



The British
Psychological Society
Promoting excellence in psychology

Qualifications Office

Handbook for Coordinating Supervisors and Key Role Supervisors for the Qualification in Sport and Exercise Psychology (Stage 2)

Valid From 1 January 2015

Qualifications Office

The British Psychological Society, St Andrews House, 48 Princess Road East, Leicester, LE1 7DR.

Tel: (0116) 252 9505 Fax: (0116) 227 1314

E-mail: qualifications@bps.org.uk

www.bps.org.uk/qualifications

Contents

| | |
|---|---|
| 1. Welcome and Introduction | 1 |
| 2. Society Qualifications | 1 |
| 3. About the Qualification in Sport and Exercise Psychology (Stage 2) | 2 |
| 4. Board of Assessors..... | 2 |
| 5. The Qualifications Office | 3 |
| 6. Key Roles and Their Responsibilities | 3 |
| 7. Coordinating Supervisor | 4 |
| 8. Key Role Supervisors..... | 4 |
| 9. Research Supervisors | 5 |
| 10. Supervisor Training | 5 |
| 11. Group Supervision | 6 |
| 12. Private Supervision..... | 6 |
| 13. Work-based Practice Opportunities..... | 7 |
| 14. Client Consent | 7 |
| 15. Recording Sessions | 8 |
| 16. Ethical Frameworks..... | 8 |
| 17. Insurance | 8 |
| 18. Health and Safety and DBS..... | 8 |
| 19. Competence Log Books | 9 |
| 20. Evidence Requirements (Assessment and Evaluation) | 9 |
| 21. Supervisors' Reports | 9 |
| 22. Further Information | 9 |

1. Welcome and Introduction

Thank you for agreeing to be the Coordinating Supervisor and/or Key Role Supervisor for the Society's Qualification in Sport and Exercise Psychology.

Your role as Coordinating Supervisor/Supervisor is vital to the professional development of the candidate(s) as they work to achieve a qualification as a Sport and Exercise Psychologist, and contributes greatly to their successful completion of this qualification. We have prepared this Handbook to help guide you through the process of supervising a candidate for the qualification and outline the requirements of the supervisor.

We hope you will find this Handbook helpful. It is regularly revised/updated, and any feedback you are able to provide to help us improve it are welcomed. Your feedback can be sent by e-mail to qualifications@bps.org.uk. We will also actively seek your feedback through surveys from time to time.

2. Society Qualifications

The Society's qualifications are often referred to as independent routes. Candidates are not attached to a particular university, but work independently under supervision to acquire the defined competencies. The qualifications are designed around work-based practice, which enables candidates to actively demonstrate they have developed the competencies required for the autonomous practice of their chosen branch of psychology.

The Society's qualifications are flexible enough to allow candidates (and their Coordinating Supervisors) to identify appropriate training and development experiences that fit in with the candidate's work programme and take advantage of opportunities as they arise. This makes them an attractive option to candidates who are able to acquire much of their experience whilst employed in an appropriate position, meaning that most candidates are able to continue working as they train. However, candidates do not have to be employed in order to complete the qualification, provided that they are able to access appropriate supervised practice opportunities to meet the requirements of the qualification.

The Society's qualifications are not the same as higher education institution (HEI) based courses, and are often studied by those unable to relocate or travel to a HEI programme (should one exist). Candidates are not part of a 'class' of students working towards a qualification in the same place at the same time. While independent, this means candidates are relatively isolated. Coordinating Supervisors and supervisors have an important role to play in supporting candidates with an appropriate level of contact. The flexibility of the independent route brings a greater responsibility for the candidate to organise their own training experiences and resources. Coordinating Supervisors should share this responsibility and help the candidate through this process.

3. About the Qualification in Sport and Exercise Psychology (Stage 2)

The Qualification in Sport and Exercise Psychology was established in 2008. It consists of four Key Roles, in which (through a programme of work/plan of training) the candidate should become competent during their enrolment period. The Key Roles are outlined in detail in the Candidate Handbook. Supervisors should become familiar with these to then be able help their candidate achieve the desired learning outcomes represented by each of the Key Role competencies.

