcome of the complaint. The SEPAR-AG will ensure that the information provided remains confidential will only inform the Professional Standards Committee should a sanction be considered appropriate to impose on the candidate. Should a candidate fail to inform the Chair of the SEPAR-AG about a complaint then this may lead to enrolment on the SEPAR being withdrawn, and if a candidate has completed the SEPAR and then it was made known that a complaint had been raised yet not reported to the SEPAR-AG, the decision for the candidate to be considered SEPAR completed may be retracted, meaning that the candidate would not be eligible for registration with the HCPC.

5.0 Complaints and Academic appeals process

5.1 Candidate (SEPiT) complaints

CASES is aware that although it attempts to provide a gold standard training and development process in the SEPAR, there may well be occasions where candidates wish to raise a complaint with the organisation about some aspect of their training.

Candidate complaints will be considered via a two-level process. The first level is where the SEPiT has a complaint that can be addressed at a local level (e.g., with their supervisor). This is to be considered as more of an informal complaint and will not require any further action at a CASES committee level.

If the complaint is more substantial (e.g., it is about the supervisor, dissatisfaction with behaviour and/or conduct of anyone involved with the SEPAR process etc.) then it will be considered a 'formal complaint' and the candidate learner is required to outlining the grounds for their complaint in writing to the Chair of the SEPAR-AG. The Chair 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 at the SEPAR-AG.

It is important that candidates are aware that all complaints are treated in the strictest of confidence, and that the candidate 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 candidate discusses the issue with the Chair of the SEPAR-AG prior to making any formal, written, complaint.

5.2 Academic appeals process

Should the need arise for a candidate to make an academic appeal, they will need to do so in writing to the Chair of the SEPAR-AG and be aware to the following conditions:

- Candidates may not question the professional judgement of the reviewers and any requests based on such grounds alone will be dismissed;
- Candidates can only make an academic appeal under the following circumstances:
 - there had been a material and significant administrative error;
 - there had been a procedural irregularity in the review process.
- All requests for academic appeals should be made to the Chair of the SEPAR-AG *normally* within 10 working days of the receipt of the feedback received, together with a copy of the documentation to be reviewed.
- If a candidates request for an academic appeal is deemed to be invalid, the Chair of the SEPAR-AG shall write to the candidate giving clear reasons for turning down the request for the appeal;
- Should a candidates request for an academic appeal be valid, the Chair of the SEPAR-AG shall arrange for the documentation to be reviewed by another committee member. The final review may support, or otherwise, the original review. There is no further right of appeal;
- The outcome of the complaint will be communicated to the candidate in writing by the Chair of SEPAR-AG within a 20-working day period and be recorded at the next available SEPAR-AG.

Annex A: Terms of Reference – Sport and Exercise Psychology Accreditation Route Advisory Group

Committee:	Sport and Exercise Psychology Accreditation Route Committee (SEPAR-AG)
Purpose:	1.1 To be responsible for all aspects of the Sport and Exercise Psychology Accreditation Route (SEPAR) including quality assurance, marketing, and communications, assessing, alignment to the Health and Care Professions Council (HCPC) Standards of Education and Training, and Standards of Proficiency.
Role:	<p>The Sport and Exercise Psychology Accreditation Route Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:</p> <ul style="list-style-type: none"> 2.1 Review and monitor all aspects associated with quality assurance (e.g. SEPAR documentation, provision of candidate feedback). 2.2 Review and monitor discipline needs for ensuring alignment to the HCPC Standards of Education and Training, and Standards of Proficiency. 2.3 Systematically determine whether the service meets members and end users needs and expectations. 2.4 Maintain and develop the reputation via engagement in marketing and communications for the SEPAR, and the broader role of CASES to wider society. 2.5 Support the development of the HCPC annual monitoring documentation. 2.6 Note any matters arising from the DBS process should any criminal conviction panels be convened. 2.7 Monitor Equal Opportunities data and address arising issues where appropriate. 2.8 Receive and respond to learner complaints and academic appeals.
Authority	3.1 The Advisory Group shall have the delegated authority to review and update the criteria for SEPAR.
Reporting	<ul style="list-style-type: none"> 4.1 The Advisory Group Chair shall report to the Professional Standards Committee (who will be the designated point of contact for the HCPC) on all matters within the Advisory Group's duties and responsibilities. 4.2 Details of successful endorsements will be published in The Sport and Exercise Scientist. 4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.
Frequency of Meetings	<ul style="list-style-type: none"> 5.1 The Advisory Group shall meet at least two times a year, normally via conference call, and otherwise as required. 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.
Membership and Voting	<ul style="list-style-type: none"> 6.1 The general Advisory Group members include: two reviewer representatives, two candidate representatives, two supervisor representatives, two end-user representatives, two alumni representatives. 6.2 For the general Advisory Group members, appointments will normally be via an open application process that will be led by the Professional Development and Partnerships Manager. Appointments will be confirmed by the Executive Director. 6.3 The Ex-officio members include: Advisory Group Chair, Division of Psychology Chair, Division of Psychology CPD representative, CASES SEPAR Officer, two external examiners. 6.4 Ex-officio members shall hold a post for the duration of their tenure. All other representatives shall normally hold post for three years and will be eligible to renew their position subject to approval. 6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting. 6.6 Only members of the Advisory Group have the right to vote at meetings.
Quorum	7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.
Decision Making	<ul style="list-style-type: none"> 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. 8.2 Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
Other	9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
Remuneration	<ul style="list-style-type: none"> 10.1 The roles of the Advisory Group Chair and Members are not accompanied by any financial remuneration. 10.2 A fee is paid to SEPAR Reviewers who undertake various candidate reviews. 10.3 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES

