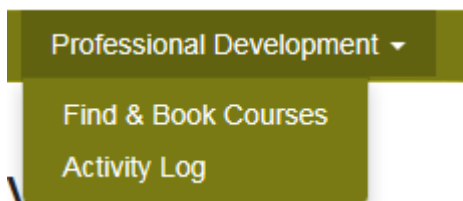


# Warwick SkillsForge

## Researchers – Activity Log

- **Sign in to Warwick SkillsForge**
- [Click] on Professional Development Tab in the upper navigation of the Warwick SkillsForge screen and [Choose] *Activity Log*



- [Click] on Activity Log

The following screen will appear:

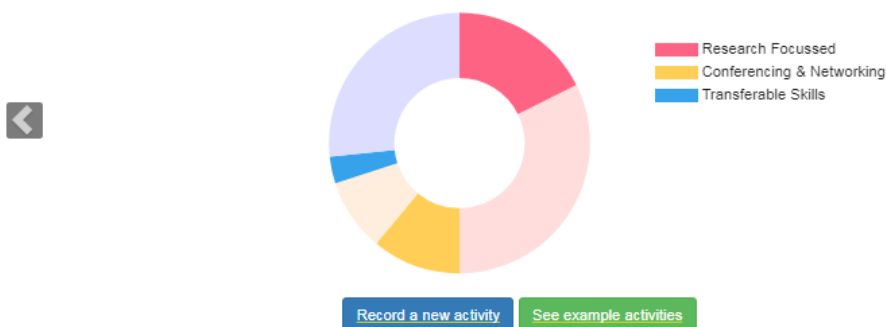
### Activity Log

By taking steps to identify and develop specific skills, you will acquire the knowledge and expertise to achieve standards of excellence in your research and in your professional life as you move from your postgraduate study into the world of work or for your graduate plans.

The ten day Framework (full time equivalent of five days research focussed/ three days transferable skills and two days conferencing/networking) allows you the ability to take control of and be responsible for your own professional development and enables you to review your current skills and identify any areas that you may wish to develop for your research and personally.

The framework credits are automatically built around the minimum requirement of the ten days (6 hours per day and 1 hour = 0.5 credits)

Oct 2017 / Sep 2018



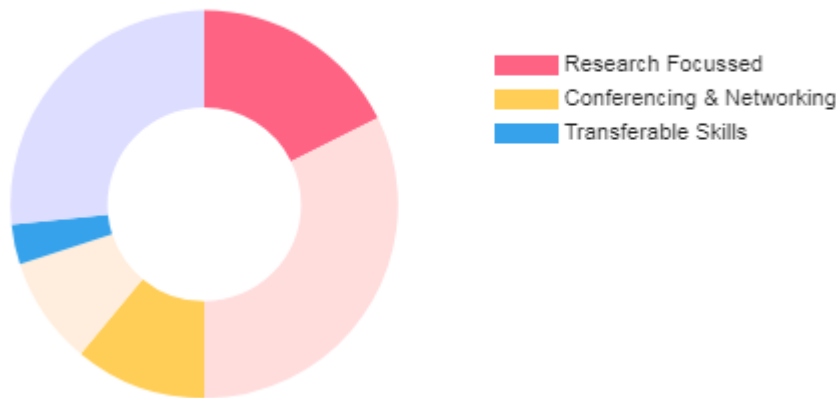
Date	Title / Summary	Credits	Type	
10 Jan 18	SSLC Chair	1.0	Transferable Skills	<a href="#">Delete</a> <a href="#">Print</a>
15 Mar 18	Conference in London	6.0	Research Focussed Conferencing & Networking	<a href="#">Delete</a> <a href="#">Print</a>
10 Aug 18	SkillsForge Test Event	1.5	Research Focussed Conferencing & Networking	<a href="#">Print</a>

On this screen is the Warwick Whirligig – a visual device that shows you what you have completed for your professional development framework and what is still to complete. The whirligig has been created to reflect the ten days (full-time equivalent) of the framework and its requirements and automatically populates.

