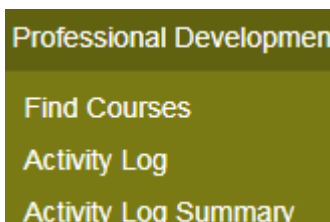# Warwick SkillsForge

DGS (non-Supervisors) – Activity Logs

➢ **Sign in to Warwick SkillsForge**

➢ [Click] on Professional Development Tab in the upper navigation of the Warwick SkillsForge screen:


➢ [Select] 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)
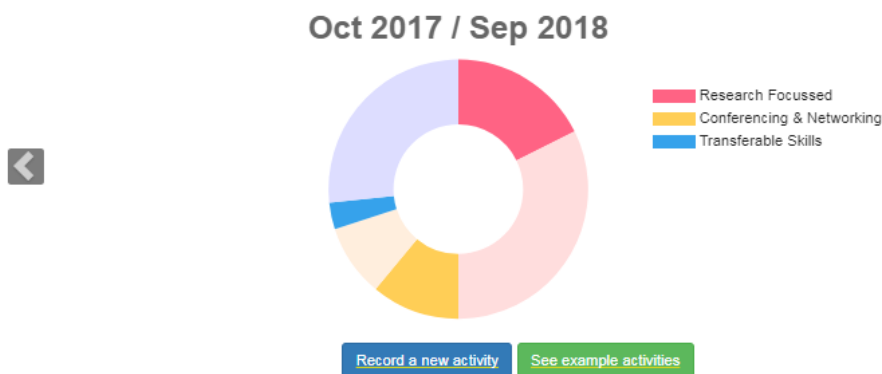
Date	Title / Summary	Credits	Type	
10 Jan 18	SSLC Chair	1.0	● Transferable Skills	Delete / Print
15 Mar 18	Conference in London	6.0	● Research Focussed ● Conferencing & Networking	Delete / Print
10 Aug 18	**SkillsForge Test Event**	1.5	● **Research Focussed** ● **Conferencing & Networking**	Print

> [Click] in the drop down box *Showing Activity Log for:*

Showing Activity Log for: Student, Mr Test ▼
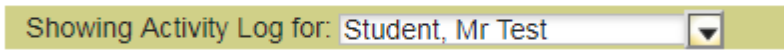
> [Click] on the 'researcher name' to load their yearly Activity Log

NB. The researchers in your department will automatically be loaded from SITS

To note: If you are a member of a larger department there will be lots of names appearing. You can refine your search by typing the surname into the box as shown below:

Showing Activity Log for: hort × ▼

**Director of Graduate Studies**
Horton, Tracy
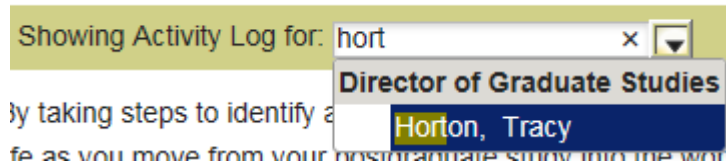
On this screen is the Warwick Whirligig – a visual device that shows you what researchers have completed for their professional development framework and what is still to complete. The whirligig has been created to reflect the ten days of the framework and its requirements and automatically populates.

To note: the whirligig will recognise the start month and build the professional development year from the 1st 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

Research Focussed
Conferencing & Networking
Transferable Skills
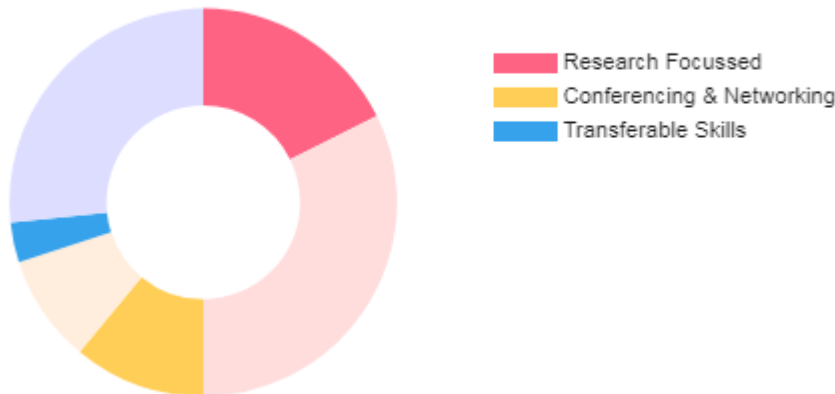
If you hover over each section it will note what credits a researcher has – e.g. Transferable Skills activity: 1 and the number of credits pending or still to do (8)