Annex B: SEPAR pre-application checks

Where an individual aligns with points 2-5, they can submit the required documents (see below) at anytime prior to the application windows. Please email education@cases.org.uk for details of how to do this. Once the necessary checks have been completed and deemed satisfactory by the SEPAR Criminal Convictions and Application Review Panel (CCARP), the candidate will then be required to apply within one of the application windows; 1 July to 1 August, 1 January to 1 February.

The review cost for any submissions to the CCARP will be **£50**.

Are you...

1. A UK citizen who has been in the UK for the last 5-years?

You will need to have a DBS Enhanced check completed. This is included within the SEPAR fee and administered by the CASES office in conjunction with DDC.

NOTE:

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary so long as the candidate continues to live in the UK throughout their SEPAR.
- if the candidate circumstances were to change so that they lived 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks (see point 2 below). This will also incur a CCARP review charge.

2. A UK citizen who has spent some/all of the last 5 years living out of the UK?

You will need to have a DBS Enhanced check completed for the 'living in the UK' period. This is included within the SEPAR fee and administered by the CASES office in conjunction with DDC.

It will also be necessary to clarify the records for the period of time you 'lived out of the UK' by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing 2 character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries/territories. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the CCARP to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

NOTE:

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary so long as the candidate continues to live in the UK throughout their SEPAR.
- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

3. A UK citizen but currently living out of the UK?

You will need to have a DBS Enhanced check completed to cover any time that you have lived in the UK. This is included within the SEPAR fee and administered by the CASES office in conjunction with DDC.

It will also be necessary to clarify the records for the period of time you 'lived out of the UK' by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

NOTE:

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. This is all that is necessary if the candidate returns to 'live in the UK' throughout their SEPAR.
- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

4. A non-UK citizen currently living in the UK

You will need to have a DBS Enhanced check completed given that you currently live in the UK. This is included within the SEPAR fee and administered by the CASES office in conjunction with DDC.

Given that you are also a non-UK citizen it will also be necessary to clarify the records for the period of time prior to you living out of the UK by:

- contacting the embassy or High Commission of the country in question, and/or
- requesting a formal character reference (if the home nation provides this), and/or
- providing two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

The costs associated with the 'living out of the UK' evidence are unknown given the variability across countries. As such, you will be responsible for such costs and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

NOTE:

- the end of SEPAR check is not included within the SEPAR fee and as per section 2.1 of this document, candidates should sign up to the DBS Update Service. If the candidate were to have lived 'in the UK' for the duration of their SEPAR then this will suffice and there is no further review cost.
- if the candidate were to live 'out of the UK' for any period of their SEPAR they will also be required to

provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.

5. A non-UK citizen currently living out of the UK

As you are not able to access the UK DBS Enhanced check process, it is necessary for you to check whether a similar process exists in your native country/territory. Guidance for this is on the UK Government website:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the above is not possible, the following evidence will be required:

- a formal character reference (if the home nation provides this), and/or
- two character references from registered professionals / persons of standing within the community.

Finally, it is a requirement for the CCARP to see relevant picture ID to cross-reference with the certificate as part of the application. As such, applicants are required to include an image of their passport within their application pack.

You will be responsible for any costs associated with the above and it is your responsibility to provide all necessary information. Once submitted, all evidence will be subject to review by the SEPAR Criminal Convictions and Application Review Panel (CCARP) to determine whether satisfactory thresholds for SEPAR registration have been met. There will also be a CCARP review cost that you will need to cover.

