

PeerWorks

PeerWorks Peer Support Training Program

Internship Webinar
2025



Internship Webinar

Outline

1. Overview of internship
2. Internship procedures
3. FAQs



Internship Webinar

Overview of Internship

PeerWorks

Overview of Internship

Optional but integral to
certificate

Open to those with Level 1R

Reminder: Level 1 = classroom
completed
friendship model of support
relationships in personal life & within
CSI can improve

Level 1R = recommended for internship
Trainers may make a “condition” for
promotion to 1R
Completion leads to Level 2
Certificate “PeerWorks Certified Peer
Supporter

Overview of Internship

Purpose of Internship

- apply knowledge, skills from training within formalized peer/supporter relationships
- gain/expand experience delivering **formalized 1:1 peer support**
- orient peers, colleagues, and others in setting to the formalized peer support role

Overview of Internship

Internship experience may include

- Incorporating Internship within your current Peer Support role:
 - a) Within a CSI
 - Within traditional provider setting.
 - Establishing a new Peer Supporter Role
 - b) Either within a CSI or traditional provider setting.

Overview of Internship

Scope of Internship

- Internship is 50 hours over time
- Internship is Evaluated through:
 - a) intern submits Internship Log and Internship Reflections each time they complete 10 hours and submit to **internship@peerworks.ca**
 - b) peer reflections (by those receiving support)
 - c) site supervisor reflection

Overview of Internship

Internship arrangements are the responsibility of the intern

- Identify and negotiate potential sites
- Confer with local CSI(s) about potential internship opportunities.
- Explore other local mental health agencies, programs and centres
- PeerWorks may be able to refer organizations looking to incorporate peer support into their organization.





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Internship Procedures

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The Internship Plan

Step 1

Make a Plan

The Internship Plan conveys your intention to complete an internship and includes key information about the internship including: Intern's name and contact information, Internship site(s) and location(s), Site Contact name and contact information, a description of how the internship duties will utilize skills learned in training during person-to-person peer support, and an Internship schedule or timeline.

- Identify a site
 - approach and propose internship
 - secure a Site Supervisor
 - to orient intern & site staff
 - to administratively support intern with establishment & fulfillment of internship
- negotiate the parameters of the work
 - describe site & its work
 - set out activities & timelines agreed on

Submit the Plan

Step 2

SUBMIT
your plan for
approval

- Submit the plan for approval from PeerWorks
- **Await approval before starting hours**
 - **to ensure plan meets accepted parameters**
 - **PeerWorks will email approval confirmation email to Site Supervisor**
- When planning, remember to...
 - **keep Site Supervisor informed about your experience as it unfolds (hours worked, highlight triumphs, challenges & learning) to help Site Supervisor evaluate and complete their reflection at the conclusion of the Internship.**

Tracking and Reporting Activity

Step 3

Track and report
your progress

- Record 1:1 support time on Activity Log
 - Date, duration of contact, focus of contact
 - Identify core skills used
 - NO confidential and/or private information.
 - Signed by the Site Supervisor
- **Attach Intern Reflection to each report**
 - Describe strengths, growth areas, struggles, successes related to core skills learned
- Submit after every 10th hour logged
 - **DO NOT STOCKPILE**
means do not send in
all your completed logs
and reflections in one
email as it will not be
looked at and returned
to you-this will delay
your process in
receiving L2 certificate

At the end of the 50 hours

Step 4

Submit final
reports

- Intern will submit to PeerWorks:
 - Final Intern Reflection - overall review of internship experience
 - self assessment of skills, qualities, learning, needs
- Site Supervisor will collect and submit to PeerWorks:
 1. Private and confidential reflections from 5 Peers who received support.
 - Ensure anonymity: provide envelopes they can seal
 - PeerWorks can be contacted for verbal peer reflection
 2. Site Supervisor's Reflection
 3. Final Interview on Teams

PeerWorks Peer Support Core Essentials™ Program 10 hour Internship Activity Log #_____

Intern's Name: _____ Date: _____

Date and Location of Training: _____

The Internship Log tracks 1-1 peer/peer supporter contacts (date and duration of contact), highlights the contact focus and the core skills used during the interaction. The log should not include details of the peer relationship that would be considered confidential and/or private.

Upon completion of every 10 hours please submit your signed Internship Log to PeerWorks at internship@peerworks.ca.