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 for 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	**15**
Transferable Skills	3	18	**9**
Conferencing & Networking	2	12	**6**

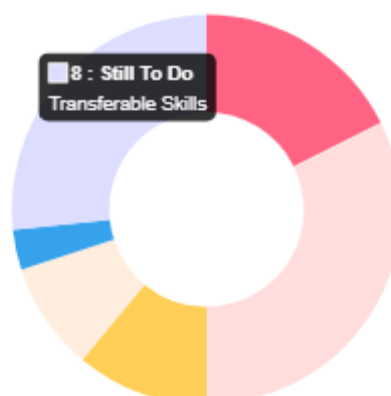| Part Time	Days	Hours	Credits
Framework Requirement	6 (6 hours per day)	36	18 (1 hour = 0.5 credits)
Research Focussed Skills	3	18	**9**
Transferable Skills	2	12	**6**
Conferencing & Networking	1	6	**3**

To note: once more than one year has been completed, you will be able to scroll through yearly records via the arrows: and
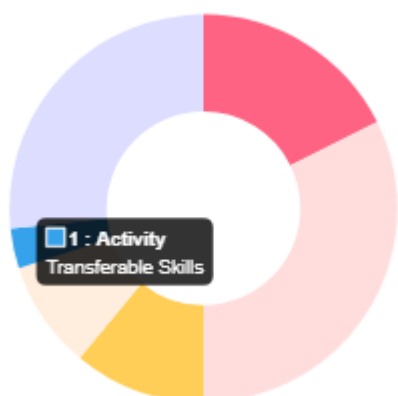
On this screen you can also see activities **researchers have booked** including: Date; Title/Summary/Credits (this is based on attendance); Type (Framework Area/s) and the option to Print

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

---

To note: Where a researcher may be unsure of what activities can be included as part of their framework they have a 'see example activities' button that may help. It is not an exhaustive list and supervisors may also guide their researcher/s about activities that they feel are most appropriate for professional development

➢ *To see example activities, [Click] on*

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

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 the researcher has attended a booked event, the following screen will appear:

Booked Activity

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 ✓ Research Focussed
	1 ✓ Conferencing & Networking
	0 ☐ Transferable Skills
Skills	> Broadening Your Academic Skills
	> Research Ethics and Governance
	> Impact and Public Engagement

If they have entered their own activity, the following screen will appear:

To note: For DGS' and supervisors, the fields are all read only whether the researcher has booked onto an event or entered themselves

For the Framework Area: training providers and researchers can choose one / two or three areas as appropriate and the credits will be split. However where more than one area is chosen the credits will round to the nearest 0.1 of a credit

Where a provider allocates Framework/s these are non-editable by the researcher

NB. The coloured credit boxes are also non-editable to all users

➢ [Click] on the drop down boxes for each of the six Themes to see the relevant Skills chosen. This will be indicated by a tick:

➢ You can hide the Skills in each Theme by [Re-clicking] on the drop down button next to each Themes title:

It is not compulsory but we have guided researchers that it is useful to add a Description of the Activity (can be full text or keywords); and to enter text to be able to record and reflect on what they have learned, especially when looking back:

On activities they record themselves, these will be in the boxes below:

Description of the activity

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

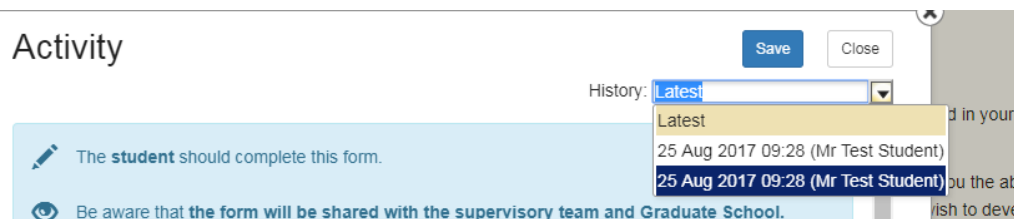What impact will this activity have on your PGR experience, say in 6 months' time?