NOTE:

- the end of SEPAR check is not included within the SEPAR fee. If the candidate were to live 'out of the UK' for the duration of their SEPAR they will be required to provide records for the period of time that they 'lived out of the UK', as per the pre-application checks. This will also incur a CCARP review charge.
- if the candidate circumstances were to change so that they lived 'in the UK' for any period of their SEPAR they will also be required to have a DBS Enhanced Check at the point of moving to the UK and also sign up to the DBS Update Service.

Candidates are required to inform the CASES Office of any changes to personal circumstances to ensure the application of appropriate processes and procedures.

Annex C: Overview of the SEPAR process for candidates on the 2, 3, or 4-year route

Time point	Candidate role
<p>1. <u>By 1 February or 1 August</u> - candidates complete the SEPAR on-line application</p> <p>At this point CASES informs DDC to commence DBS check*</p> <p>On receipt of all relevant application information and a clear DBS check, the CASES office will allocate a 'One Drive/Sharepoint' folder for the candidate, supervisor and assigned reviewers. This folder must only be updated at the point of each submission, see Figure 1. SEPAR Submission Process Flowchart of the Candidate Handbook.</p>	SEPAR Application Form
2. Attendance at the Introduction to SEPAR workshop (date will be provided within one month of starting SEPAR)	Candidates must view the SEPAR Portfolio Guidance video prior to attending this workshop.
3. E.submission of SEPAR initial (3-month) competence documentation by <u>1 May (February enrolment) or 1 November (August enrolment)</u>	SEPAR initial (3-month) competence document
Reviewer feedback within <u>8 weeks</u> and confirmed by SEPAR Advisory Group in <u>July or January</u>	
<p>4. Attendance at:</p> <ul style="list-style-type: none"> - CASES Safeguarding workshop - CASES Ethics in Professional Practice workshop - CASES Reflective Practice workshop - CASES Mid-point Case Study workshop - CASES Practice Philosophy workshop - CASES Equity, Diversity, and Inclusivity in Sport and Exercise Psychology workshop - CASES Mental Health in Sport and Exercise units - CASES Counselling Skills course (run over 4 part-days) 	<p>SEPiTs will not be permitted to attend core workshops until they are officially enrolled on SEPAR.</p> <p>SEPiTs are not expected to undertake core workshops prior to their initial submission but are welcome to attend if they so wish.</p> <p>All core workshops are however, to be completed prior to the SEPAR mid-point submission.</p>
5. E.submission of SEPAR mid-point competence documentation (12 months for 2-year track; 18 months for 3-year track; 24 months for 4-year track) See table below.	SEPAR mid-point competence document
Reviewer feedback within 8 weeks and confirmed by SEPAR Advisory Group in <u>July or January</u>	
6. E-meeting between review team and supervisee	1 hour reviewer/candidate meeting (process-related' aspects of development)
7. E.submission of SEPAR final competence documentation (2, 3, or 4-years after initial 3-month submission date) See table below.	SEPAR final competence document
Reviewer feedback within 8 weeks and confirmed by SEPAR Advisory Group in <u>July or January</u> .	

8. Following confirmation at the SEPAR Advisory Group, a final DBS check will take place via Update service or via full application to DDC, at applicants' own cost. Once the DBS check is confirmed, candidates will receive a confirmation certificate and letter from CASES and can label themselves as SEPAR completed. Candidates will then be eligible to apply for registration with the HCPC that will be at their own cost.

9. Once HCPC registration is granted, candidates can use the following title - **HCPC Practitioner Psychologist: Sport and Exercise Psychologist**.

* The entry to, and end of, SEPAR checking processes will be determined by information detailed in the SEPAR Qualification Handbook, Annex B.

Application deadline date and chosen SEPAR duration	FEB 2-year	AUG 2-year	FEB 3-year	AUG 3-year	FEB 4-year	AUG 4-year
Initial Submission date	1 May	1 Nov	1 May	1 Nov	1 May	1 Nov
Mid-point Submission date	1 May + 1 year	1 Nov + 1 Year	1 Nov + 1 Year	1 May + 2 Years	1 May + 2 Years	1 Nov + 2 Years
Final Submission date	1 May + 2 years	1 Nov + 2 years	1 May + 3 Years	1 Nov + 3 Years	1 May + 4 Years	1 Nov + 4 Years

Annex D: SEPAR Reviewer duties

To be registered as a SEPAR reviewer, the following are expected:

- Reviewers will be CASES professional members;
- Reviewers will 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;
- Reviewers will complete all the mandatory 'SEPAR reviewer training', including reviewer training updates as required;
- Reviewers will follow a candidate through to the end of the SEPAR process.