Candidates will normally be enrolled for a minimum of two years. Some candidates will apply for Accreditation of Existing Competence and, if this is granted, will have fewer areas of competence to demonstrate. In these cases, the enrolment period can be reduced (the minimum enrolment period is one year).

The qualification uses a number of assessments, including log books, case studies and research outputs to evaluate the candidate's development and demonstration of competence. This also includes the final assessment of competence via a viva voce examination at the end of the process. The Candidate Handbook provides more detail about each of the assessments. The supervisor should also become familiar with the submission requirements for the qualification and support their candidate(s) in the creation of their portfolio of work.

4. Qualifications Board

The qualification is overseen by the Sport and Exercise Psychology Qualifications Board. The Board is responsible for the production and revision of the Candidate Handbook and co-ordinates the assessment process. It appoints the candidate assessors, and approves the outcomes and feedback given to candidates. When a candidate successfully completes all the qualification requirements the Board makes the award of the Qualification in Sport and Exercise Psychology (Stage 2).

The Board is accountable to the Society's Qualifications Standards Committee, which acts on delegated authority from the Society's Membership Standards Board.

The Board has a number of Officers, who have key responsibilities within the qualification process, and is supported by a Qualifications Officer. These are outlined in the following section.

5. The Qualifications Office

The Society's Qualifications Office is responsible for the day to day running of qualifications. All contacts are through the Qualifications Office, which keeps full records in relation to all candidates.

Each qualification is overseen by a specific Qualifications Officer, who will be able to answer most questions about the qualification. When necessary, they will contact the appropriate officer from the Board or elsewhere in the Society to identify the requested information, or put you directly in touch with someone to discuss your question.

You can find out the contact details for the relevant Qualifications Officer on the Society's website (www.bps.org.uk/qualifications).

6. Key Roles and Their Responsibilities

Chair of the Qualifications Board

The Chair is the Programme Leader and is responsible for running the Board. The Chair is not directly involved in the assessment of candidates, to maintain independence. They chair meetings of the Board and take responsibility for decisions taken on behalf of the Board between meetings.

Chief Supervisor

The Chief Supervisor has responsibility for approving the overall process of the candidate's training. They are responsible for approving Coordinating Supervisors/Key Role Supervisors and approving the candidate's plan of training. They are able to advise Coordinating Supervisors and Key Role Supervisors throughout the candidate's training (including feedback on/outcomes of the assessment process) and are responsible for organising training events for supervisors, as well as candidates.

Contact with the Chief Supervisor should be made via the Qualifications Officer.

Chief Assessor

The Chief Assessor is responsible for the assessment process. This includes the recruitment and training of assessors, advising assessors, and helping to prepare and finalise feedback for candidates.

To maintain the independence of the assessment process, the Chief Assessor is not normally permitted to speak to any candidate about their enrolment or assessment. Coordinating Supervisors who need some clarification regarding feedback or results would normally discuss this with the Chief Supervisor. Where the Chief Assessor has another relationship with the candidate he or she will not be involved in the assessment of that candidate and the Board will delegate this responsibility to another member of the Board.

7. Coordinating Supervisor

This person has overall responsibility for guiding the candidate through the qualification. The Coordinating Supervisor must be both registered as a Sport and Exercise Psychologist with the Health & Care Professions Council (HCPC) and a Chartered Member of the British Psychological Society with Full Membership of the Division of Sport and Exercise Psychology. They must also have two years of post qualification experience and be entered on the Society's Register of Applied Psychology Practice Supervisors (RAPPS) and have undertaken Qualification in Sport and Exercise Psychology-specific supervision training prior to taking on the role of Coordinating Supervisor for a candidate.

