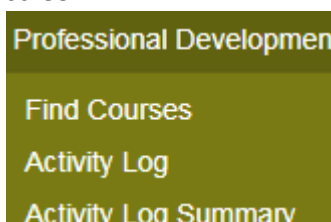


Warwick SkillsForge

Departmental Administration – Activity Logs

- **Sign in to Warwick SkillsForge**
- [Click] on Professional Development Tab in the upper navigation of the Warwick SkillsForge screen:



- [Select] Activity Log

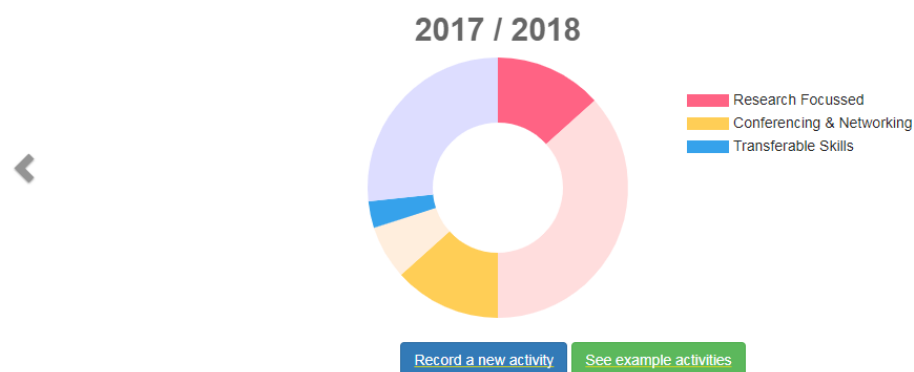
The following screen will appear:

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

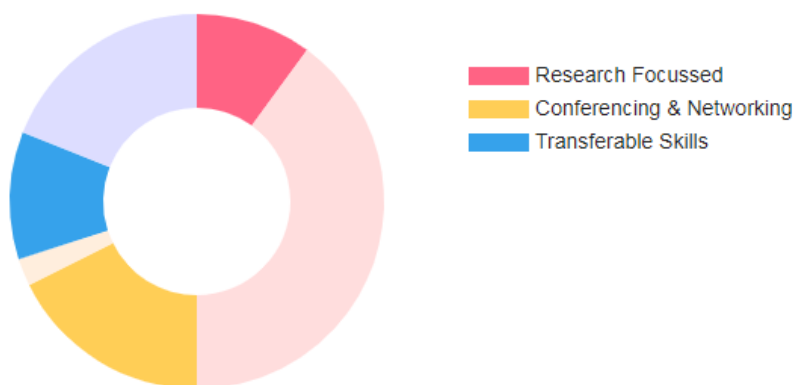
To note: If you have a large number of PG Researchers in your department you can start to type the surname into this box and it will refine the number of researcher shown NB. The researchers within your department will automatically be loaded from SITS

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 currently runs from 1st October each year; any items entered before this date will appear in the previous year

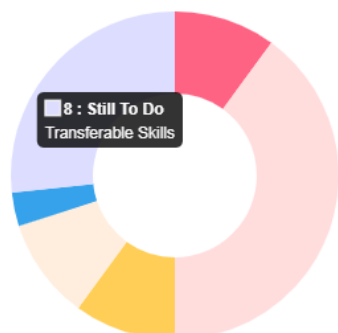
To note: For part time students the whirligig reflects a 60% (full time equivalent) credit load – [see key below](#)

2017 / 2018

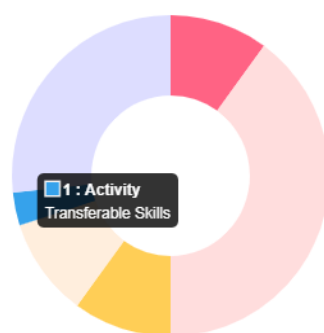


If you hover over each section it will note what credits a researcher has – e.g. Transferable Skills activity: 1 and the number of credits pending or still to do (8)

2017 / 2018



2017 / 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 for doctoral researchers:

This needs 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 you may also wish to guide your researcher about activities that you feel are most appropriate for their professional development

[See example activities](#)

➤ 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

[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 the researcher has 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 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:

Activity

[Close](#)

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:
25 Aug 2017 09:00 17:00
25 Aug 2017 09:00 17:00

Framework Areas & Credits:
3 Research Focussed
3 Conferencing & Networking
0 Transferable Skills

Skills:
> [Broadening Your Academic Skills](#)
> [Research Ethics and Governance](#)
> [Impact and Public Engagement](#)
> [Developing Your Academic Profile](#)

To note: For departmental administrative staff 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:

Skills

▼ Broadening Your Academic Skills

- ✓ Argument construction
- ✓ Communication
- Critical thinking
- Decision making
- Digital literacy

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

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?