When allocated a candidate to review, the following are expected:

- For Reviewer 1 to communicate with Reviewer 2 to confirm the arrangements for review;
- For all deadlines outlined by the CASES office to be adhered to;
- For Reviewer 1 to organise the e-meeting following the return of the mid-point feedback;
- For feedback to be presented in a manner that enables the candidate to understand why the competence claimed has been supported, or not, and for developmental feedback to be evident.

Having returned a completed review of a submission to the CASES office, reviewers are entitled to claim **£150** per review. Reviewers are entitled to claim **£50** to conduct the process-focused e.meeting that takes place following the mid-point submission.

The SEPAR Reviewer claim form can be found in the SEPAR section in the member area on the CASES website.

Annex E – SEPAR Completion Criteria

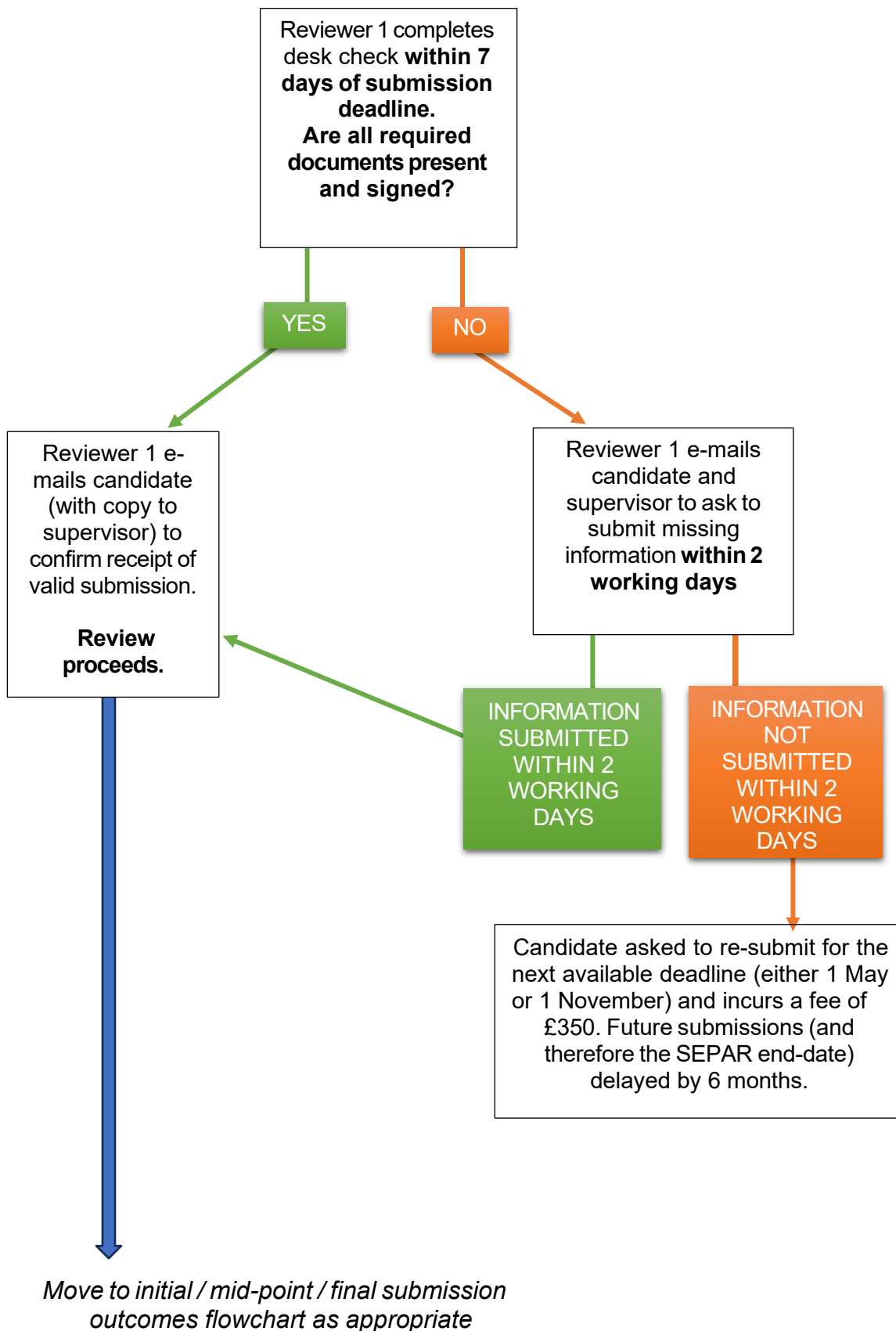
1. Demonstrate and evidence the minimum required level of competence across the standards of proficiency framework.
2. Evidence of engagement in minimum of **3200** hours of activity (minimum 400 days), made up of 2700 hours application/consulting (minimum 900 contact hours), 275 hours CPD and supervision, and 225 hours dissemination and citizenship.
3. Be observed in practice (live or via video) by their supervisor across a range of activities. For each formal observation (including where the candidate observes the supervisor), candidates must submit evidence of a post-observation reflective meeting with their supervisor.

