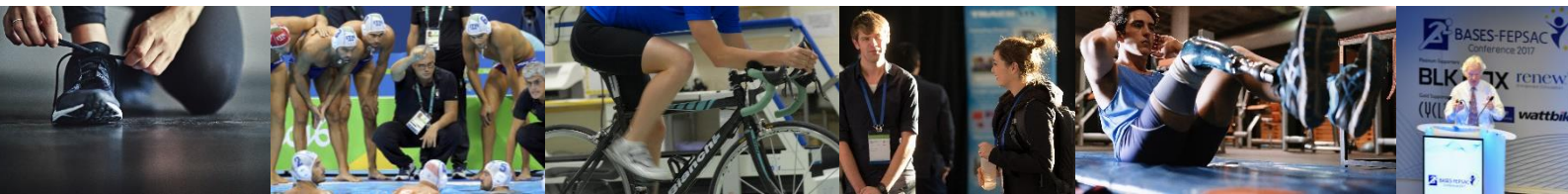




The British Association of
Sport and Exercise Sciences

BASES CPD Endorsement Guidelines and principles

October 2018



“Promoting excellence in sport and exercise sciences”



BASES CPD endorsement scheme

The BASES CPD endorsement scheme formally endorses high-quality events, courses and workshops owned and organised by external organisations and/or institutions that align to the interests of BASES members and are run in accordance with BASES policies.

Examples of recently endorsed events are shown in Table 1 below.

Table 1. *Examples of events and workshops that have received BASES endorsement*

Event name	Organisation	Type of provider	CPD credits
ISSN Graduate Diploma in Applied Sports and Exercise Nutrition - online course	Guru Performance Institute	Commercial	10
Health, Hormones and Human performance – BASEM Spring Conference 2018	BASEM	Not-for-profit organisation	2
Applied Sports Statistics online course	Victoria University, Melbourne	Higher Education Institute	5
The Power of Imagery to Enhance Performance	Maddison Coaching	Sole trader	5
Introduction to athlete tracking using MEMS devices	Catapult Sport	Commercial	5

Examples of the types of events which may be suitable for BASES endorsement include:

- Learning, educational or technical workshops
- Professional and/or academic meetings/seminars
- Educational modules
- Online courses
- Conferences
- Public engagement events

For an up-to-date list of all events, please visit BASES [event listings pages](#) .

Benefits of endorsement

Having an event BASES endorsed means:



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- It is recognised as meeting the necessary standard for the award of BASES Continued Professional Development (CPD) credits to delegates/attendees
- It can be promoted via BASES social media channels (one Facebook and one Twitter post)
- It will be advertised with an Endorsed CPD Event logo on the BASES website
- It will be listed in BASES monthly e-newsletter, which is circulated to all BASES members
- It will be awarded use of the BASES Endorsed CPD logo for marketing and promotional purposes

Principles of the BASES CPD endorsement assessment

BASES operate a peer-assessment approach to ensure only high-quality CPD is endorsed. Peer-assessment is based on core principles of:

- scientific rigour
- transparency
- inclusiveness
- timeliness
- quality management

Peer-assessment is conducted by a BASES CPD Committee member, who will review the application and contact the organiser directly in providing feedback.

The key aims of the BASES peer-assessment process are to ensure that all events, courses and workshops that apply for BASES endorsement:

- are in the interests of BASES members, align to BASES strategic objectives and are in accordance with BASES policies
- meet the criteria and standards for BASES CPD Endorsement (see assessment criteria below)
- will uphold the professional reputation of BASES

Eligibility

For an event to be eligible for endorsement it must:

- Relate to the interests of BASES members
- Align to the strategic objectives of BASES
- Conform to the quality standards of BASES
- Be developed with education, research and/or professional practice in mind
- Be designed for and have content applicable to, or which can be applied to, a UK exercise/physical activity and/or sport science setting
- Be deliverable as a stand-alone course, workshop or event (i.e. does not need to be incorporated into another event or programme to function)



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BASES is particularly interested in events, courses or workshops that align specifically to one of the five BASES Divisions (Biomechanics and Motor Behaviour; Physiology and Nutrition; Psychology; Sport and Performance; Physical Activity for Health) relating to innovative practices in education, research and/or applied practice.

Assessment criteria

The checklist below (Table 2) provides the assessment criteria against which a BASES CPD Committee member will assess applications for BASES CPD endorsement.

While not every criterion is essential, applications are expected to meet the majority of the criteria.

