



## Top tips for preparing a CASES Re-Accreditation application

1. CASES Re-Accreditation is required to ensure that you remain fit to practice as an Accredited sports and exercise scientist. The Re-Accreditation application needs to demonstrate continual career progression as a sports and exercise scientist (i.e., have you continued to evolve as a sports and exercise scientist?). The application is broken down into **5 sections**:
  - An overview of sports science delivery over the 5-year period
  - Reflections on your progression over this 5-year period
  - An overview of the continual personal development (CPD) that has been undertaken over the last 5 years
  - Reflection on this CPD (how has it benefitted you as a practitioner or benefitted the end-users of your practice?)
  - A detailed reflection on one aspect of CPD in each of the 5 years of the Re-Accreditation cycle.

Each section is limited to 300 to 500 words with the yearly reflections requiring around 200 words for one category (e.g., support). Thus, the application must be concise, and it must be made clear how you meet the requirements for Re-Accreditation. Multi category applications (e.g., research and pedagogy) will understandably be longer, as you need to meet the criteria for Re-Accreditation for each category. For the final section, it is a good idea to choose a CPD activity that has benefitted both categories that have been applied for.

2. **Category change:** A lot can happen in a sports and exercise science career over a 5-year period and roles may change. The CASES Re-Accreditation process can account for this by allowing a shift in accreditation category (e.g., support to pedagogy, support to research). A change in discipline is not possible and a new accreditation application is then required. If changing category, it is essential that you provide the reviewer with a clear statement explaining why there is a category shift for the application. The reviewers are likely not the reviewers from your previous accreditation or Re-Accreditation application, so they will have little to no idea about the sports and exercise scientist you were 5 years ago, so providing this context statement is essential. For applicants in these situations, there is a dedicated application form whereby you can signpost to parts of the application where you may demonstrate the criteria for [research](#) or [pedagogy](#) accreditation. Pay close attention to this to ensure that your Re-Accreditation application demonstrates meeting the requirements for pedagogy or research accreditation. Furthermore, if you were previously

Accredited in research or support and you are now seeking accreditation in pedagogy for example, make sure the whole application is focused on the practice of pedagogy.

3. For Re-Accreditation you need to ensure that your annual delivery within the accreditation category amounts to 150 hours. This should be within your category of accreditation. For example, if Accredited in support and seeking this again, you MUST accumulate 150 hours per year of support delivery. You need to make this transparent within your application, with perhaps the easiest way to do this is to provide a total breakdown of hours per year. For a pedagogy or research application make sure that this breakdown (or section of application in general) includes evidence of (research or pedagogy) leadership in relation to the criteria for accreditations within these categories. The following section involves reflecting on your sports science delivery over the 5 years. Make it clear to the reviewers how your practice has developed over the last 5 years.
4. Re-Accreditation requires at least 75 hours of CPD across 5 years and must involve CPD from three of the following CPD categories:
  - Work-based learning (e.g. supervising staff / students, reflective practice)
  - Professional activity (e.g. involvement in a professional body, mentoring)
  - Formal/educational (e.g. writing articles / papers, further education, workshops, webinars)
  - Self-directed learning (e.g. reading journals, reviewing books / articles)
  - Other (e.g. voluntary work, public service).

It is recommended that in this section you categorise the CPD to allow explicit statement of the range of CPD activities you have engaged in. Here you can log the hours dedicated to each activity and perhaps some brief reflection (although the next section provides a greater opportunity for this), so it clearly displays to the reviewer that you meet the requirements from a CPD perspective. The following section provides opportunity to reflect on how the CPD has benefitted your practice and/or the end-users of your practice. This is essential as too often applicants will present details of CPD undertaken and do not clearly state how this relates to their applied practice whether that be support, research or pedagogy. It is not enough to simply list a CPD activity it must be demonstrated how this benefitted your work as a sports and exercise scientist. Proactivity and creativity with CPD is encouraged.

5. **Reflections:** Reflection is a key part of Re-Accreditation. Within CPD evidence, pay attention to reflections of CPD activities. The CPD section needs to answer the following two questions about your CPD over the 5 years; *How your CPD activity has contributed to the quality of your professional practice and service delivery? How your CPD activity has benefitted/impacted on the end users/client/beneficiaries of your work?* It can sometimes be useful to write a short piece about a particular reflection related to an aspect of CPD e.g. how you dealt with a conflict, discovering a new skill or working towards a qualification, etc. The book 'Reflective Practice in the Sport and Exercise Sciences: Critical Perspectives, Pedagogy, and Applied Case Studies' (Cropley, Knowles, Miles and Huntley, 2023)<sup>1</sup> may be particularly useful if developing reflective practice skills.

6. The final written section of the application is providing details and reflection of one aspect of CPD from each year of the Re-Accreditation cycle. It is perhaps useful here to use a variety of CPD activities across the CPD categories mentioned above to clearly show that you meet the criteria in this regard. However, the reflection of each CPD activity is the key part here. You MUST reflect on how the activity has benefitted your support, research or pedagogical practice and how clients, readers of your research or students have benefitted from this CPD activity.
7. A reference is required from a CASES Accredited individual or CASES Fellow. The reference should align with the content of the Re-Accreditation application.
8. CASES credits: 20 [CASES credits](#) over the 5-year period are required to demonstrate continual engagement with the organisation. Try to plan ahead knowing this requirement. Too often random activities or vague details of an activity have been listed in the credits table of an application. Or all the CASES credits have been rapidly accumulated in the last year of the Re-Accreditation cycle. Provide sufficient details of the activity that accurately counts towards CASES credits. Try to use a range of activities (not just webinars) and involve several years of the Re-Accreditation cycle (e.g., activities in a minimum of 3 of the 5 years is required).

## References

1. Copley, B., Knowles, Z., Miles, A., and Huntley, E. (2023). *Reflective Practice in the Sport and Exercise Sciences: Critical Perspectives, Pedagogy, and Applied Case Studies* (2<sup>nd</sup> Edition). Routledge: London.