



These notes are intended to assist with completion of the Enrolment Form. Please read the guidelines in conjunction with the form.

Please complete all sections of the Enrolment Form in full in block capitals.

In order to be eligible to apply to enrol for the QSEP (Stage 2), the candidate must:

- be a current Society member with the Graduate Basis for Chartered Membership
- have completed Stage 1 of the training in sport and exercise psychology, through completion of either a Society-accredited MSc in sport and exercise psychology or the Society's own Stage 1 qualification (now closed).

Candidates must advise us as soon as possible of any disability that may have an effect on their training or assessment while enrolled for the QSEP (Stage 2) so that reasonable adjustments can be made.

Completed applications should be sent to the Society's Leicester office, St Andrews House, 48 Princess Road East, LEICESTER LE1 7DR. For full details of the forms that need to be submitted please refer to the Candidate Handbook for the QSEP (Stage 2).

Section 1 – Candidate and supervised practice details

This section asks for details about the candidate and the supervisor(s) and sets out some of the expectations. It also asks about the setting within which the candidate will be undertaking their supervised practice and the support available to them.

In this section the candidate will also need to complete details of their Stage 1 qualification. The original or an authenticated copy of the MSc certificate or transcript must be enclosed which will be returned via recorded delivery.

Section 2 – Audit of Applied Practice Setting

Introduction

An audit is a good way to ensure that a proposed applied practice setting will provide a safe and effective learning experience for a candidate. It is a tool to assist Co-ordinating Supervisors when they are considering whether to recommend a practice setting for approval and it is part of the documentation required at enrolment. If a candidate changes their applied practice setting during their enrolment period they will need to submit a Change of Setting Form which will include an audit for the new setting. If a candidate is splitting their supervised practice across two or more settings, a separate audit will need to be completed for each setting.

The Qualifications Board needs to be assured about the quality of a candidate's supervised practice, so the audit should be reviewed on an annual basis and submitted with the candidate's progress submissions. For this reason, the candidate needs to keep a copy of their enrolment form, including the audit sections, so that they can refer to this for an annual review.

How to use the Audit Tool

The candidate should carry out the audit before enrolment and review it at least annually. If as a result of the audit points are added to the action plan, the candidate may need to review it sooner in order to ensure these points have been addressed. The Co-ordinating Supervisor has overall responsibility for the audit but the line manager, Key Role Supervisor (if applicable) and the candidate will also contribute and may advise on appropriate scores for some questions.

For each of the questions you should assign a score (0 to 5) depending on how well these audit points are achieved.

- Score 0 if the question has not been seriously addressed at all
- Score 1 for "poor"
- Score 2 for "partially met"
- Score 3 for "satisfactory"
- Score 4 for "good"
- Score 5 for "excellent"

These scores reflect the Co-ordinating Supervisor's subjective judgement. The Co-ordinating Supervisor should take into account the information provided by the line manager, Key Role Supervisor (if applicable) and candidate when reaching this judgement.

Some of the questions might seem like they can require a yes/ no answer. In such cases additional judgement might be exercised when scoring the question. For example, "Do the induction materials and induction include health and safety policies?" might be answered as yes or no. In this case a "no" would be a serious problem and should be scored 0. A yes would be satisfactory and should score 3. In some cases the policies might represent best practice and might be provided in documents which are explained and discussed at an induction meeting. This might be considered "excellent," in which case a score of 5 would be appropriate. In some cases the Health and Safety policies might not cover everything you would like to see, for example, they might neglect to include a lone working policy. This would score a 2.

Having completed the placement audit, the Co-ordinating Supervisor should look at any point which has scored 2 or less. They should think about what might be done to improve the score of those points, in discussion with the candidate, line manager and Key Role Supervisor (if applicable) as appropriate. Action points to improve the score should be noted

in the action plan at the back of the audit tool. Sometimes it will be possible to improve the score by taking simple action that can be completed relatively quickly; other areas may take longer to improve. The action plan should be countersigned by the candidate and Co-ordinating Supervisor.

The audit tool and the action plan form part of the enrolment documentation and will help the Chief Supervisor decide whether or not the enrolment can be accepted. If the enrolment is approved, the audit should be reviewed annually, or if any issues arise in the meantime. The purpose of the review is

- To ensure that the placement is living up to expectations
- To review the action plan to see if the proposed improvements have been made
- To identify if any further action is necessary

If there is no change to the response for a particular question, just say “no change”. If the score has changed, the new score should be indicated. The action plan should also be updated if necessary. For some questions you will see the review column is blacked out. This is because these questions only apply to the initial audit. The audit review should be enclosed with the candidate’s progress submissions. If any of the actions have not been addressed the Chief Supervisor may seek further information or set timescales within which the actions must be undertaken. Ongoing approval of the applied practice setting might be dependent on meeting these timescales.

Approval of applied practice settings

The final decision about the approval of applied practice settings rests with the Chief Supervisor on behalf of the Board. The information you provide, including this audit, will inform the Chief Supervisor’s decision.

