



CASES High Performance Sport Accreditation (HPSA)

Assessor Guidelines and Assessment Forms

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1 INTRODUCTION

This document provides the necessary guidance and assessment sheets for assessors reviewing applications for the British Association of Sport and Exercise Sciences (CASES) High Performance Sport Accreditation (HPSA). Assessors may also find it helpful to read the document, **CASES High Performance Sport Accreditation (HPSA) Applicant Guidelines and Portfolio Application Form**.

HPSA is a specialist route to CASES accreditation, specifically tailored to those providing sport science support services to high performance sport (e.g., World Class Pathway Programmes, professional sport and other elite programmes). HPSA provides a level of accreditation higher than CASES Sport and Exercise Scientist accreditation and serves to recognise excellence in sport science support work delivered to high performance sport.

HPSA assesses competencies identified by the high performance sport sector as being essential to work effectively as a sport scientist in the high performance sport environment. The HPSA scheme is a quality assurance process that ensures the high performance sport sector can employ sport scientists of the highest calibre. Importantly, HPSA also serves to guide the continuing professional development (CPD) of sport scientists working in, or wishing to work in, high performance sport.

HPSA is a CASES scheme and is recognised by the British Olympic Association (BOA), the British Paralympic Association (BPA), the Home Country Sports Institutes and UK Sport as the highest accreditation available in the high performance sport sector. Representatives from the Home Country Sports Institutes, UK Sport and many Sport National Governing Bodies World Class Programmes were extensively consulted in the development of HPSA.

2 CASES HPSA COMPETENCIES

An overview of the HPSA application and assessment procedures is provided in Figure 1. Given the number of methods by which applicants are assessed, as well as the need for receipt of references and the scheduling of the observation and interview, it is anticipated that the assessment process will take approximately 3 months. Applications are assessed against the 10 HPSA competencies, which are presented in Table 1. Applicants must demonstrate evidence of achieving all competencies through a combination of the following four methods of assessment:

1. A portfolio application form
2. References from four referees nominated by the applicant
3. Observation of practice by an assessor
4. Interview by an assessor.

The methods by which each competency criteria is assessed are indicated in the right hand column of Table 1 (P = portfolio application form, R = references, O = observation, I = interview).