**To note:** the whirligig will recognise your start month and build your professional development year from the 1<sup>st</sup> of the start month; any items entered before this date will appear in the previous year

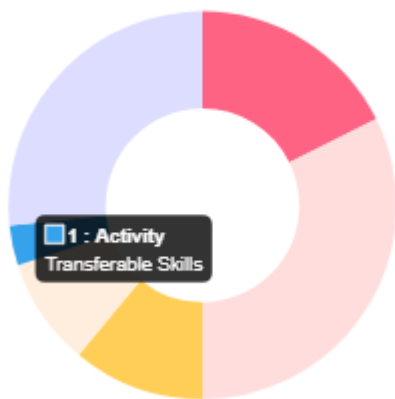
**To note:** For part time students the whirligig reflects a 60% (full time equivalent) credit load – [see key below](#)

## Oct 2017 / Sep 2018

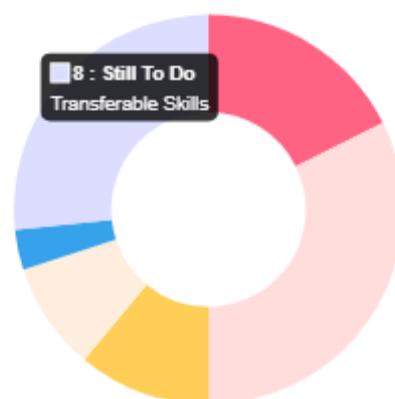


If you hover over each section it will note what credits you have – e.g. Transferable Skills activity: 1 and the number of credits pending or still to do (8)

## Oct 2017 / Sep 2018



## Oct 2017 / Sep 2018



Once the ten days are completed in the 5/3/2 or 3/2/1 split, the whirligig will be completed and will lock.

---

The key for credits is below doctoral researchers:

*This will need to be pro-rata'd for those starting mid-year. Non-doctoral researchers are welcome to engage with the framework as good practice for skills development, and are able to use Warwick SkillsForge*

Full Time	Days	Hours	Credits
Framework Requirement	10 (6 hours per day)	60	30 (1 hour = 0.5 credits)
Research Focussed Skills	5	30	<b>15</b>
Transferable Skills	3	18	<b>9</b>
Conferencing & Networking	2	12	<b>6</b>

Part Time	Days	Hours	Credits
Framework Requirement	6 (6 hours per day)	36	18 (1 hour = 0.5 credits)
Research Focussed Skills	3	18	<b>9</b>
Transferable Skills	2	12	<b>6</b>
Conferencing & Networking	1	6	<b>3</b>

---

**To note:** once more than one year has been completed, you will be able to scroll through yearly

records via the arrows:  and 

On this screen you can also see activities **you have booked onto** including: Date; Title/Summary; Credits (this is based on attendance); Type (Framework Area/s) and the option to Print

On this screen you can also see activities **you have entered**: Date; Title/Summary/Credits (this is based on the number of hours); Type (Framework Area/s) and the option to Print. **You also have the option to Delete activities you have created**

---

**To note:** If you are unsure of what activities can be included as part of your framework then a 'see example activities' button may help. It is not an exhaustive list but may be useful guidance

➤ To see example activities, [Click] on

[See example activities](#)

A drop down list will appear:

**Other Training Courses**

- Department /Centre training
- IT/Language courses

**Teaching and Demonstrating**

- Teaching undergraduate students
- Engagement, Impact or Outreach (e.g. presenting your research - school visit)

**Employment**

- Paid employment
- Work placements / Work experience

**Conferences**

- Presenting
- Attending

**Volunteering**

- Project involvement (inc. representative on a focus group)
- Clubs & Societies
- SSLC representative
- Fund raising
- Environmental

**Pastoral Support and Mentoring**

- Caring, support, rehabilitation
- Nightline
- Faith groups

**Entrepreneurial and Commercial Activity**

- Business start-ups
- Commercial experience

**Other Activity**

- Any other items not listed above

[See example activities](#)

To close the list, [Re-click] on

The list will disappear

- 
- You can review previous attended or added items by [Clicking] onto the link of any of the event detail fields: Date; Title/Summary; Credits or Type:

15 Mar 18

Conference in London

10 Aug 18

SkillsForge Test Event

If you have attended a booked event, the following screen will appear:

## Booked Activity

Save

Close

History: Latest

- This form has been created automatically by the system as part of a course booking.
- Be aware that **this form is shared with the supervisory team and Graduate School.**

