



Supervised Experience REVISED Completion Process November 2024

Following a review by the Science Council, it has been necessary to change the way in which Supervised Experience (SE) candidates apply for Accreditation. Final reviews of an SE candidate's portfolio now need to be reviewed by a Chartered CASES Accredited reviewer, as well as their allocated reviewer. The process for SE completion and SE accreditation applications has therefore had to be revised. In readiness for this, the Accreditation Advisory Group recruited two new reviewers specifically to review SE applications, both of which hold CSci status. It is also felt that this development is a good opportunity for best practice to be considered by the Advisory Group reviewers, to ensure that SE standards remain high.

Currently, once SE candidates have received their final review from their allocated reviewer, they send relevant documentation to the Professional Standards Officer for review and official sign off. Candidates receive a completion letter which is all that is required to apply for Accreditation. The relevant documentation they provided is saved within their Accreditation application folder and the Advisory Group reviewers will audit these at random during the reviewing period. Accreditation is awarded following the Advisory Group meeting and Accreditation contracts start either 1 April or 1 October, depending on the application window.

Please note that completion of the SE process does not guarantee accreditation and the final decision rests with the Accreditation Advisory Group reviewers.

The new process, which will come into effect for all SE completions from November 2024 onwards, will be as follows:

- SE candidates submit their final portfolio to their allocated reviewer.
NEW This can still happen at any time of the year, but candidates are to keep in mind that they will now not be officially complete from SE until their Accreditation application is approved by the Accreditation Advisory Group. Therefore, candidates should keep in mind the Accreditation application windows by which to align their final submission to (1 June – 1 July & 1 December – 6 January).
- Reviewer feeds back to the candidate within four weeks of the submission.
- ***NEW*** Candidates will notify the Professional Standards Officer of their reviewer sign off by providing a copy of the reviewer feedback, and acknowledgement of this will be sent back to the candidate in a letter advising

of the Accreditation Application process.

- ***NEW*** SE Candidates will apply for Accreditation during either application window via a new separate [application form](#), ensuring you upload the following documents. You risk your application being deferred if these are not provided:
 - A one-page summary CV detailing current/recent employment and details of any recent relevant work.
 - A brief synopsis of work in the area that you are seeking Accreditation, normally expecting circa 500 hours (1 for each category applying for).
 - Evidence of Professional Liability Insurance (can be entered within application form).
 - Your (final) Case Study.
 - Two client references.
 - Completed Competency Profile, signed by reviewer.
 - Supervisor signed Practice Log, evidencing a minimum 500 hours (400 minimum within chosen domain).
 - Supervisor final report.
 - Reviewer final report.
 - CPD Log and reflections along with supporting evidence for the following:
 - Attendance at the core workshops (Reflective Practice, Ethics and Understanding Your Client and safeguarding if applicable) – *please note that the Entry workshop is a prerequisite of SE so the candidate will have attended to progress – no requirement of evidence for this.*
and
 - 2 x Full day CASES workshops or CASES Endorsed workshops (min 4hrs)
or
 - 2 x Attendance at a Division Day
or
 - 8 Webinars (4 webinars = 1 full day workshop) **or**
 - 4 Webinars **and** a full day workshop/Division Day **or**
 - CASES Student or Annual Conference
 - Additional evidence, eg. a specific non-CASES example from the last 12-months.
- These documents will be reviewed by one of the SE reviewers on the Accreditation Advisory Group. If this reviewer feels any of the above does not meet the Professional Standards of Accreditation, additional evidence **may still be requested from the candidate**. If appropriate, the candidate will be asked to provide any additional information prior to the Advisory Group meeting (approx. six weeks after the application closing date). If the required information is too large or will take further time to gather (missing CPD for example), or if the information is not provided within the timeframe given, the application will be deferred until the next Accreditation application window.
- ***NEW*** You must apply for Accreditation within one year of completing Supervised Experience. This is to ensure that the skills, knowledge and experience you gained whilst on the programme, remains current and relevant to accreditation.

- You must also retain all your SE evidence and portfolio folder until your Accreditation Application is approved, as the SE Reviewers assessing your application may wish to access evidence if they have any queries.