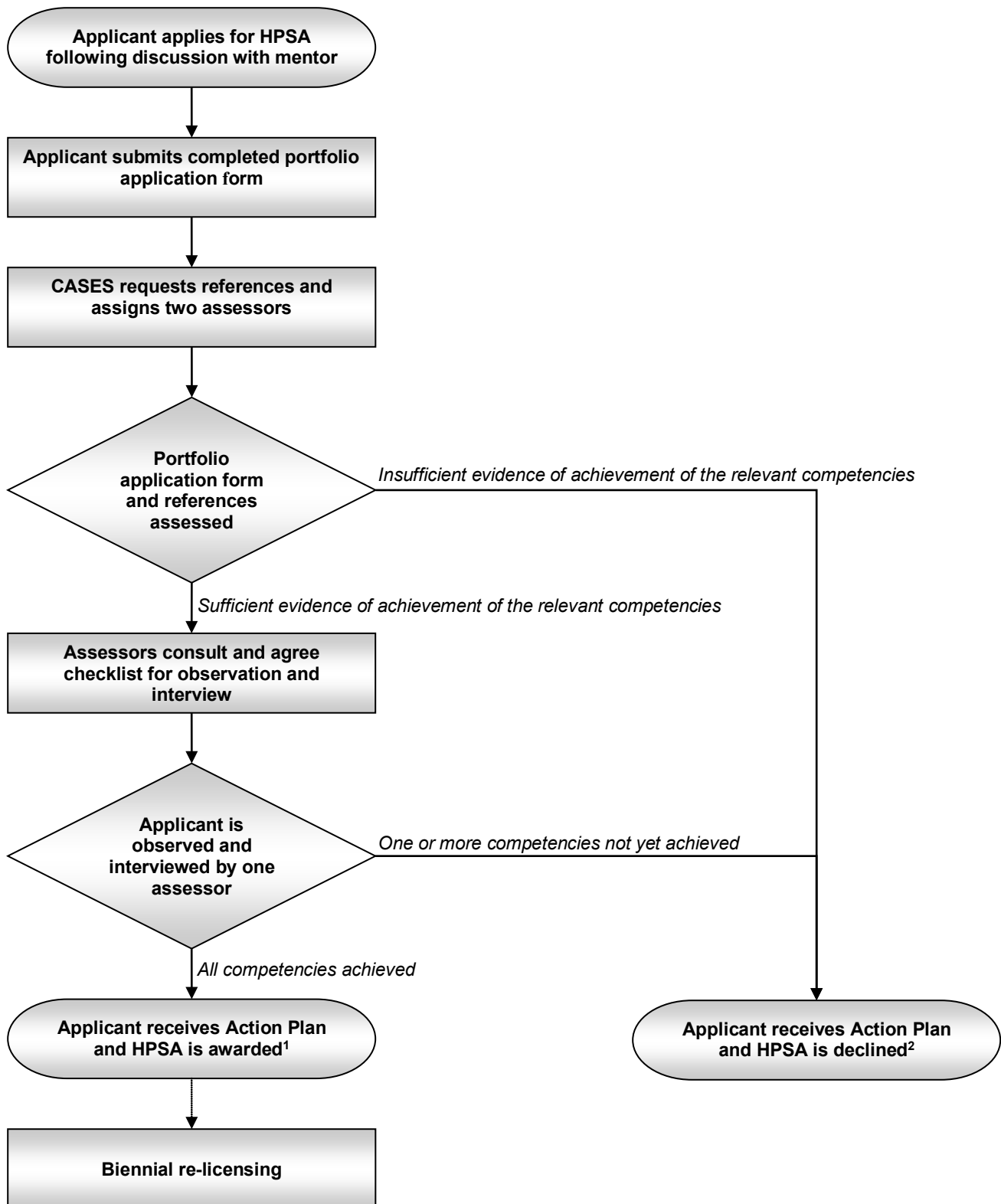
Achievement of any competency cannot be gained solely from evidence provided at the interview. The main purpose of the interview is to confirm competency achievement and fill in any minor gaps in the evidence.

It is important to note that HPSA is awarded to experienced high performance sport practitioners based upon the achievement of all 10 HPSA competencies. And that in order to achieve these, applicants will be expected to have a significant senior level experience (i.e. 5+ years) providing structured and on-going scientific support to high performance athletes as a Sport and Exercise Scientist.

However, if this is your first time seeking CASES Accreditation, please see details about CASES S&ES Accreditation [here](#) to inform your decision on which Accreditation is MOST suitable for you. Please note that CASES Accreditation is a recommended first step for a Sport & Exercise Scientist unless significant evidence of senior level high-performance sport experience (5+ years) and competence can be demonstrated.

To successfully achieve CASES HPSA, within your portfolio application, you must demonstrate examples of:

- **Leadership** - evidence in a high-performance sport environment.
- **Staff development** - mentoring and practitioner development.
- **Organisational development** - processes, facilities, systems of work (leadership & management)
- **Commitment to further CPD within the industry** - workshops delivery, supervision, delivery of education and research dissemination
- **Impact as a practitioner** - supporting, leading, managing performance programmes and/or supporting athletes and in the wider industry



1. Applicants awarded HPSA will either maintain or receive the appropriate CASES Sport and Exercise Science Accreditation for the period that they hold HPSA. Accreditation is only valid whilst being a Professional Member of CASES.

2. If the applicant believes that the correct HPSA assessment process has not been followed, then s/he is entitled to appeal the decision by writing to the CASES Office within 2 weeks of being informed of the decision. The appeal must outline in detail where due process has not been followed.