As a minimum:

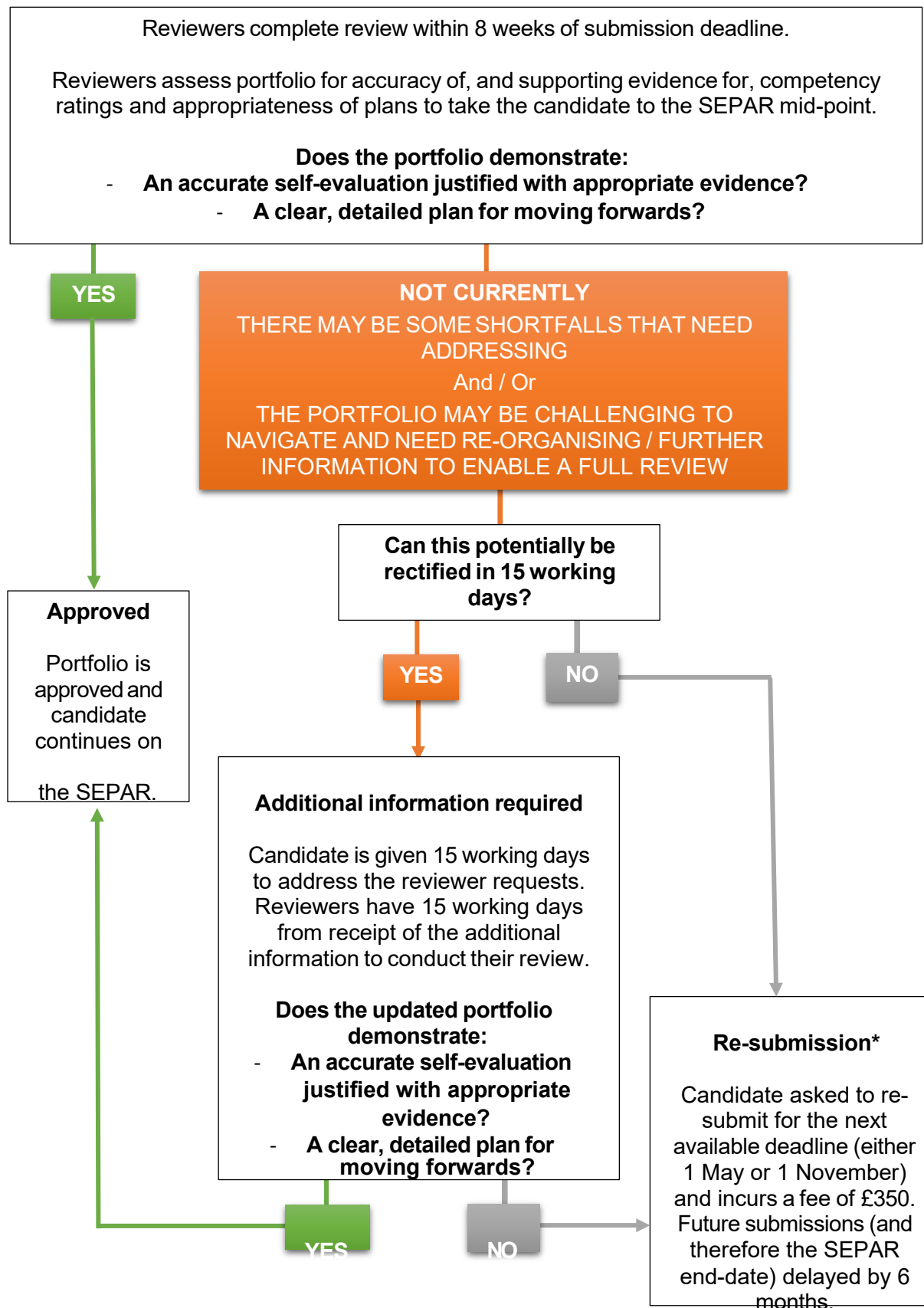
- i. The SEPAR supervisor must undertake at least five planned and documented observations (live or pre-recorded) of the candidate that demonstrates a diverse range of skills relevant for their practice and includes interactions both with individual clients and in group settings.
 - ii. The candidate must undertake at least one planned and documented observation of the supervisor (any type of activity).
 - iii. The supervisor is encouraged to use opportunities where they are working in the same space (virtually or in-person) with the candidate to informally observe the candidate's professional behaviour in a variety of contexts, and to reflect with the candidate on an ongoing basis to facilitate their growth as a practitioner.
4. Complete an initial (3-month), mid-point, and final portfolio of evidence submission.
5. Produce three case studies, one at the mid-way submission point and two at the final submission point.
6. Be able to provide three references from clients who are able to offer insight into the candidate's practice (e.g., autonomy, ethical issues, effectiveness) and their suitability as an independent Sport and Exercise Psychologist.
7. To complete the following core workshops and CPD activities:
 - a) Introduction to SEPAR workshop
 - b) CASES Safeguarding workshop
 - c) CASES Ethics in Professional Practice workshop
 - d) CASES Reflective Practice workshop
 - e) CASES Mid-point Case Study workshop
 - f) CASES Practice Philosophy workshop
 - g) CASES Equity, Diversity, and Inclusivity in Sport & Exercise Psychology workshop
 - h) CASES Mental Health in Sport and Exercise units
 - i) CASES Counselling Skills course (run over 4 part-days)