Course title	SkillsForge Test Event		
Training session date(s) and times	10 Aug 2018	09:00	12:00
	11 Aug 2018	09:00	17:00
Booking status	Booked		
Sessions attended	1		
Framework Areas & Credits	1	<input checked="" type="checkbox"/>	Research Focussed
	1	<input checked="" type="checkbox"/>	Conferencing & Networking
	0	<input type="checkbox"/>	Transferable Skills
Skills	> Broadening Your Academic Skills		
	> Research Ethics and Governance		
	> Impact and Public Engagement		

If you have entered your own activity, the following screen will appear:

## Activity

Save


Discard


History: Latest



- The **student** should complete this form.
- Be aware that **the form will be shared with the supervisory team and Graduate School.**

Activity Summary	Conference in London		
Dates and times	15 Mar 2018	09:00	17:00
	15 Mar 2018	09:00	17:00
Framework Areas & Credits	3	<input checked="" type="checkbox"/>	Research Focussed
	3	<input checked="" type="checkbox"/>	Conferencing & Networking
	0	<input type="checkbox"/>	Transferable Skills
Credit split across frameworks:			
Skills	> Broadening Your Academic Skills		
	> Research Ethics and Governance		
	> Impact and Public Engagement		
	> Developing Your Academic Profile		
	> Personal Effectiveness		

In a booked activity you are only able to amend the bottom two reflective boxes. In **an activity you have created** you can amend previously entered information by following steps noted in, [How to record your own activity.](#)

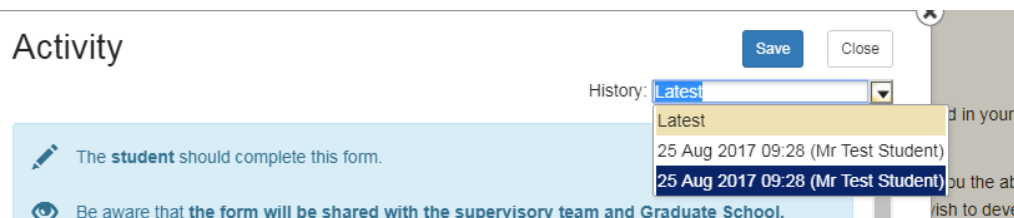
- If you change information to save it, **you must** [Click] on the  button in the top right hand corner. If you don't wish to save any changes and revert back to the original entry, [Click]

on the  button

- [Click] on the  in the top right hand corner or  to close the activity

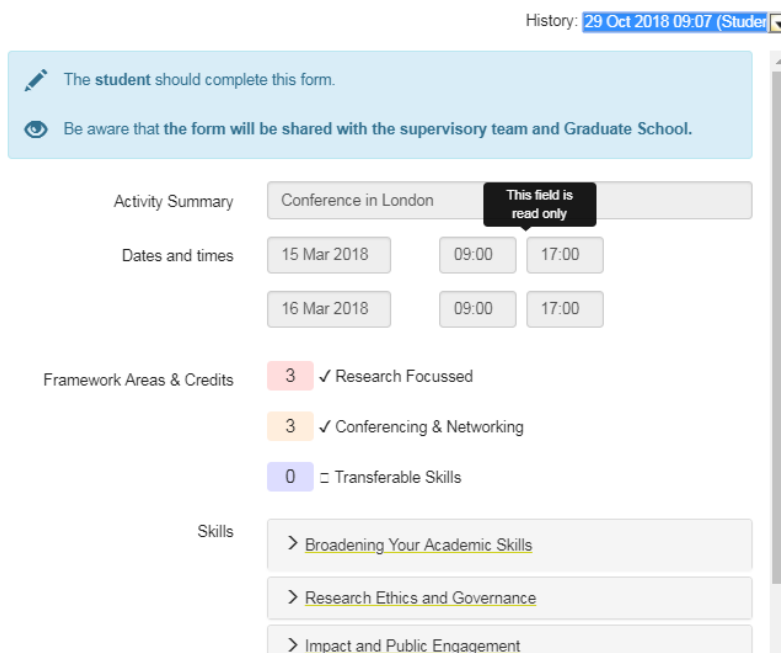
If you want to review activity on previous entries for that activity:

- From the drilled down Activity page, [Click] on the History: Latest drop down box:




- [Click] on the date you wish to review

The previous entry will now show, you will now see items as read only fields. The History box will show the date you selected and the 'Show latest version' appears:



To return to the Latest version

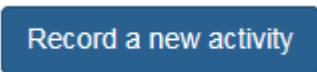
➤ [Click] on 

The latest version will appear and edit functions will return

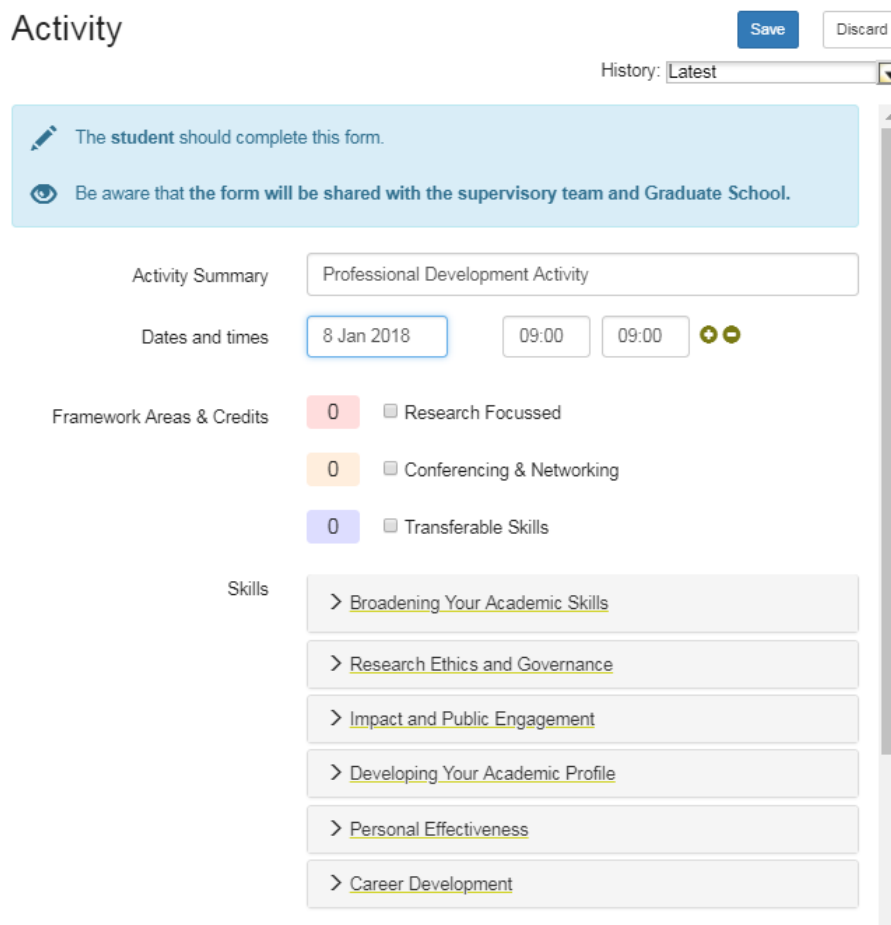
---

## How to record your own activity

On the Activity Log page:

➤ [Click] on 

The following screen will appear:



The screenshot shows the 'Activity' form interface. At the top right, there are 'Save' and 'Discard' buttons. Below them is a 'History' dropdown menu set to 'Latest'. The form contains several sections:

- Instructions:** A light blue box with a pencil icon stating 'The student should complete this form.' and an eye icon stating 'Be aware that the form will be shared with the supervisory team and Graduate School.'
- Activity Summary:** A text input field containing 'Professional Development Activity'.
- Dates and times:** A date input field with '8 Jan 2018', and two time input fields with '09:00' and '09:00' separated by a plus/minus icon.
- Framework Areas & Credits:** Three rows, each with a credit count (0) and a checkbox:
  - Research Focussed (checkbox unchecked)
  - Conferencing & Networking (checkbox unchecked)
  - Transferable Skills (checkbox unchecked)
- Skills:** A list of six expandable skill categories, each with a right-pointing chevron and a link:
  - Broadening Your Academic Skills
  - Research Ethics and Governance
  - Impact and Public Engagement
  - Developing Your Academic Profile
  - Personal Effectiveness
  - Career Development