Section 3 – Risk Assessment

Introduction

The Qualifications Board recognises the importance of assuring that its candidates are undertaking training in a safe environment. Whilst the responsibility for health and safety in the workplace rests with the employer, the Board needs some information to be assured that the employer has appropriate systems and policies in place. For this reason the Board has introduced a risk assessment process to be conducted prior to enrolment. The risk assessment should be conducted by the candidate and then reviewed with the Co-ordinating Supervisor. We hope this will give candidates experience of conducting risk assessments which will help them to take responsibility for their safety in work settings on an ongoing basis.

It is important not to confuse “risk” with “hazard.” Hazard is the potential to cause harm whilst risk is the likelihood or uncertainty of harm occurring. In many of the settings in which supervised practice for the QSEP (Stage 2) may take place the incidence of hazards is likely to be quite low (for example, the trainee sport and exercise psychologist is unlikely to be working on a chemical plant or with toxic materials) but there are likely to be factors which could carry a risk of harm (such as lone working or community work with known high risk groups such as drug abuse or violent clients) which do occur. The important thing is that risks can be identified and appropriate policies are in place to minimise the likelihood of harm occurring as a consequence of the risk.

Responsibilities of each party

Primary responsibility for the management of the health and safety of a candidate whilst on placement rests with the placement provider. The candidate will normally be one of the placement provider's employees during their placement. Even where the candidate is undertaking the placement on a voluntary, rather than a paid, basis they are treated as if they are an employee for health and safety purposes.

The candidate has a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others.

The Society is not responsible for health and safety issues in the placement provider's organisation, but does have a duty to only approve placements where it has been provided with evidence that the placement provider has implemented a health and safety policy which identifies, minimises and, as far as possible, controls the risks which may be present in the workplace. We exercise this responsibility by requiring evidence of a risk assessment before approving the placement and seeing certain documentary evidence. The placement audit conducted by Co-ordinating Supervisors will check that the risk assessment has been conducted and that the appropriate documentary evidence has been collected.

Risk Factors

Risk factors can be grouped into six main areas:

- Work factors – pertain to the role within the organisation and include
 - any specific hazards which may be present on the work site (personal protective equipment should be provided where appropriate, along with training in its use)
 - risks associated with particular aspects of the job. The placement provider should have policies for minimising and controlling risks
- Travel and Transportation – risks associated with travelling for work purposes
 - particularly where the placement involves travel between different work sites.
 - Where the candidate is using their own car they must ensure that their insurance policy includes business use.
- Location and/or region factors – particularly when the candidate undertakes a placement in an unfamiliar location, or where the placement is located in an area with a significant risk of civil disorder, crime or similar danger (for example, a placement located in a country where the Foreign and Commonwealth Office advises against travel).
- General/ environmental health factors – environmental or health issues associated with the specific workplace. This might include infection control procedures, for example, or inoculation requirements for working in some countries.
- Individual factors - personal factors, such as health, disability, linguistic or cultural factors which may increase the risk of illness or accident and which may require specific adjustments or support.
- Insurance limitations – placement providers should ensure that they have public liability insurance, employers insurance and professional indemnity insurance which extend to cover the actions of the trainee on placement with them. In some cases the candidate may be required to take out their own professional indemnity insurance where the cover of the placement provider does not cover the liability of the candidate for injuries to third parties, including clinical errors, or property damage

arising from their duties within the organisation. (We recommend that all candidates consider taking out their own professional indemnity insurance policy.)

Supervised practice outside the UK

Very occasionally candidates will undertake some supervised practice outside the UK. In such circumstances the local requirements for placement agreements and insurance must also be observed. It is the responsibility of the candidate to ensure that local requirements have been met and to advise the Chief Supervisor about the steps they have taken.

Process

Before the candidate commences supervised practice in a particular setting, a risk assessment must be conducted (see the relevant section on the enrolment form). This should be completed by the candidate and we recommend asking for an appointment with the organisation's health and safety contact for this purpose. It might be helpful to provide a copy of this form in advance so that the health and safety contact knows what information you will be asking for.

The candidate and CS should discuss the risk assessment, particularly noting any hazards or risks which have been identified and the policies and measures which the placement provider has in place to minimise or control the risk.

The risk assessment should be completed and submitted to the Chief Supervisor with the rest of the candidate's enrolment application. If a candidate changes their supervised practice setting then a new risk assessment will need to be completed as part of the Change of Setting Form. If a candidate is splitting their supervised practice across two settings then a risk assessment needs to be completed for each setting.

During the placement any health and safety issues which arise should be reported to the placement provider. The way in which these were resolved or controlled should be discussed with the Co-ordinating Supervisor at the next meeting.

At the annual review the Co-ordinating Supervisor should specifically check that the responses given on the initial risk assessment form are still accurate.

Any serious health and safety concerns which are not resolved should be reported to the Chief Supervisor, who will consider whether or not the placement provider remains suitable.

Section 4 – Feedback

In order to help us improve our service to candidates, we are collecting feedback from all candidates at enrolment. This forms part of the enrolment process but this section of the form will be removed by the office when we receive your enrolment. Anonymous data from this form will be added to data collected from other feedback forms and will be available to the following people:

- The office staff responsible for the administration of Society qualifications
- The Qualifications Boards responsible for running Society qualifications
- The validation panel involved in validating the qualification for which you are enrolled
- The Health and Care Professions Council when they are monitoring or considering approval of the qualification for which you are enrolled

All data will be kept anonymous.

Thank you for helping us by completing the feedback form.