

# Supported Internship Quality Reviews

Are you a provider of a Supported Internship (SI) Programme?  
Are you interested in improving the quality of your SI programme?

This document outlines the process for booking and completing your Department for Education peer review.

## 1

### BOOK YOUR PEER REVIEW

- Contact [lily.beyer@base-uk.org](mailto:lily.beyer@base-uk.org) to book your review
- Share which two consecutive dates you would like your review to take place on
- Project manager will identify 2 x peer reviewers for you
- Supporting resources will be shared with you (SIQAF self-assessment, a How to Guide, your fact checker and a sample schedule).

### COMPLETE YOUR SELF-ASSESSMENT AND FACTCHECKER

- As a partnership complete the Supported Internship Quality Assurance Self-Assessment using your how to guide for support.
- Complete the Supporting Factchecker document
- Share both with the project manager **at least two weeks** before your peer review

## 2

## 3

### PREPARE FOR YOUR PEER REVIEW

- Your lead reviewer will be in touch to confirm your schedule
- A template schedule will be provided outlining all of the key stakeholders to be interviewed and activities to be observed
- Prepare your evidence (outlined in your self-assessment) for reviewers as per your 'how to guide'

### COMPLETE THE PEER REVIEW

- Peer Reviewers will be with you for 1.5 days on the dates you have chosen
- They will interview all key stakeholders and observe activities e.g., classroom session, interns in placement etc.
- They will review the evidence you have outlined in your self-assessment

## 4

## 5

### FEEDBACK

- Your lead peer reviewer will prepare your feedback including; recommended actions, suggested timelines for completion and good practice examples
- Feedback will be returned to you within two weeks of the review

For more information please contact: [lily.beyer@base-uk.org](mailto:lily.beyer@base-uk.org)