Date	Location	1:1 Contact Minutes	Brief Description of Session and Skills Practiced (listening, sharing etc.)
TOTAL			

Intern Signature: _____

Site Supervisor Signature: _____



PEERWORKS PEER SUPPORT CORE ESSENTIALS™ PROGRAM

10 Hour Intern's Reflection # _____

Intern's Name: _____ **Date:** _____

Date and Location of Training: _____

Five Intern Reflections are to be submitted, one after the completion of each 10 Internship hours. The Intern Reflection provides the intern with the opportunity to review and describe the experience delivering Peer Support. Reflections may include for example - what was done well, areas of growth, comfort level in certain situations, celebrations and challenges, training goals. Reflections are to be strengths focused and highlight learning around self awareness, self responsibility and self care. The reflection should not include details of the peer relationship that would be considered confidential and/or private.

The Intern Reflection is private and does not need to be shared or signed by the Site Supervisor.

Send completed Intern Reflections to internship@peerworks.ca.

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**PeerWorks Peer Support Core Essentials™ Program
Internship Plan**

Please complete the following Internship Plan if:

- *Your intention is to complete an Internship - PeerWorks Core Essentials Program™ Level 02 within 18 months of earning a Level 1R*
- *Attended a PeerWorks internship webinar or*
- *You have successfully negotiated an Internship in keeping with the stated guidelines in the internship guidelines document.*

1. Participant Name: _____

Participant Contact Information:

- E-mail: _____
- Telephone: _____

2. Core Essentials Program™ Training Session:

- Trainer Name: _____
- Training Location: _____
- Date Completed: _____

3. Internship Organization: _____

- _____ CSI
- _____ Other Peer Run Setting
- _____ Community Mental Health Program
- _____ Mental Health Centre
- _____ Other Hospital Program
- _____ Other

4. Site Supervisor Name: _____

Site Supervisor's Information:

E-mail: _____

Phone: _____

5. Intended Start Date: _____

Intended Completion Date: _____

6. Please describe the nature of the internship duties (please refer to Internship Guidelines):

Please submit your completed Internship Plan to:

internship@peerworks.ca

To avoid wasted effort please DO NOT start your internship before you have received written approval of your internship plan. PeerWorks will make every effort to approve or suggest revisions to internship plans within 7 days of receiving them.

For more information contact:

PeerWorks' Education Coordinator at internship@peerworks.ca or 416.484.8785/1.866.681.6661 ext. 4



Internship Webinar

FAQs

PeerWorks

Frequently Asked Questions

Q:

I am already a peer support worker or volunteer. Can I count hours from the past? Can I count hours I spend at work?

A:

Past experience would involve past learning – the purpose of the internship is to use the skills gained in this course.

Current and future employment hours can be counted, provided your internship plan is approved and peers that you support are aware of and ok with you using your time with them towards your internship hours, and you are able to get five reflections or more.

NOTE: time simply spent within the setting does not count – count only time you spend **providing direct 1:1 support**.

Frequently Asked Questions

Q:

Can peer support done in a group setting count towards my internship?

A:

Up to 10 hours of the required 50 hours may consist of peer support done in a group setting.

Frequently Asked Questions

Q:

What hours count towards my internship?

A:

Hours spent providing 1:1 formalized peer support and peer support in group settings (up to 10 hours) can count towards your internship.

Note that this means actual time spent with people GIVING, and not receiving support, nor do hours count that are spent sitting in a setting waiting for peers to make contact.

While vitally important and highly encouraged, hours spent doing self-care cannot be counted towards your internship.

Frequently Asked Questions

Q:

How many people do I need to provide peer support to for my internship?

A:

The expectation is to support a minimum of 5 peers who will submit peer reflections. This should be possible within almost any setting, but if there is an exceptional situation that prevents you being in contact with at least five peers, please contact PeerWorks to discuss possible solutions.

Frequently Asked Questions

Q:

Is there a cost to the internship?

A:

No! If you choose to do an internship, the cost is included in the original \$500 (plus HST) registration fee for the training.

Frequently Asked Questions

Q:

Who do I contact if I have more questions?

A:

All internship plans, reports, and any questions should be directed to PeerWorks at 416-484-8785 extension #3 (local) or 1-866-681-6661 (toll-free) or e-mail internship@peerworks.ca.

Internship webinars will be offered at regular intervals.

You are welcome to attend again for a refresher if time passes before you are able to begin an internship.

Webinars will be announced in NewsToGo.

E-mail blasts will go out to PeerWorks list of 1R's.

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Thank You

PeerWorks