On booked activities, the description of the activity will be auto-populated from the training provider's summary

To note: For DGS' and supervisors, the fields are all read only whether the researcher has booked onto an event or entered themselves

➢ [Click] on the ⊗ in the top right hand corner or Close to close the activity

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

➢ [Click] onto the activity title
➢ From the drilled down Activity page, [Click] on the History: Latest drop down box:

Activity
Save   Close
History: Latest ▾
Latest
25 Aug 2017 09:28 (Mr Test Student)
25 Aug 2017 09:28 (Mr Test Student)

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

➢ [Click] on the date you wish to review

The previous entry will now show. The History box will show the date you selected:

To return to the latest version:

> ➢ From the drilled down Activity page, [Click] on the *History:* drop down box
> ➢ [Choose] Latest

You will return to the latest version and the History: box will show Latest:

> ➢ [Click] on the   ⊗   in the top right hand corner or   Close   to close the activity

You will return to the Activity Log screen:

If a researcher has saved an activity or attended training with credits awarded the whirligig will have these added in (*note the darker blue area of the whirligig is now greater in image 2. as credits have been included*):

1.

2.
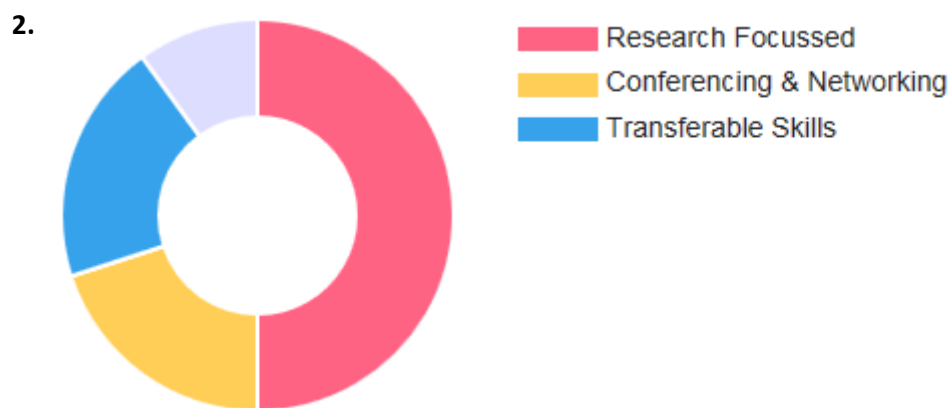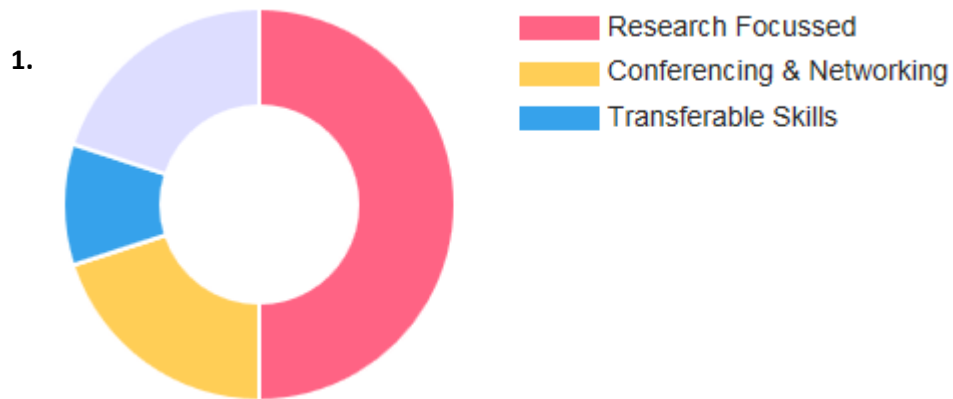
You can now review the activity by [Re-clicking] onto the link of any of the event detail fields: Date; Title/Summary; Credits or Type