Note: If an additional core workshop is added whilst a candidate is part-way through SEPAR, they will also be required to complete this prior to SEPAR completion.

Annex F – Desk Check Flowchart

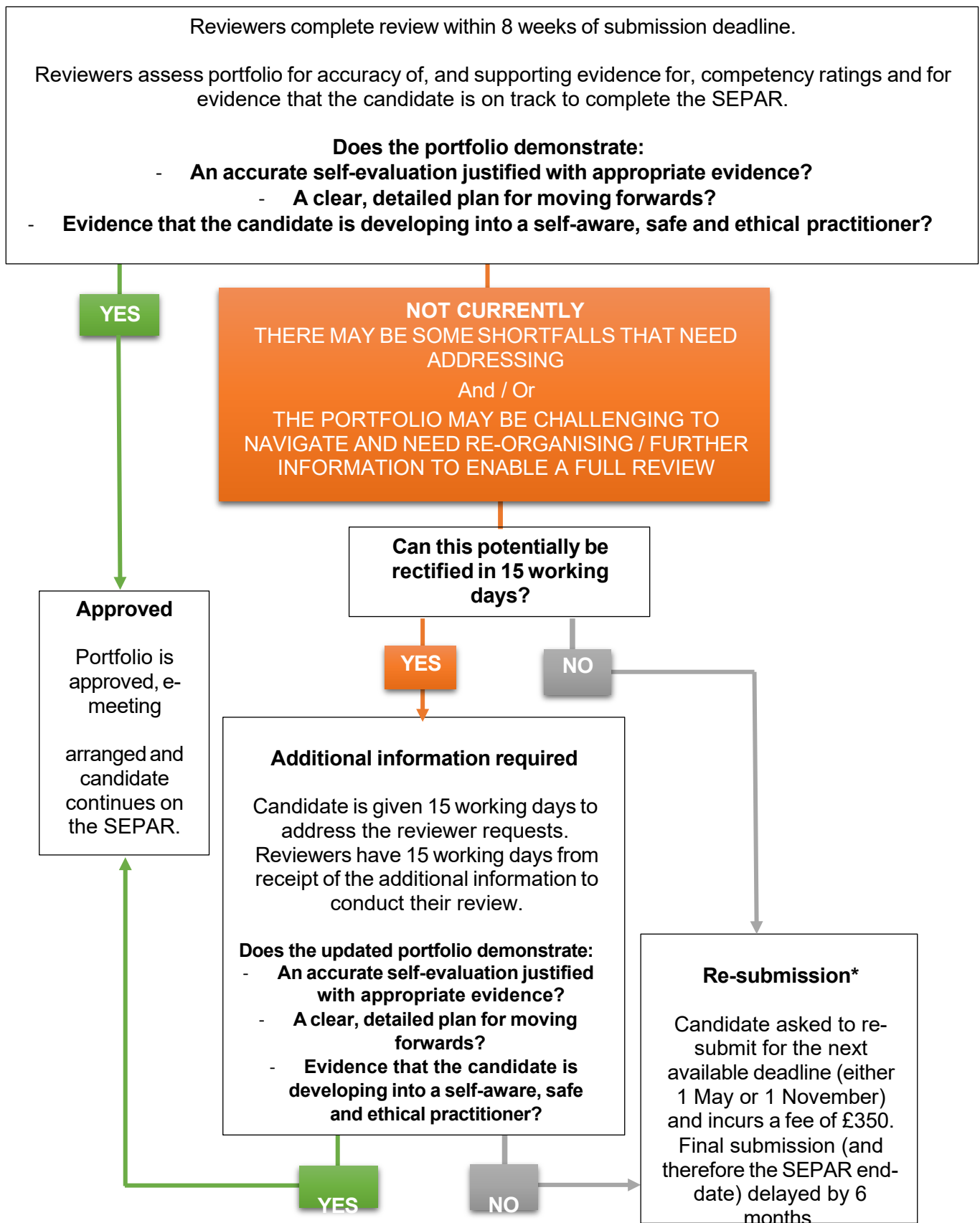


Annex G – Initial Submission Outcomes Flowchart