The role of the Coordinating Supervisor involves undertaking the following activities on the candidate's behalf, for the full period of their enrolment:

- (i) undertake a needs analysis at the outset of the candidate's training;
- (ii) hold compulsory quarterly meetings with the candidate during each year of training, and record these on the Quarterly Meeting Record;
- (iii) oversee the preparation and review of the candidate's initial Plan of Training;
- (iv) provide the candidate with information relevant to their training (e.g. academic, ethical, organisational, professional);
- (v) provide the candidate with guidance on necessary opportunities relevant to the satisfactory completion of the key roles;
- (vi) observe, or arrange for the candidate to be observed, working in a practitioner situation;
- (vii) encourage the candidate to reflect on their learning and practice and to engage in creativity, problem-solving and the integration of theory into practice;
- (viii) listen to the candidate's views and concerns regarding their work in progress and offer appropriate advice;
- (ix) countersign the candidate's Plan of Training, Practice and Supervision Diary and items of supporting evidence; and
- (x) complete the required sections of the candidate's Evaluation of Professional Competence Form (EPC) required for inclusion in the candidate's Portfolio of Competence.

8. Key Role Supervisors

All candidates are required to have 'lead supervision' from their Coordinating Supervisor (as defined in the previous section) for the majority of their training. This assists a candidate to develop their own professional identity as a Sport and Exercise Psychologist.

It may not be practical or preferred for the whole of the candidate's training to be supervised by the Coordinating Supervisor. Hence a designated 'Key Role Supervisor' may be appointed to supervise some of the candidate's practice (Key Roles 1, 2 and 4). This may be an individual who has the same HCPC/BPS status as the Coordinating Supervisor, but this is not mandatory. Where Key Role Supervisors do not have this status, they must be 'practitioners' who are registered with a relevant professional body that has its own code of ethics/conduct and disciplinary/complaints procedures. Key Role Supervisors and their status must be identified on the candidate's initial Plan of Training. This should be accompanied by a specific indication of the Key Role(s) they will support, and the rationale for their involvement. Key Role Supervisors are approved by the Chief Supervisor at enrolment.

9. Research Supervisors

For the Research Key Role, the candidate/Coordinating Supervisor may wish to involve an individual who can support this specific aspect of the qualification. The Research Supervisor will normally be a Sport and Exercise Psychologist with sufficient research training and experience, although other suitably experienced and qualified researchers will be considered. They must be approved by the Coordinating Supervisor and the Chief Supervisor. The academic and professional qualifications (and registrations if applicable) and a brief account of the proposed supervisor's research experience should accompany the Plan of Training.

All research must be conducted within an organisation which has a research ethics approvals mechanism. This may influence the choice of research supervisor, who should have access to such a system in order that the proposed research can be put forward for appropriate ethical scrutiny.

The Research Supervisor is responsible for:

- Directing the candidate's learning in research processes and procedures. This will include:
 - identifying and defining a research question;
 - reviewing the relevant literature;
 - identifying, selecting and understanding appropriate research methodologies;
 - considering ethical issues and seeking approval if appropriate;
 - collecting and analysing data;
 - discussing and evaluating findings or results;
 - reflecting on the research experience; and
 - writing up the research in an appropriate form.
- Advising the candidate on submission to meet the assessment criteria on research competence.
- Meeting regularly with the candidate for supervision.
- Providing annual reports to the Board through the Coordinating Supervisor as part of the annual update to the Plan of Training (see Candidate Handbook for further details).

10. Supervisor Training

The Sport and Exercise Psychology Qualifications Board hosts a rolling programme of training events for Supervisors. Training events are advertised online and via e-mail. Holding regular training events are important to the success of the qualification. Such events facilitate a continuing dissemination of knowledge and guidance regarding the Qualification in Sport and Exercise Psychology to supervisors, thus promoting rigour within the qualification's processes. It also presents opportunity for face-to-face dialogue, although ongoing dialogue via e-mail and telephone is also encouraged.

Supervisor workshops will be supported by regular newsletters to address issues of particular concern or relevance (e.g. notification of changes to the Handbook, etc).

Attendance at a Qualification in Sport and Exercise Psychology supervisor training event at least once a year is encouraged, and attendance at least once every two years is required in order to remain on the list of approved supervisors, which is available online for current and prospective candidates. This helps ensure that candidates are supported by supervisors who are equipped with current knowledge of the regulations and understand the requirements of the qualification. In addition, supervisors may find it beneficial to undertake CPD relevant to the role, such as attendance at supervision conferences and Division of Sport and Exercise Psychology events.