Figure 1. Schematic of the CASES High Performance Sport Accreditation Procedures

Table 1. CASES High Performance Sport Accreditation Competencies

Competency	Competency Criteria	Methods of Assessment
1: Practical experience	1A Provide structured and on-going scientific support to high performance athletes	P, R, I
	1B Demonstrate how work has impacted on sports performance	P, R, I
2: Knowledge and scientific training	2A Demonstrate advanced knowledge and training in a relevant scientific discipline	P, I
3: Knowledge of and commitment to high performance sport	3A Demonstrate knowledge of high performance sport	P, R, I
	3B Demonstrate commitment to sporting success in high performance sport	P, R, I
	3C Demonstrate openness to learning from coaches and other support staff	P,R, I
4: Knowledge of high performance sport's overall programme and integration with coaching structures and processes	4A Demonstrate an understanding of the role of sport science support within high performance sport	P, R, I
	4B Demonstrate an understanding of how sport science support integrates into the coaching structures and processes	P, R, I
5: Communication skills	5A Communicate orally and on paper with high performance coaches, athletes, peers and other support staff	R, P, O, I
6: Professional relationships	6A Build understanding and trust of high performance coaches, athletes, peers and other support staff	P, R, O, I
	6B Demonstrate diplomacy, sensitivity and tact in working with high performance coaches, athletes, peers and other support staff	P, R, O, I
	6C Demonstrate approachability, empathy and the ability to listen actively and accurately	P, R, O, I
	6D Demonstrate open-mindedness and adaptability in working with others	P, R, I
	6E Adopt and maintain professional behaviour	P, R, O, I
7: Teamwork	7A Work cooperatively with high performance coaches, athletes, peers and other support staff to provide structured and ongoing scientific support	P, R, O, I
8: High performance sport environments	8A Conduct scientific support provision in a range of high performance environments relevant to the particular sport	P, R, O, I
9: Problem solving and interdisciplinarity	9A Demonstrate critical and innovative thinking to provide solutions to problems	P, R, I
	9B Demonstrate ability to problem solve in an interdisciplinary way with a team of practitioners from other disciplines	P, R, I
10: Evaluation and Continuing Professional Development (CPD)	10A Self-evaluate the quality and impact of scientific support provision	P, R, I
	10B Seek and review feedback on performance and contribution; using this to develop skills	P, R, I
	10C Demonstrate ongoing engagement in CPD to enhance own and others' scientific support provision	R, P, I

Notes: (P = portfolio application form, R = references, O = observation, I = interview).

Achievement of any competency cannot be gained solely from evidence provided at the interview.

3 PORTFOLIO APPLICATION FORM AND REFERENCES

The applicant's portfolio application form and his or her references will be sent to you from the CASES Office. The contact person at the CASES Office is Jane Bairstow (jbairstow@CASES.org.uk).

Evidence presented in the portfolio application form and the references must be assessed against the relevant competencies (as shown in Table 1) using the **HPSA Evidence Assessment Sheet 1 – Portfolio Application Form and References** (see Appendix 1). Each competency must be rated as 'achieved', 'achieved with conditions' or 'not yet achieved'.

As with any competency based assessment, assessors are required to determine whether or not the applicant demonstrates achievement of the relevant competencies. It is important to recognise that many of the competencies can be assessed through a variety of sources of evidence. Therefore, the review of the portfolio application form and references should be used to identify competencies marked as 'R' and 'P' in Table 1 and also to identify areas in which the applicant might be expected to provide further evidence in the observation and/or interview.

Referees have been asked to rate each competency on a 4-point scale (poor, average, good or excellent) and not the 3-point rating scale used in your assessment (achieved, achieved with conditions or not yet achieved). This decision was taken as referees have not received the required assessment training for this accreditation and thus, it is not appropriate for them to make an absolute decision on competency. Therefore, in coming to your decision you should weigh up the referees' ratings in conjunction with the referees' written comments. You will also have additional information in the portfolio application form to help guide your decision.