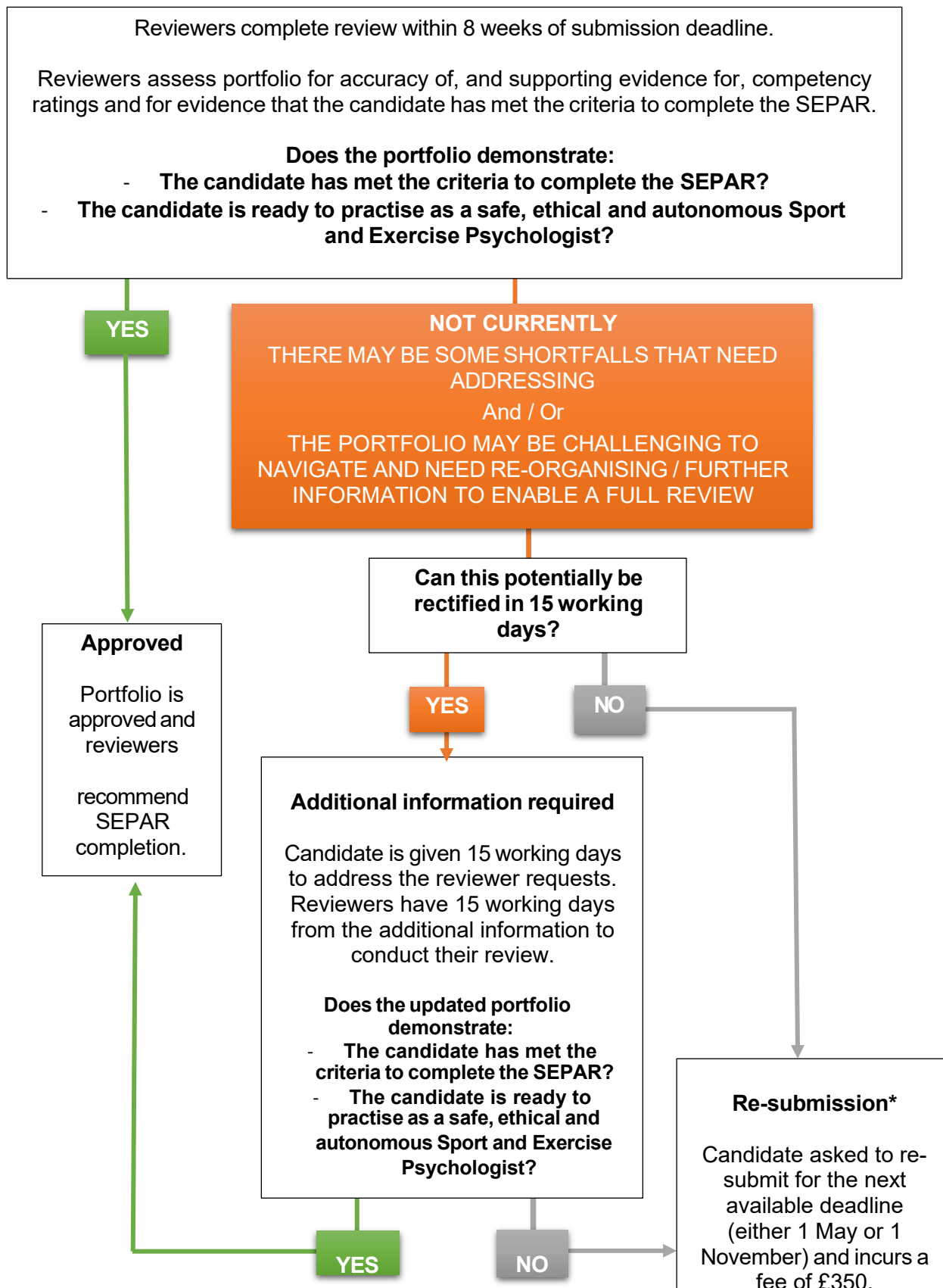
* If reviewers have serious concerns about a candidates' fitness to practise and believe re-submission might not be the most appropriate course of action, they are advised to raise their concerns with the SEPAR-AG Chair.