15 Mar 18	Conference in London
10 Aug 18	**SkillsForge Test Event**

To Print a recorded activity:

➢ [Click] on the Print link

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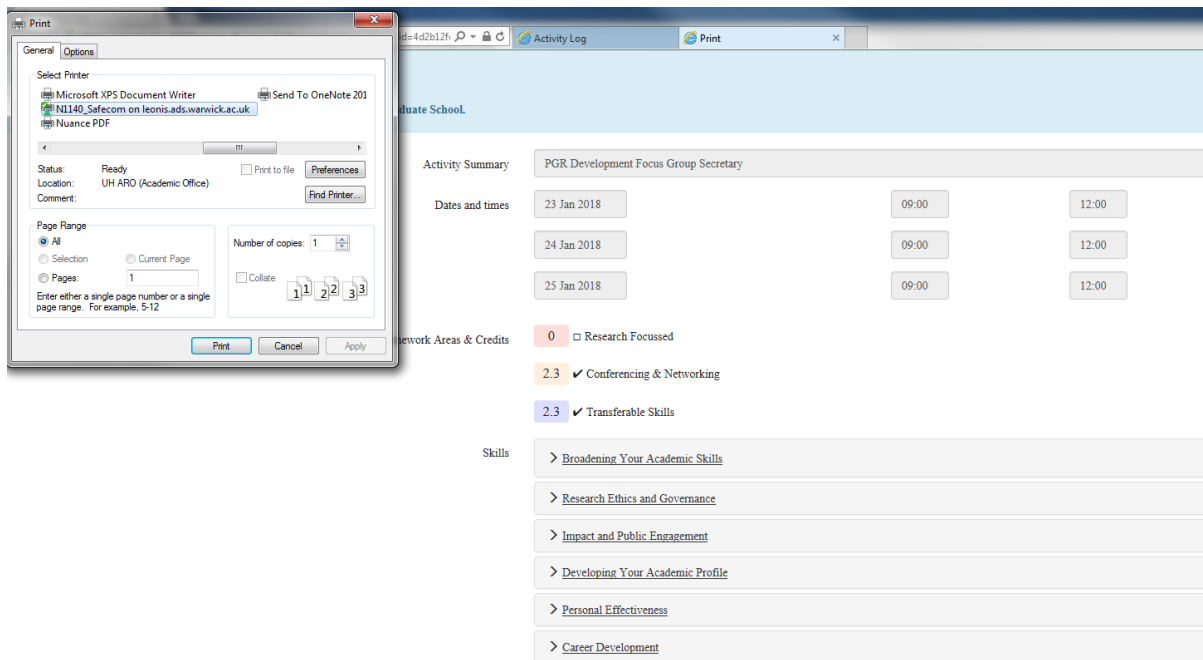
- ➤ To cancel the Print, [Click] on the *Cancel* button. To continue with the Print, [Click] your print button. You will then be taken to the Activity screen print page
- ➤ [Click] on the web page *X* in the navigation to close this page and return to the Activity Log web page:
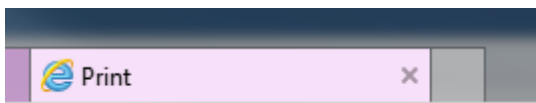
Activity Log Summary

You can view a researchers Activity Logs in summary by reviewing the Activity Log Summary Page. To do so:

- ➤ From the Professional Development Tab, [Click] on Activity Log Summary. The following page will appear:

Activity Log Summary

Showing Activity Log for: Student, Mr Test ▾

Oct 2016 / Sep 2017   **Oct 2017 / Sep 2018**

	Oct 2016 / Sep 2017	Oct 2017 / Sep 2018
Credit Target Met Status	Not Met	Not Met
Research Focussed	3	5.3
Conferencing & Networking	3	3.3
Transferable Skills	0	1