Table 2 Peer-assessment criteria

Scope and purpose	Evidence of meeting criteria	Assessment (Met / Partially met/ Not met)
Does the CPD serve the interests of BASES members?		
Are the overall objectives of the CPD, the target audience and what is involved all clear?		
Is the CPD content underpinned by a well-established scientific evidence-base?		
Has the organiser/host involved professionals, relevant stakeholders and/or intended users in developing the CPD event or course?		
Are the learning outcomes clearly stated?		
If a qualification or certificate is awarded, is a satisfactory method of assessment in place?		
Are there quality assurance mechanisms in place?		
Are there adequate Health and Safety standards and insurance cover (if applicable) in place?		
Is there an evaluation/feedback mechanism and a process for handling complaints?		
Is the organiser a BASES member? How many (if any) BASES members are involved?		

If any of the required criteria are partially met or not met, the assessor will feedback to the CPD organiser requesting additional information or advising amendments be made to enable the event, course or workshop to meet the BASES CPD endorsement criteria.



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The BASES CPD representative assessing the external application has the right to reject applications if:

- the initial application is significantly below the standard expected for endorsement
- the application process is taking a considerable amount of time to process and assess (i.e. repeated re-submissions)
- the application involves conflicting interests (including financial or sponsorship pressures)
- the application is deemed not to be in the interests of BASES or its members.

Fee structure

There is a fee for the initial application process. Successful applicants are awarded the BASES credits logo. In subsequent years there is an annual renewal fee.

Application fees must be paid upon submission of the application form. In the event that an application is rejected, a refund of the fee, minus a £50 reviewing fee, will be issued.

BASES External CPD Endorsement Fees						
CPD type/category		Commercial Provider		HEI / Sole trader / NGB / Non-profit organisation		Accredited member / BUES endorsed HEI
		Initial fee	Renewal fee	Initial fee	Renewal fee	
CPD event (conference, single workshop, seminar)	Once per year	£500.00	£250.00	£250.00	£125.00	25% discount on listed fee
	Multiple (up to 4 per year)	£1,000.00	£500.00	£500.00	£250.00	25% discount on listed fee
Workshop programme/package (up to 4 related workshops running in the same year)	Once per year	£750.00	£375.00	£375.00	£187.50	25% discount on listed fee
	Multiple (up to 4 programmes per year)	£1,500.00	£750.00	£750.00	£375.00	25% discount on listed fee
Course (online or in-person training courses taking place over a period of time e.g. 3 months)	Single enrolment per year	£500.00	£250.00	£250.00	£125.00	25% discount on listed fee
	Multiple enrolments	£1,000.00	£500.00	£500.00	£250.00	25% discount on listed fee
BASES External CPD Endorsement Promotion Packages (Annual)						
CPD event (conference, single workshop, seminar)	Once per year	1 x website listing, 1 x newsletter post, 1 x Twitter post, 1 x Facebook post, 1 x TSES listing*				
	Multiple (up to 4 per year)	Per event: 1 x website listing, 1 x newsletter post, 1 x Twitter post, 1 x Facebook post, 1 x TSES listing*				
Workshop programme/package (up to 4 related workshops running in the same year)	Once per year	Workshop package: 1 x newsletter post, 1 x TSES listing* Per workshop: 1 x Twitter post, 1 x Facebook post, 1 x website listing				
	Multiple (up to 4 programmes per year)	Per workshop package: 1 x newsletter post, 1 x TSES listing* Per workshop: 1 x Twitter post, 1 x Facebook post, 1 x website listing				
Course (online or in-person training courses taking place over a period of time e.g. 3 months)	Single enrolment per year	1 x website listing, 1 x newsletter post, 1 x Twitter post, 1 x Facebook post, 1 x TSES listing*				
	Multiple enrolments	Per enrolment date (4 per year maximum for multiple enrolments): 1 x website listing, 1 x newsletter post, 1 x Twitter post, 1 x Facebook post, 1 x TSES listing*				
*TSES listing dependant on CPD provider providing details in line with publication lead times; information typically required at least 2 months prior to event/enrolment dates						



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Event bookings

BASES can provide an event booking administration service for endorsed CPD providers. BASES will take event bookings and payment via the BASES event booking portal and send event information to booked delegates (following the booking deadline date). BASES will retain 15% of delegate fees to cover administrative costs.

Event organisers are free to administer and manage their own bookings – BASES will publish links on the website and in promotional communications directly to the event providers website or booking page.



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CPD endorsement application process