The portfolio application form and references are independently assessed by two assessors, after which there are three possible outcomes:

1. If the assessors are satisfied that the applicant demonstrates sufficient evidence to achieve all the identified competencies (in so much as possible through these methods of assessment), then the application progresses to the next stage, which is the observation followed by an interview
2. If the assessors consider that additional evidence (that should be easily available) is required in order to reach a decision (i.e., competencies are 'achieved with conditions'), then the applicant may be asked to provide the necessary evidence within a 2-week period. The request for additional evidence must be detailed on the HPSA Evidence Assessment Sheet 1 – Portfolio Application Form and References. CASES will then request the additional evidence from the applicant. If the additional evidence is not received within the 2-week period, then the outcome is CASES HPSA Declined – one or more competencies not yet achieved. The assessors must provide an **Action Plan** (see Appendix 3), which should provide clear identification of shortcomings in relation to the HPSA competencies and guidance with respect to any continuing professional development (CPD) that may be required to support any future application for HPSA.
3. If the applicant fails to demonstrate sufficient evidence of achievement of the identified HPSA competencies through the portfolio application form and references and the competencies cannot be adequately demonstrated through the observation and/or interview, then the outcome is CASES HPSA Declined – one or more competencies not yet achieved. The assessors must provide an Action Plan.

4 OBSERVATION AND INTERVIEW

While the review of the portfolio application form and references is carried out by two assessors, the observation and interview is performed by only one of these assessors. It is important that the two assessors discuss the portfolio application form and references and agree upon any matters arising that should be followed up at the observation and interview. The assessor who is to conduct the observation and interview should brief the applicant of any specific matters arising from the assessment of the portfolio application form and references that s/he wishes to discuss and perhaps seek additional evidence.

The observation and the interview provide the applicant with the opportunity to demonstrate further competency criteria necessary for HPSA, as identified in Table 1. In addition, the interview allows the assessor to seek specific evidence to support the competencies that have not yet been demonstrated. Evidence for the achievement of the competencies must be reviewed against the relevant competencies using the ***HPSA Evidence Assessment Sheet 2 – Observation and Interview*** (see Appendix 2). This assessment sheet identifies the competency criteria to be reviewed at the observation and interview.

4.1 OBSERVATION

The CASES Office will liaise with the applicant and assessor conducting the observation and interview to agree a mutually convenient date for the observation and interview. The applicant will be responsible for coordinating his or her availability with that of an appropriate client(s). The CASES Office will coordinate the availability of the assessor. It is the joint responsibility of the applicant and assessor to agree a date for the observation and interview session.

The assessor will contact the applicant to brief him or her on any matters arising from the portfolio application form and references that warrant follow-up at the observation and/or interview.

At least 1 week in advance of the observation, the applicant must provide the assessor with background information, including aims and objectives, of the planned session and details of the client(s) so that the activity can be properly contextualised.

The process is rigorous, but it should be a positive one, designed to identify high performance sport practitioners, as opposed to seeking to fail people. The assessor will provide the applicant with every opportunity to demonstrate that s/he has the appropriate competencies for HPSA. The assessor will not interrupt the session, although s/he may wish to talk informally with the applicant and/or the client(s) both before (to explain the procedure) and after (to debrief) the session.

The assessor should arrive at the agreed venue in good time for the observation session. S/he should greet the applicant and his or her clients, put them at ease, and explain the procedures for the visit. S/he should also check that the client(s) present has consented to the session being observed. Essentially, the assessor should be as unobtrusive as possible and allow the applicant to deliver sport science support services in a usual way. The applicant and his/her client(s) should be asked to try to work as though the assessor is not present. Typically, an observation session may take up to 2 hours.