Key to Framework Credits

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

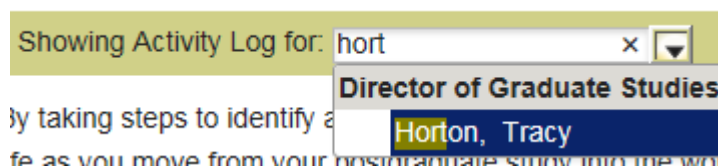| Part Time	Days	Hours	Credits
Framework Requirement	6 (6 hours per day)	36	18 (1 hour = 0.5 credits)
Research Focussed Skills	3	18	9
Transferable Skills	2	12	6
Conferencing & Networking	1	6	3

➢ [Click] in the drop down box *Showing Activity Log for:*

Showing Activity Log for: Student, Mr Test ▾

➢ [Click] on your 'researcher name' to load their yearly Activity Log

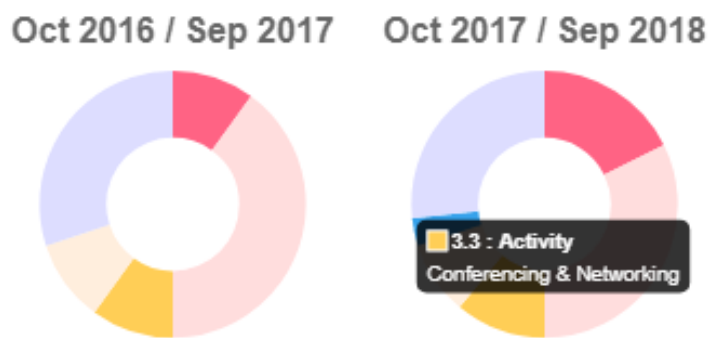*NB. The researchers in your department will automatically be loaded from SITS*

To note: If you are a member of a larger department there will be lots of names appearing. You can refine your search by typing the surname into the box as shown below:
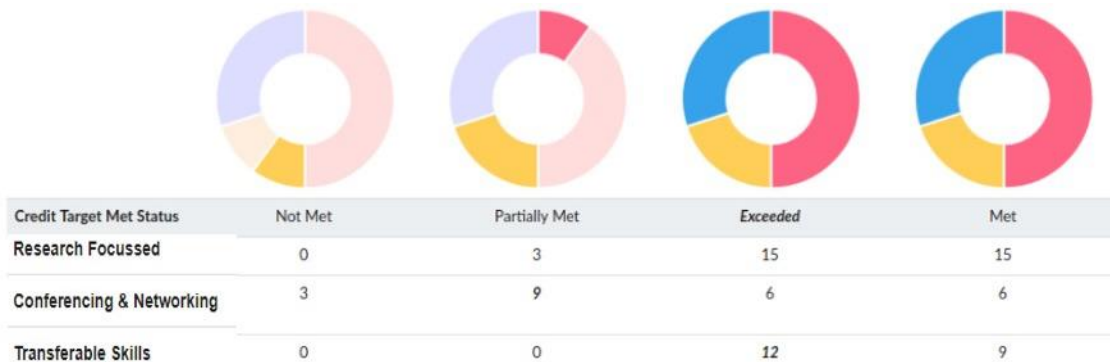
Showing Activity Log for: hort   × ▾

Director of Graduate Studies
Horton, Tracy

By taking steps to identify a
fe as you move from your postgraduate study into the wo

On this screen you can see:

1. A yearly whirligig for the researcher selected. The whirligig is locked at the minimum requirement of the framework and if complete, the researcher has undertaken the full ten days (expected minimum full-time equivalent or pro-rata accordingly);
2. Whether the researcher has 'not met; partially met; met or *exceeded'* the ten days. **NB.** *As a DGS you may like to see where researchers have exceeded skills activities in terms of hours and progression*
3. You can see the credits met in each section and in the 'Credit Target Met Status' the expected minimum numbers for the framework {i.e. Research Focussed (15)}

There is also a hover over facility in this section:

To note: where a researcher has more than one year, you will see multiple sets of information:

Credit Target Met Status	Not Met	Partially Met	*Exceeded*	Met
Research Focussed	0	3	15	15
Conferencing & Networking	3	9	6	6
Transferable Skills	0	0	12	9

To note: *Named departmental administrative staff will be given the ability to run reports on Warwick SkillsForge for your department researchers in addition to these pages*

Contact:

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