11. Contracts

A contract which sets out the expectations and responsibilities of the candidate and supervisor(s) in relation to the supervision process is required. This enables both parties to be clear about what is expected of them and about what is reasonable to ask of the other. A template contract is available on the Society's website, which you are advised to use. The candidate and supervisor must both have a copy of the contract and a copy must be lodged with the Society. You should have a contract with each candidate who you supervise or for whom you are Coordinating Supervisor.

The contract should include the frequency and quantity of meetings you will have with your candidate, the means by which meetings or supervision might take place (face-to-face (individual and/or group), telephone, e-mail) and the rates at which the candidate will be charged for this (if applicable). It should also set out what is expected of the candidate; for example, the manner of their preparation for supervision meetings and the sort of information you expect them to provide.

The Handbook for the qualification specifies minimum requirements for supervision and your contract should ensure that at least these minimum criteria are met. The Society's *General Professional Practice Guidelines* indicate a minimum 'contact' of 1.5 hours per month. You should also bear in mind that some candidates will need more support and supervision than the minimum specified and should allow for this in your contractual arrangement. There may also be occasions in the supervision process that require more input than others. For example, putting together an enrolment and Accreditation of Existing Competence application or a research submission may require more frequent contact than the norm.

12. Group Supervision

Some Supervisors may be supervising several candidates and may chose to undertake group supervision. This can be an extremely efficient and effective approach, in which candidates can benefit from the shared learning experience.

While group supervision can be hugely beneficial, it is not expected that this will become a complete substitute for one-to-one supervision. Supervisors should ensure that their candidates are made aware (within the contract) of the approach to supervision they should expect, and adopt an appropriate balance between different modes of supervision. Any group supervision arrangements must be approved by the Chief Supervisor as part of the candidate's plan of training.

13. Private Supervision

Where candidates are unable to obtain supervision from someone who meets all of the criteria for the role within their employing organisation, or where candidates are not employed in such environments whilst training, it is common for candidates to engage private supervision from outside of their workplace or supervised practice setting.

Private supervisors must meet the qualification requirements set out in the Regulations and the Handbook for the qualification and should follow the same guidelines provided for Coordinating Supervisors/Key Role Supervisors. Coordinating Supervisors/Key Role Supervisors who are not employees of the organisation where the candidate will undertake their supervised practice will need to ensure that they are able to have access to the supervised practice setting and that commercial sensitivities or confidentiality clauses will not hamper their supervisory relationship with the candidate. Where such problems exist they should be acknowledged and a plan agreed to address any difficulties which arise.

14. Work-based Practice Opportunities

At the start of the process the Coordinating Supervisors should meet with the candidate to construct the Plan of Training. The Coordinating Supervisor should consider any supervised practice the candidate may already have, for which they may be applying for Accreditation of Existing Competence. Taking this into account, the Coordinating Supervisor should also discuss with the candidate the overarching requirements for each of the Key Roles.

Candidates should take responsibility for identifying appropriate work-based practice opportunities. The Coordinating Supervisor may also be able to offer advice about how to gain relevant experience and impart any local knowledge they may have about work-based practice opportunities that might be available. Irrespective of whether these are sourced by the candidate or supervisors, the Coordinating Supervisor has a responsibility to ensure that the work-based practice environments being used will provide an appropriate learning experience for the candidate.

The Coordinating Supervisor should consider the following:

- It is important that the practice setting will provide a safe and supportive environment. A risk assessment should have been undertaken.
- The organisation in which the supervised practice is taking place must have equality and diversity policies in place and information should be provided about how these are monitored.
- There must be appropriate arrangements in place for the supervision of the candidate.

The learning outcomes of each work-based opportunity should be identified by stating in the plan of training which Key Role competencies will be developed through the experience. A clear plan for achieving these outcomes should be in place, including realistic timescales. The candidate and supervisor(s) should all be clear about the intended learning outcomes of each activity, and what evidence the candidate will need to provide to demonstrate the acquisition of competence.

During all of their work the candidate is expected to comply with the Society's *Code of Ethics and Conduct* and *Professional Practice Guidelines*, as well as maintaining an awareness of the HCPC *Code of Performance, Ethics and Conduct*.