- [Click] into the Activity Summary box and enter your activity title:

Activity Summary

PGR Development Focus Group Secretary

- [Click] into the date box and choose from the drop down calendar:

**To note:** this is for one day only, you can add additional days below \*\*

Dates and times

23 Jan 2018 09:00 12:00 + -

Work Areas & Credits

2018 Jan

M	T	W	T	F	S	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Skills

Academic Skills

- [Click] in the time boxes and enter times. These should be in 00:00 format and the first box {start time}, second box {end time):

Dates and times

23 Jan 2018

09:00

12:00

+ -

**\*\* To add more days:**

- [Click] on the  button next to the finish time

Your event will repeat. To note: the same date and time will appear:

Dates and times

23 Jan 2018

09:00

12:00

+ -

23 Jan 2018

09:00

12:00

+ -

- [Change] dates and times as appropriate

**To note:** you can add more days as you need to. Each new added date will be a duplicate of the one before:



Dates and times	23 Jan 2018	09:00	12:00	+ -
	24 Jan 2018	09:00	12:00	+ -
	24 Jan 2018	09:00	12:00	+ -

**To delete more days added**

- [Click] on the  button next to the finish time

The dates will be removed and the credits reflect the change

- [Click] into the Framework Area/s and Credits tick boxes to choose where you are placing your hours. **To note:** you can choose one / two or three areas as appropriate:


**Where credits are split, the credits will round to the nearest 0.1 of a credit**

For one Framework area the represent bar is single colour and non-editable:

Framework Areas & Credits

3	<input checked="" type="checkbox"/> Research Focussed
0	<input type="checkbox"/> Conferencing & Networking
0	<input type="checkbox"/> Transferable Skills

Credit split across frameworks:



RF-100%

*NB. The coloured boxes are auto-populated and you are unable to type directly into them. This is built from the framework into the whirligig*


You can reflect the hours/credits you self-record more accurately where you have more than one Framework area by using the % split function

Where two Framework areas are chosen the credits will be split and you will see a 50/50 split of the Framework areas:

Framework Areas & Credits


1.5	<input checked="" type="checkbox"/> Research Focussed
1.5	<input checked="" type="checkbox"/> Conferencing & Networking
0	<input type="checkbox"/> Transferable Skills

Credit split across frameworks:



RF-50% / CN-50%

You can amend the % split of the Framework areas which gives a more representative split of the area:


- [Click] onto the blue button  and slide it across the bar to the required split:

*NB. %'s are in single increments.*

Framework Areas & Credits

0.9	<input checked="" type="checkbox"/> Research Focussed
2.1	<input checked="" type="checkbox"/> Conferencing & Networking
0	<input type="checkbox"/> Transferable Skills

Credit split across frameworks:



RF-30% / CN-70%

The credits will automatically change  
Once % split is accurate

- [Click] off the button.


---

Where you choose three Framework areas you will see a 33/34/33 (rounded up) split of the Framework areas:

Framework Areas & Credits

1	<input checked="" type="checkbox"/> Research Focussed
1	<input checked="" type="checkbox"/> Conferencing & Networking
1	<input checked="" type="checkbox"/> Transferable Skills

Credit split across frameworks:



RF-33% / CN-34% / TS-33%

You can amend the % split of the Framework areas which gives a more representative split of the area:

- [Click] onto the one or both of blue  buttons and slide it across the bar to the required split:

Framework Areas & Credits

- 0.3  Research Focussed
- 2.4  Conferencing & Networking
- 0.3  Transferable Skills

Credit split across frameworks:

RF-10% / CN-80% / TS-10%

The credits will automatically change  
 Once % split is accurate,  
 [Click] off the button

**Once saved, the Framework area split/s will be reflected in your Whirligig accordingly**

**This can be useful for example:** if you attend a full day conference, you may listen to speakers for 4 hours (Conferencing and Networking - CN) but you may also present for 45 minutes (also Research Focussed – RF, and Transferable Skills – TS). So you may want to split the hours/credits say 80% CN / 10% TS and 10% RF

You can change Framework area/s and their % splits by

- [Clicking] back onto the self-recorded Activity in the Completed Activity Log table:

Date	Title / Summary	Credits	Type	
30 May 18	Conference in London	5.0	<ul style="list-style-type: none"> <li>● Research Focussed</li> <li>● Conferencing &amp; Networking</li> </ul>	<a href="#">Delete</a> <a href="#">Print</a>

- [Changing] the Details by following the steps above &
- [Saving] the changes

It is not compulsory but always wise to indicate the Skills you have learned as part of activity

- [Click] on the drop down boxes for each of the six Themes and choose the relevant Skills by [Clicking] in the tick box:

Skills

▼ Broadening Your Academic Skills

Skills

▼ Broadening Your Academic Skills

- Argument construction
- Communication

**To note:** if you tick a Skill in one Theme and it is repeated in another Theme, the tick box will be auto-populated:

▼ Impact and Public Engagement

- Communication
- Communication to non-experts
- Enterprise

It is not compulsory but always wise to indicate a Description of the Activity (can be full text or keywords); and to enter text to be able to record and reflect on what you have learned, especially when looking back:

Description of the activity

How do you think this experience contributes to your development as a researcher?

What impact will this activity have on your PGR experience, say in 6 months' time?

**To note:** on *Booked activities* the description will automatically be populated but the boxes for recording and reflecting are still editable for you:

Description of the activity



Blank (read only)

How do you think this experience contributes to your development as a researcher?

What impact will this experience have on your career say in 6 months' time?

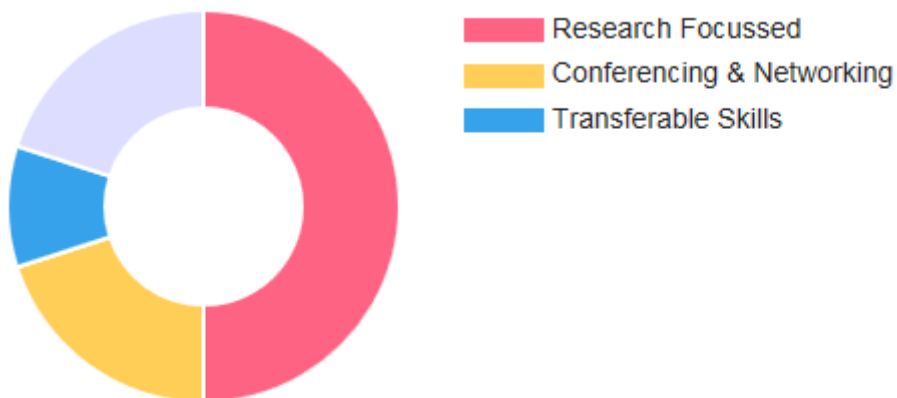
- [Click] in each text box and type text

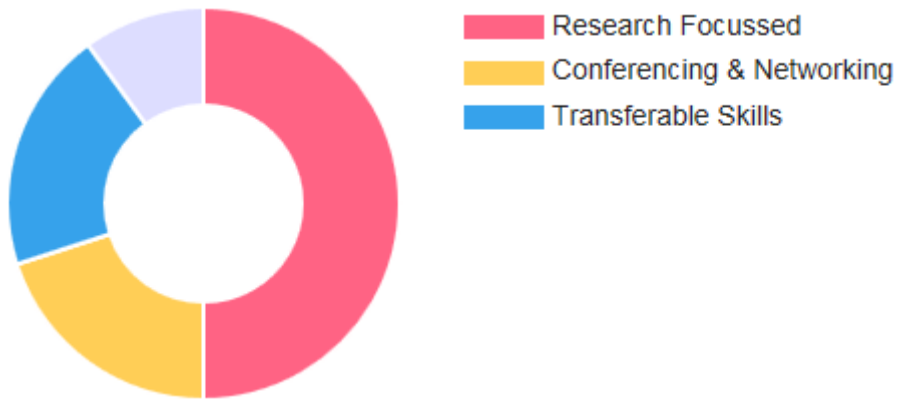
Once the form is completed:

- [Click] on the  button in the top right hand corner. If you don't wish to save any changes and revert back to the original entry, [Click] on the  button

You will return to the Activity Log screen:

1. If you have saved an activity with credits awarded your whirligig will have these added in. *(note the darker blue area of the whirligig is now greater in the second image as credits have been included):*



