



## **BASES assistance support for candidates on Supervised Experience and SEPAR**

### **Overview**

BASES offers support to members on the Supervised Experience (SE) and SEPAR training route who are in financial difficulty. The Assistance Fund is capped at £1,000 per year in total.

Financial Assistance will be considered, on a case-by-case application, towards a contribution of up to 50% towards:

- the four Core Supervised Experience workshops;
- elective BASES workshops necessary for SE completion;
- BASES conference attendance or associated travel expenses;
- expenses associated with unpaid work experience or placement essential to complete SE or SEPAR training.

Financial Assistance cannot be provided towards the cost of the Administration Fee or supervisor's fees. All successful candidates can apply once per a 12-month period.

### **Criteria**

Financial support may be provided if the following criteria are met:

- The applicant is a current BASES member enrolled on BASES Supervised Experience or BASES SEPAR; and
- There is a genuine difficulty or financial insecurity affecting SE or SEPAR training (e.g. redundancy, unemployment, long-term illness, disability, etc.); and
- The proposed activities will be conducted within six months of the application submission date.

### **How to Apply**

Complete an application form [via this link](#) . Please see Appendix 2 for more details.

### **Process (see Appendix 1)**

The total amount available in this assistance programme is capped at £1,000 per year. As such, the number of awards per financial year will be limited and will be prioritized to those experiencing more severe consequences of their current circumstances.

The fund will be open until the allocated funds are exhausted. All applications will be assessed on an ongoing basis. Once the allocated funds are exhausted, the fund will remain closed until 1<sup>st</sup> January of the following year. Only one successful application can be made per person in a 12-month period (e.g., if you were successful on 1 February 2024, the next time you can apply is 1 February 2025).

Submissions for the BASES Assistance Fund should be submitted to the Chief Executive Officer via the [online application form](#). Members of the Equity, Diversity and Inclusion Advisory Group will review applications and present noteworthy submissions to the Board for consideration and final approval.

Decisions by the Board will normally be relayed within 10 working days of receipt of the application.

Any application made through this programme will remain confidential, including the accompanying evidence / paperwork. The Association will not disclose the details of anyone who has made an application through the programme.

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## Appendix 1

### BASES assistance support for candidates on Supervised Experience and SEPAR

#### Guidance on making an application:

- Please note that all applications must be made via the [online application form](#).
- Submitted forms are confidentially directed to the BASES Chief Executive Officer.
- Applicants will be contacted within five working days to confirm receipt and with an approximate date of when the Board is expected to reach a decision.
- An application does not guarantee an award.
- The total amount of funds per year is limited and the fund will close once the allocated annual funds are exhausted.
- The applications are to support training and developmental activities essential for successful completion of either BASES SE or SEPAR, and which take place over the next six months from the application submission.
- Financial Assistance will be considered towards a contribution of up to 50% for:
  - the four Core Supervised Experience workshops;
  - elective BASES workshops necessary for SE completion;
  - BASES conference attendance or associated travel expenses;
  - expenses associated with unpaid work experience or placement essential to complete SE or SEPAR training.
- A sub-group of the Equity, Diversity and Inclusion Advisory Group will review applications and will present noteworthy submissions to the Board for consideration and approval for any financial support.
- Applicants will be notified by e-mail of the outcome of the application and any actions required.
- Where possible, a discount code will be provided to allow you to register for upcoming training and only pay the discounted rate.
- Unsuccessful applications cannot be appealed, and no feedback will be provided.
- The Board can withdraw this programme at any time.

**For information only: details which are required to be included within the online application.**

**BASES assistance support for candidates on Supervised Experience and SEPAR**

**Evidence and supporting documents required**

<b>(1) Personal Details:</b>	
Full Name	
Preferred email address	
BASES Membership Number	
Membership Category	
Length of membership	

<b>(2) Reason for Application</b>
Please explain the reason for your application and how you would benefit from any financial support offered towards your training (maximum of 250 words):

**2b (Optional) [ ]**

Tick here if you are enclosing any official documentation (medical letter, redundancy letter, Job Seekers Allowance, letter, etc.). <There is a button to click to upload the key docs.>

<b>(3) Please outline what workshops/events the awarded funds will be used for and when. Please note the workshops/events should take place within the six months from the application submission date.</b>		
Support towards:	Amount requested (max is 50%):	Date when you will undertake this workshop / event
Ethics and Confidentiality core workshop which costs £105		
Reflective Practice core workshop, which costs £105		
Understanding Your Client core workshop, which costs £52.50		
Safeguarding Welfare in Sport and Exercise Science, which costs £52.50		
BASES workshop #1 (include details)		
BASES workshop #2 (include details)		
BASES Conference attendance (include details)		
Expenses associated with unpaid work experience or placement essential to complete SE or SEPAR training (included details such as dates, location, total price, etc.).		

<b>(4) Declaration</b>
I certify that all the information given on this form is correct. I give permission for enquiries to be made of the relevant authorities to substantiate the information provided. I undertake to notify any changes in my circumstances immediately. I understand that giving false information or failing to disclose all relevant information may lead to rejection of my application and render me liable to disciplinary action by BASES.
Signature <span style="float: right;">Date</span>