

This guide is designed to support you when completing your self-assessment against the Supported Internship Quality Assurance Framework (SIQAF) and to help you prepare for your peer review.

Book your review

By this point you should have been in touch with the Internships Work Project Manager from the British Association for Supported Employment (BASE) to book in your peer review. If you have not yet done this, please contact training@base-uk.org

Your peer review will take place over two consecutive days and will be undertaken by two peer reviewers: one lead peer reviewer (a paid associate from either BASE or DFN Project SEARCH) and one volunteer peer reviewer (a trained peer working within supported internships). On occasions there may be 2 lead reviewers (depending on capacity of volunteers).

Complete your self-assessment

A SIQAF Self-assessment tool has been designed to support you to determine the quality and success of your SI programme. It will highlight your strengths and should be used as an annual continuous improvement tool.

The SIQAF self-assessment document can be downloaded here:

[Supported Internship Quality Assurance Framework - NDTi](#)

Please ensure you use the updated version.

Your peer review will be looking at your programme based on the evidence you have identified in your self-assessment and the evidence provided during the visit.

To complete your self-assessment, you will need to bring together all the leads from your delivery partner organisations. Depending on your programme set up, this may include:

- Education manager (school/college)
- Supported Employment Provider manager
- Local Authority lead
- Any key leads from your employer(s)
- Any additional people that are key to the delivery of your programme.

A quality self-assessment will involve the thoughts and opinions from all these partners.

Gathering evidence

Each section of the SIQAF self-assessment (Leadership, Planning, Preparedness, Progress and Results) asks for you and your partnership to score yourself against a pre-determined criterion.

You can demonstrate how you meet each of the criterion in your self-assessment using a variety of evidence. Suggestions for these can be found in the SIQAF self-assessment excel document in column B; 'Prompts/Expected Practice'. The evidence you can submit is not limited to the list provided in Column B and you may include other pieces of evidence that you have.

Column D; 'Evidence' provides a space for you to record what evidence you have identified.

In preparation for your peer review, it is a good idea to collate template copies of this evidence into a folder (electronic or printed) that the reviewers can access. The more evidence that is easily accessible to the reviewers the more they can concentrate their efforts during the review on interviews and observations.

Note: You may wish to delegate the task of identifying and collating the evidence to a few people, you can then review and score the self-assessment using this information as a partnership.

Selecting your score

Using the evidence, you have identified, and the scoring matrix found in column H, you can determine a score for each criterion. You should ensure that the selection of scores is a partnership activity.

The scores will then automatically populate on your action plan and your peer review feedback, both are located in separate sheets in the excel document.

Your Action Plan

The self-assessment is designed as a continuous improvement tool and so as part of this activity you should determine actions that will help you and your partnership improve or maintain your scores. Your peer reviewers will review this action plan as part of the peer review and provide you with additional good practice examples and ideas to enhance your plan.

Each section contains a column (G; Action Plan) that allows you to enter what actions you intend to complete between now and when you complete your next self-assessment. As a partnership, decide on these actions and populate this column. You have been given space for five potential actions per criterion, but you don't need to put actions in all of these boxes.

You will find that your actions have now been automatically copied from your sections and combined on your Action Plan sheet.

As a partnership, decide on the due date for these actions, who will complete them and enter into the provided columns.

Submitting your self-assessment and Fact Checker

Two weeks prior to your peer review you will need to have completed your self-assessment (including action plan) and have submitted this to amy.martin@base-uk.org

Alongside this completed self-assessment you will be asked to complete the SIQAF_FactChecker. This document asks for additional information not included in the self-assessment to assist our reviewers with understanding your programme. Details include:

- Contact details for leads from each delivery partner

- Intern Numbers and Outcomes
- Confirmation statements
- Any additional information you wish to share

Note: if your self-assessment and factchecker have not been submitted two weeks prior to your review, we cannot guarantee that your review will go ahead.

Finalizing your schedule

As part of your peer review, you will be provided with a template schedule. Using this template, you must negotiate availability with your key partners, employers, parents/carers, interns and graduates etc. and develop a final schedule.

Whilst when the activities take place can be adapted to meet your programme, its delivery and availability, the Peer Reviewers must have an opportunity to meet with all indicated people/groups.

You should provide this final schedule to your peer reviewers before the start of the review.

Note: You can use a combination of online meetings, in person meetings and phone calls to ensure that you peer reviewers get an opportunity to talk with all of the key stakeholders identified.

Please ensure your reviewers have a confidential working space during their time with you. Access to wifi is also beneficial.

Your Peer Review Feedback

Your peer reviewers may give verbal feedback throughout the two day review period. There will be an opportunity for them to feedback verbally scheduled at the end of the review period.

After the review, the reviewers will collate their evidence and complete the following:

1. Verify your self-assessment scores using the peer review sheet on your self-assessment
2. Provide feedback on what is working well and areas for improvement, including good practice examples and ideas to support your action plan.

Your written feedback will be returned to you within two weeks of your review taking place. You will have 10 working days to highlight any **Factual** errors. Any additional evidence will not be considered.

Checklist

<input type="checkbox"/>	We have booked our SIQAF peer review with amy.martin@base-uk.org Dates:
<input type="checkbox"/>	We have completed our self-assessment and action plan
<input type="checkbox"/>	We have submitted our self-assessment and fact checker to amy.martin@base-uk.org two weeks before our review
<input type="checkbox"/>	We have completed and submitted our finalised schedule to our peer reviewers

Things to note about your review and resulting feedback

Reviewers will require a space to review evidence and to interview partners. Ideally, interviews will be conducted in a space that promotes open and honest feedback by interviewees.

You review will only be shared with/seen by your partners, the reviewers and moderators. No third party will have access to your review. Anonymised data is collated across all reviews and analysed for the Department for Education.

The Peer Review process is voluntary. Any resulting actions recommended in your report can be completed at the discretion of your programme and partners. The SIQAF is designed to be updated annually.

The peer review is currently fully funded by the DfE, however, sites will be required to reimburse any costs incurred if a review is cancelled.