For each supervised practice setting, the relevant sections of the enrolment form should be completed by the candidate and signed by the Coordinating Supervisor and submitted to the Chief Supervisor.

15. Client consent

The issue of informed consent is central to ethical practice. Supervisors should discuss with candidates any particular issues regarding client consent within the context of their professional role and should ensure that organisational requirements for client consent are adhered to. Clients should be informed that the candidate is in training and working under supervision, and should highlight the limits of confidentiality within the context.

16. Recording sessions

This qualification may require that candidates record sessions with clients as part of the process of collecting evidence. Recording sessions can also be a useful tool in the developmental process, enabling a supervisor and candidate to review sessions together to identify learning points. Specific consent should be sought for the recording of sessions. A sample consent form is available from the Society's website.

17. Ethical Frameworks

As candidates are required to work within the Society's *Code of Ethics and Conduct* and the *Division of Sport and Exercise Psychology Professional Practice Guidelines*, supervisors should ensure that they are also aware of these ethical codes and should take opportunities to discuss ethical issues in supervision. These can be obtained from the Society's website (www.bps.org.uk). Candidates and supervisors are also expected to maintain an awareness of the HCPC's *Standards of Conduct, Performance and Ethics*, which are available from the HCPC website (www.hcpc-uk.org).

18. Insurance

Candidates are required to ensure that they have appropriate professional indemnity insurance. Often, this will be provided by their employer, but they will need to check they are covered for all of their supervised practice as a trainee, especially as some may take place outside of their normal employing organisation.

When arranging work based practice opportunities Coordinating Supervisors and supervisors should ensure that appropriate insurance is in place.

Coordinating Supervisors and supervisors also need to ensure that their own professional indemnity insurance covers them for their role.

19. Health and Safety and DBS

The Coordinating Supervisor is responsible for ensuring that supervised practice takes place in a safe environment. This includes ensuring that the candidate's induction includes the organisational health and safety policies, lone working policies and any other policies relevant to the safety of the candidate during their supervised practice. The supervisor should ensure that a risk assessment is undertaken and be satisfied that the policies, and their implementation, are adequate to provide for a safe supervised practice environment. Any concerns should be discussed with the Chief Supervisor and resolved before a supervised practice setting is approved.

At enrolment all candidates are expected to provide a copy of a current enhanced disclosure from the Disclosure and Barring Service (DBS; formerly the CRB), Disclosure Scotland or Access Northern Ireland to demonstrate that they are clear to work with children and or vulnerable adult groups. This must be dated in the last two years or from their current appointment.

20. Evidence Requirements (Assessment and Evaluation)

The evidence requirements for the qualification can be found in the *Qualification in Sport and Exercise Psychology (Stage 2) Candidate Handbook*.

The Coordinating Supervisor should ensure that they are familiar with these and should review all evidence which the candidate intends to submit. An important part of the Coordinating Supervisor's role is to advise on submissions to assist the candidate in their preparation. Coordinating Supervisor training days will provide more information about this part of the role.

21. Supervisors' Reports

The Handbook sets out the requirements for supervisors reports. These must be provided by the Coordinating Supervisor, the Key Role Supervisor and the Research Supervisors. The Coordinating Supervisor should sign these off and the candidate will then include them with their submissions as appropriate.

The supervisors may also report to the Coordinating Supervisor any concerns they may have about the candidate's progression, any issues which have arisen, or any concerns about the candidates conduct, health or fitness to practice. If such matters arise the Coordinating Supervisor should seek advice from the Chief Supervisor about how to proceed.

22. Further Information

Coordinating Supervisors and supervisors can access further information via the Society's website, where there are pages devoted to the Qualification in Sport and Exercise Psychology. These can be found at www.bps.org.uk/qsep.



**The British
Psychological Society**

Promoting excellence in psychology

The British Psychological Society

St. Andrews House, 48 Princess Road East, Leicester LE1 7DR, UK

Telephone 0116 254 9568 Facsimile 0116 227 1314 E-mail mail@bps.org.uk Website www.bps.org.uk