At the end of the session, the assessor should thank the applicant and his or her client(s), but s/he should not provide any feedback until after the interview. In addition, the assessor is encouraged to ask the applicant (and his or her clients as appropriate) about how they thought the observation session went, if it was a 'typical' session, and what, if anything, they thought should have been done better or differently.

4.2 INTERVIEW

Following the observation the assessor should take time to consider which of the competencies the applicant has already demonstrated, and conduct the interview to assess the evidence base in relation to any competencies that have not yet been demonstrated, with reference to any matters arising from the review of the portfolio application form and references.

Following a short break, the applicant and the assessor should find a comfortable environment where they will not be disturbed. The interview should be conducted in as relaxed a manner as is possible. It might help to remind the applicant at the outset that the whole assessment process, including the interview, is designed to allow them to demonstrate the quality of his or her sport science support work, and to be positive, by identifying high performance sport practitioners, and not to find excuses to fail people. The applicant should be informed that a discussion will take place in which the assessor can either seek or clarify evidence in relation to the application, and that the assessor will provide the applicant every opportunity to provide this information. The assessor should explain that s/he may make notes during the course of the interview to ensure s/he has an accurate record of the applicant's responses. The interview session should normally take up to 1 hour to conduct.

It is recommended that the assessor spends a short period of time following the interview collating the evidence before reaching a final decision (see Section 5). Whenever possible, the applicant should be informed of this decision as soon as possible after the interview. If however, this is not possible and the assessor wishes further time to consider the evidence, then the final decision may be delayed for up to 1 week.

5 OUTCOME

Based on all the evidence presented in the portfolio application form, the references, the observation and interview, the assessor is required to make one of the following decisions:

1. CASES HPSA Awarded – all competencies achieved
2. CASES HPSA Awarded Subject to Conditions – additional evidence required to determine final outcome; this must be presented by the applicant within 2 weeks
3. CASES HPSA Declined – one or more competencies not yet achieved.

If the outcome is CASES HPSA Awarded, then the applicant will receive notification from the CASES Office. HPSA is for a term of 2 years; thereafter the applicant will be required to apply for re-licensing¹. The applicant will also be accredited as a CASES Sport and Exercise Scientist in his or her relevant discipline for the duration of the HPSA. Accreditation is only valid whilst being a Professional Member of CASES.

If the outcome is CASES HPSA Awarded Subject to Conditions, then the request for additional evidence must be detailed on the HPSA Evidence Assessment Sheet 2 – Observation and Interview. CASES will then request the additional evidence from the applicant. On receipt and review of this additional evidence, the assessor must make one of the following decisions:

1. CASES HPSA Awarded – all competencies achieved
2. CASES HPSA Declined – one or more competencies not yet achieved.

If the additional evidence is not received from the applicant within the 2-week period, then the outcome is CASES HPSA Declined – one or more competencies not yet achieved.

¹ Details of the re-licensing procedure can be found in Section 5 of the CASES High Performance Sport Accreditation (HPSA) Applicant Guidelines and Portfolio Application Form.

If the outcome is CASES HPSA Declined, then the applicant will be notified by the CASES Office. Appeals against decisions may be made by applicants based upon procedural issues only (see Section 7).

6 ACTION PLAN

In all cases, irrespective of the outcome, the assessor must provide the applicant with an Action Plan (see Appendix 3). When HPSA is awarded the Action Plan should provide guidance for the applicant's CPD and future HPSA re-licensing. When HPSA is declined the Action Plan should provide clear identification of shortcomings in relation to the HPSA competencies and guidance with respect to any CPD that may be required to support any future application for HPSA.

The Action Plan should be developed in conjunction with the applicant, as this will assist the applicant to accept the decision and take ownership of the agreed Action Plan. Assessors must return the completed Evidence Assessment Sheets and Action Plan to the CASES Office within 1 week of the observation and interview.