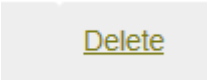


2. Your new activity will be viewable in the table below:

<a href="#">23 Jan 18</a>	<a href="#">PGR Development Focus Group Secretary</a>	<a href="#">4.6</a>	<ul style="list-style-type: none"> <li><span style="color: orange;">●</span> <a href="#">Conferencing &amp; Networking</a></li> <li><span style="color: blue;">●</span> <a href="#">Transferable Skills</a></li> </ul>	<a href="#">Delete</a> <a href="#">Print</a>
---------------------------	---	---------------------	--	---

You can now review the activity by [Re-clicking] onto the link of any of the event detail fields: Date; Title/Summary; Credits or Type

**To Delete a recorded activity:**

- [Click] on the  link
- To not continue with the Delete, [Click] on the Cancel button on the 'Are you sure?' box:
- To continue with the Delete, [Click] on the Delete button on the 'Are you sure?' box:

## Are you sure?

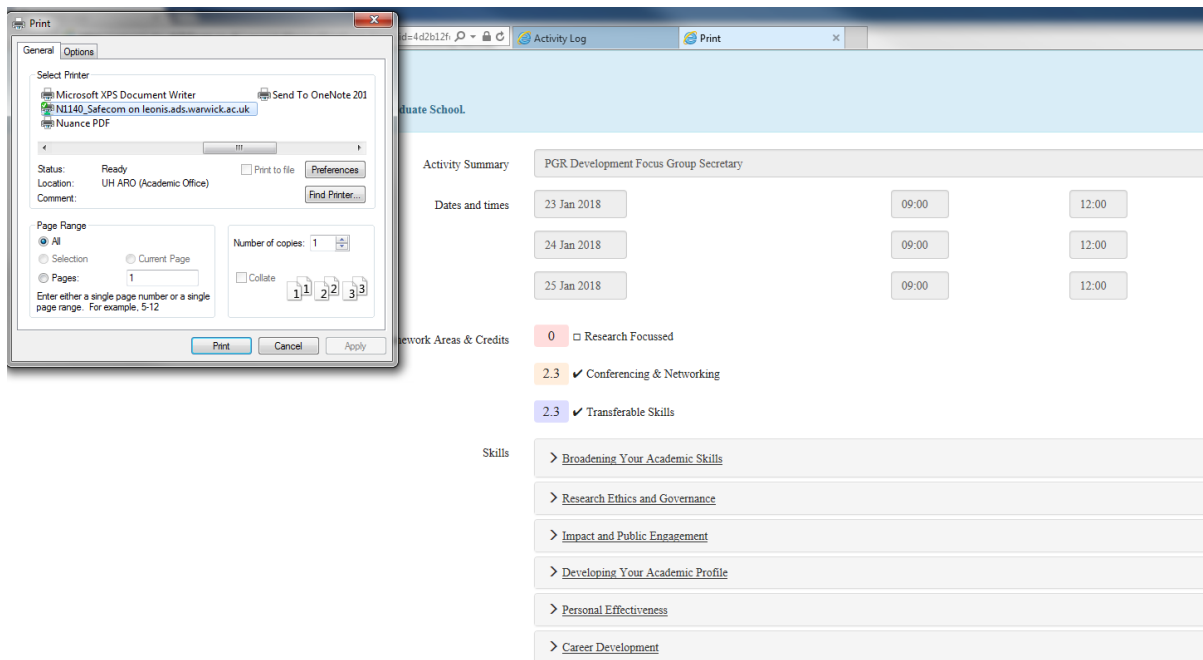


The activity will be deleted, removed from the table and the credits removed from the whirligig.

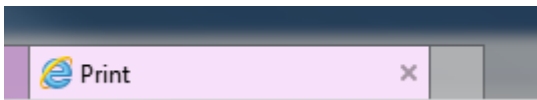
**To Print a recorded activity:**

- [Click] on the  link

The following screen will appear:



- To cancel the Print, [Click] on the *Cancel* button. To continue with the Print, [Click] your print button. You will then be taken to the Activity screen print page
- [Click] on the web page X in the navigation to close this page and return to the Activity Log we page



## Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to using the **Activity Log** Tab please contact the PGR Professional Development Officer in the Doctoral College via: **PGRDevelopment@warwick.ac.uk** or tel: **024 761 50401 (ext. 50401)**