Annex H – Mid-point Submission Outcomes Flowchart



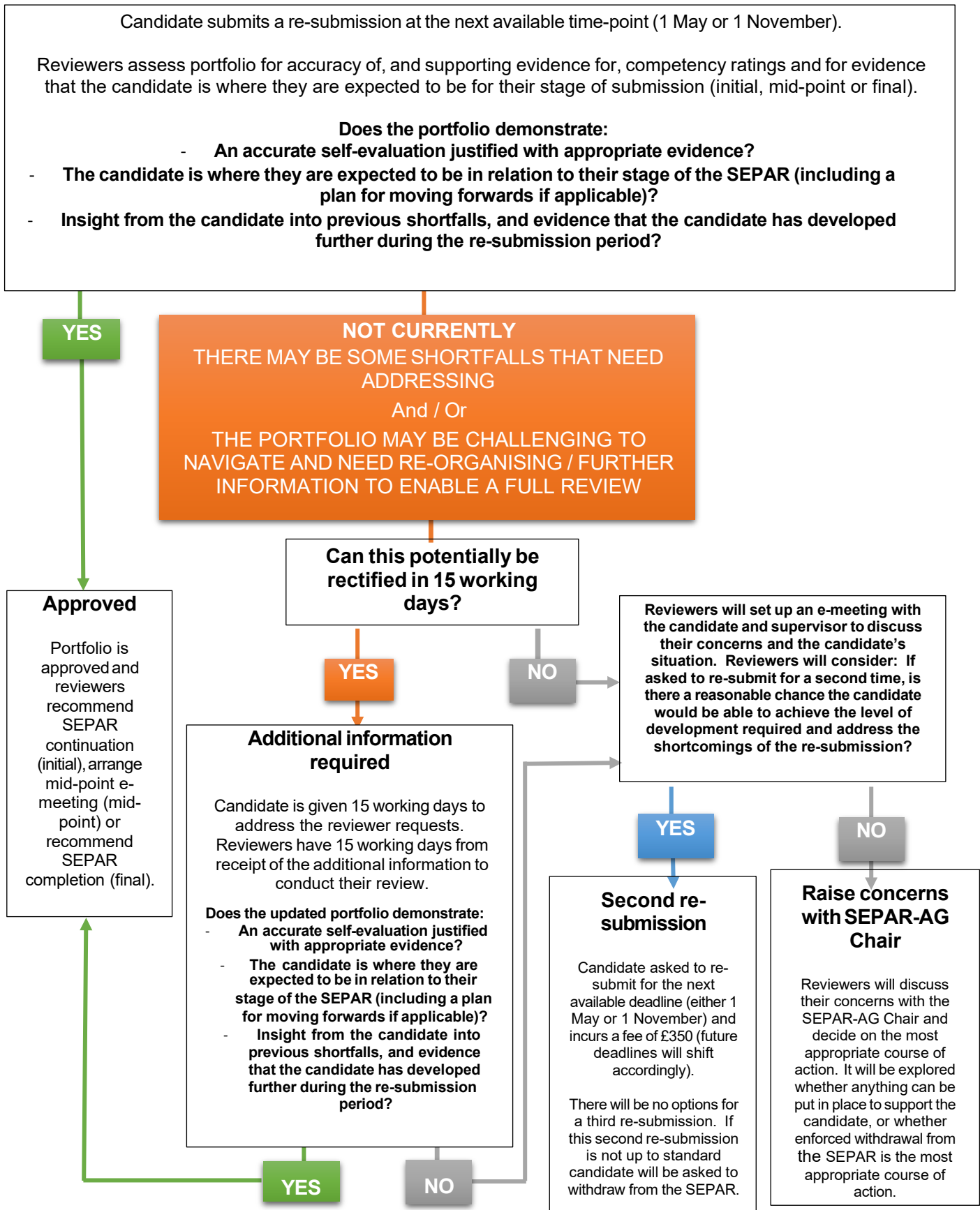
* If reviewers have serious concerns about a candidates' fitness to practise and believe re-submission might not be the most appropriate course of action, they are advised to raise their concerns with the SEPAR-AG Chair.

Annex I – Final Submission Outcomes Flowchart



* If reviewers have serious concerns about a candidates' fitness to practise and believe re-submission might not be the most appropriate course of action, they are advised to raise their concerns with the SEPAR-AG Chair.

Annex J – Re-Submission Outcomes Flowchart



Annex K – 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.