



## **BASES Supervised Experience Candidate Assistance Programme**

### **Overview**

BASES is keen to support members who are on the Supervised Experience (SE) accreditation route who are in financial difficulty and has created an SE candidate Assistance Fund, capped at £1,000 per year from the Association's reserves.

Financial Assistance will be considered, on a case-by-case application, towards a contribution (up to 50%) for the four Core workshops plus either two BASES workshops or conference attendance.

Financial Assistance cannot be provided towards the cost of the SE Administration Fee or supervision costs / fees.

### **Criteria**

Financial support may be provided providing the following criteria is met:

- Current BASES member enrolled on BASES Supervised Experience
- They are facing genuine financial hardship which is inhibiting their ability to pay.

Evidence requirements for this support:

- A completed application form ([via this link](#)) (please see Appendix 2 for the detail which is required to be included in the online application).

### **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. Support will be prioritised to candidates who are facing genuine financial hardship.

The fund will be open for applications twice a year, in the Spring (window from 1 April to 30 April) and in the Autumn (window from 1 October to 31 October). £500 will be available for the Spring window and £500 will be available for the Autumn window. As soon as all the money has been allocated in that window, the fund will close, and applications will be suspended until the following window / financial year.

Only one successful application can be made per person in a 12-month period.

Submissions for the SE candidate 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 will present noteworthy submissions to the Board for consideration and approval for any financial support.

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

## **Confidentiality**

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 Supervised Experience Candidate Assistance Programme**

#### **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.
- You will normally then be contacted within two 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 (and per window) are limited and as such, the number of awards each year are limited
- 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.
- You will be notified by e-mail of the outcome of your application and any actions required
- Where possible, a discount code will be provided to allow you to register for a core workshop, for example, and only pay the discounted fee at the point of registration
- Unsuccessful applications cannot be appealed, and no feedback will be provided
- The Board can withdraw this programme at any time

## Appendix 2

For information – details which are required to be included within the online application.

### BASES Supervised Experience Candidate Assistance Programme

#### Evidence and supporting documents required

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

(2) Financial Hardship
Please explain the reason for your application and how you would benefit from any financial support offered (maximum of 250 words):

#### 2b

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.>

(3) Please state the amount of assistance requested		
Support towards:	Amount requested (max is 50%):	When is payment due?
Ethics and Confidentiality core workshop which costs £100		
Reflective Practice core workshop, which costs £100		
Understanding Your Client core workshop, which costs £50		
Safeguarding Welfare in Sport and Exercise Science, which costs £50		
BASES workshop #1 (include details)		
BASES workshop #2 (include details)		

BASES Conference attendance (include details)		
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**(4) Declaration**

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

Date