7 APPEALS PROCEDURE

Appeal is **not** seen as the automatic route if the outcome is CASES HPSA Declined. However, if the applicant believes that the correct HPSA assessment process has not been followed, then s/he is entitled to appeal the decision by writing to the CASES Office within 2 weeks of being informed of the decision. The appeal must outline in detail where due process has not been followed. This appeal will be referred to a third HPSA assessor who will review all the paperwork against the grounds put forward for the appeal. The third assessor will either decline or uphold the appeal on the basis of the presented evidence and this decision will be final.

8 FEES

On receipt of all the required paperwork – completed Evidence Assessment Sheets, Action Plan (if the assessor for the observation and interview) and a claim form, payment of fees and travel expenses will be made by CASES. The fees are as follows:

- Assessment of the portfolio application form and references - £40
- Assessment of the observation and interview and development of the Action Plan - £80 and travel expenses up to £200 (please enclose receipts with the claim form). Travel expenses that exceed the limit mentioned above must be approved by the CASES Office in advance.

Appendix 1. CASES HPSA Evidence Assessment Sheet 1 – Portfolio Application Form and References

HPSA Applicant: <i>(name)</i>	HPSA Assessor: <i>(name)</i>
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Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
1: Practical experience	1A Provide structured and on-going scientific support to high performance athletes	P, R, I		
	1B Demonstrate how work has impacted on sports performance	P, R, I		
2: Knowledge and scientific training	2A Demonstrate advanced knowledge and training in a relevant scientific discipline	P, I		
	2B Demonstrate the use of specialist knowledge to optimise the application of existing and emerging research and technology	P, I		
3: Knowledge of and commitment to high performance sport	3A Demonstrate knowledge of high performance sport	P, R, I		
	3B Demonstrate commitment to sporting success in high performance sport	P, R, I		
	3C Demonstrate openness to learning from coaches and other support staff	P, R, I		
4: Knowledge of high performance sport's overall programme and integration with coaching structures and processes	4A Demonstrate an understanding of the role of sport science support within high performance sport	P, R, I		
	4B Demonstrate an understanding of how sport science support integrates into the coaching structures and processes	P, R, I		

Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
5: Communication skills	5A Communicate orally and on paper with high performance coaches, athletes, peers and other support staff	P, R, O, I		
6: Professional relationships	6A Build understanding and trust of high performance coaches, athletes, peers and other support staff	P, R, O, I		
	6B Demonstrate diplomacy, sensitivity and tact in working with high performance coaches, athletes, peers and other support staff	P, R, O, I		
	6C Demonstrate approachability, empathy and the ability to listen actively and accurately	P, R, O, I		
	6D Demonstrate open-mindedness and adaptability in working with others	P, R, I		
	6E Adopt and maintain professional behaviour	P, R, O, I		
7: Teamwork	7A Work cooperatively with high performance coaches, athletes, peers and other support staff to provide structured and ongoing scientific support	P, R, O, I		
8: High performance sport environments	8A Conduct scientific support provision in a range of high performance environments relevant to the particular sport	P, R, O, I		
	8B Comply with and promote policies and protocols relating to health, safety, security and all relevant regulatory requirements and standards	P, R, I		
9: Problem solving and interdisciplinarity	9A Demonstrate critical and innovative thinking to provide solutions to problems	P, R, I		

Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
	9B Demonstrate ability to problem solve in an interdisciplinary way with a team of practitioners from other disciplines	P, R, I		
10: Evaluation and Continuing Professional Development CPD	10A Self-evaluate the quality and impact of scientific support provision	P, R, I		
	10B Seek and review feedback on performance and contribution; using this to develop skills	P, R, I		
	10C Demonstrate ongoing engagement in CPD to enhance own and others' scientific support provision	P, R, I		

Outcome	Please select one option
1. All competencies achieved; progress to next stage of observation and interview.	
2. Competencies achieved with conditions; further evidence required (as identified below).	
3. Competencies not achieved; fails to progress to next stage of observation and interview. Action Plan provided below.	

HPSA Applicant: (name)	Date:
HPSA Assessor: (name)	HPSA Assessor: (signed)

In the event of requiring any further evidence please outline requirements below. In the event of a declined application at this stage please provide an Action Plan (using the template provided in Appendix 3 of this document).

Appendix 2. CASES HPSA Evidence Assessment Sheet 2 – Observation and Interview

HPSA Applicant: <i>(name)</i>	HPSA Assessor: <i>(name)</i>
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Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
1: Practical experience	1A Provide structured and on-going scientific support to high performance athletes	R, P, I		
	1B Demonstrate how work has impacted on sports performance	R, P, I		
2: Knowledge and scientific training	2A Demonstrate advanced knowledge and training in a relevant scientific discipline	P, I		
	2B Demonstrate the use of specialist knowledge to optimise the application of existing and emerging research and technology	P, I		
3: Knowledge of and commitment to high performance sport	3A Demonstrate knowledge of high performance sport	R, P, I		
	3B Demonstrate commitment to sporting success in high performance sport	R, P, I		
	3C Demonstrate openness to learning from coaches and other support staff	R, P, I		
4: Knowledge of high performance sport's overall programme and integration with coaching structures and processes	4A Demonstrate an understanding of the role of sport science support within high performance sport	R, P, I		
	4B Demonstrate an understanding of how sport science support integrates into the coaching structures and processes	R, P, I		

Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
5: Communication skills	5A Communicate orally and on paper with high performance coaches, athletes, peers and other support staff	R, P, O, I		
6: Professional relationships	6A Build understanding and trust of high performance coaches, athletes, peers and other support staff	R, P, O, I		
	6B Demonstrate diplomacy, sensitivity and tact in working with high performance coaches, athletes, peers and other support staff	R, P, O, I		
	6C Demonstrate approachability, empathy and the ability to listen actively and accurately	R, P, O, I		
	6D Demonstrate open-mindedness and adaptability in working with others	R, P, I		
	6E Adopt and maintain professional behaviour	R, P, O, I		
7: Teamwork	7A Work cooperatively with high performance coaches, athletes, peers and other support staff to provide structured and ongoing scientific support	R, P, O, I		
8: High performance sport environments	8A Conduct scientific support provision in a range of high performance environments relevant to the particular sport	P, R, O, I		
	8B Comply with and promote policies and protocols relating to health, safety, security and all relevant regulatory requirements and standards	P, R, I		
9: Problem solving and interdisciplinarity	9A Demonstrate critical and innovative thinking to provide solutions to problems	R, P, I		

Competency	Competency Criteria	Assessed (P = portfolio, R = references, O = observation, I = interview)	Notes in respect of the degree to which the competency criteria are met by the assessed evidence	Outcome: A / C / N A = achieved, C = achieved with conditions, N = not achieved
	9B Demonstrate ability to problem solve in an interdisciplinary way with a team of practitioners from other disciplines	R, P, I		
10: Evaluation and Continuing Professional Development CPD	10A Self-evaluate the quality and impact of scientific support provision	R, P, I		
	10B Seek and review feedback on performance and contribution; using this to develop skills	R, P, I		
	10C Demonstrate ongoing engagement in CPD to enhance own and others' scientific support provision	R, P, I		

Outcome	Please select one option
1. HPSA Awarded – all competencies achieved.	
2. HPSA Awarded Subject to Conditions – further evidence required (as identified below).	
3. HPSA Declined – one or more competency not achieved.	

HPSA Applicant: (name)	Date:
HPSA Assessor: (name)	HPSA Assessor: (signed)

**In the event of requiring any further evidence please outline requirements below.
Please provide an Action Plan (using the template provided in Appendix 3) in any outcome.**

Appendix 3. CASES HPSA Action Plan

Action Points	Competency Criteria

Please outline any action points in the left hand column; in the right hand column identify which competency criteria they relate to.