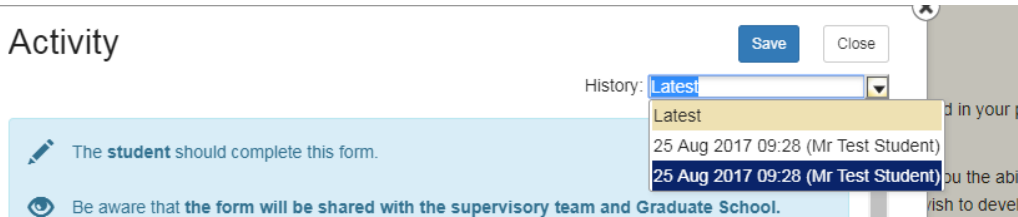
On booked activities, the description of the activity will be auto-populated from the training provider's summary

To note: For departmental administrative staff 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  to close the activity

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

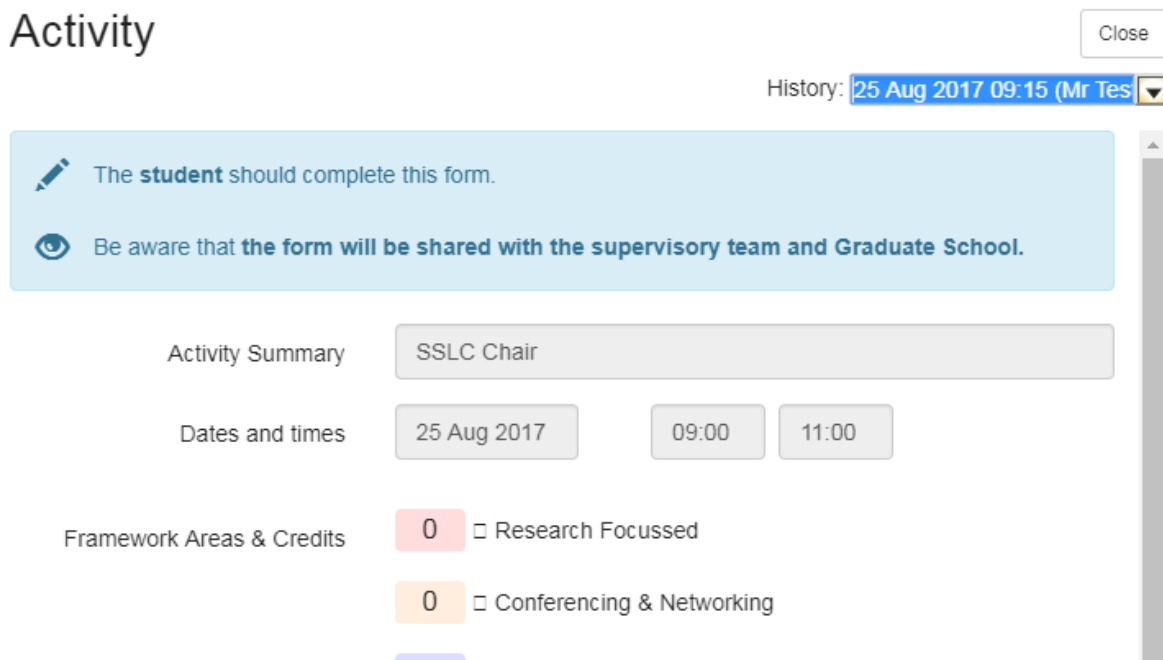
- [Click] onto the activity title
- From the drilled down Activity page, [Click] on the History: Latest drop down box:



The screenshot shows the 'Activity' page with a 'History:' dropdown menu open. The dropdown menu lists 'Latest' and two entries for '25 Aug 2017 09:28 (Mr Test Student)'. The 'Latest' option is highlighted in yellow, and the second entry is highlighted in blue. The page content includes a 'Save' button, a 'Close' button, and two blue boxes with text: 'The student should complete this form.' and '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:





The screenshot shows the 'Activity' page with the 'History:' dropdown menu now displaying the selected date and time: '25 Aug 2017 09:15 (Mr Tes)'. The page content includes a 'Close' button, a 'Save' button, and two blue boxes with text: 'The student should complete this form.' and 'Be aware that the form will be shared with the supervisory team and Graduate School.' Below the blue boxes, there is an 'Activity Summary' section with a text input field containing 'SSLC Chair'. Under 'Dates and times', there are three input fields: '25 Aug 2017', '09:00', and '11:00'. Under 'Framework Areas & Credits', there are two rows: '0 Research Focused' and '0 Conferencing & Networking', each with a checkbox.

To return to the latest version:

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

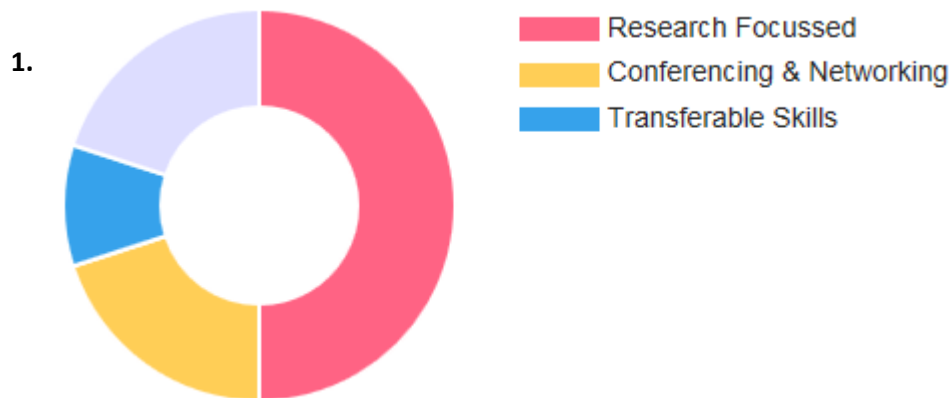
You will return to the latest version and the History: box will show Latest:

History:

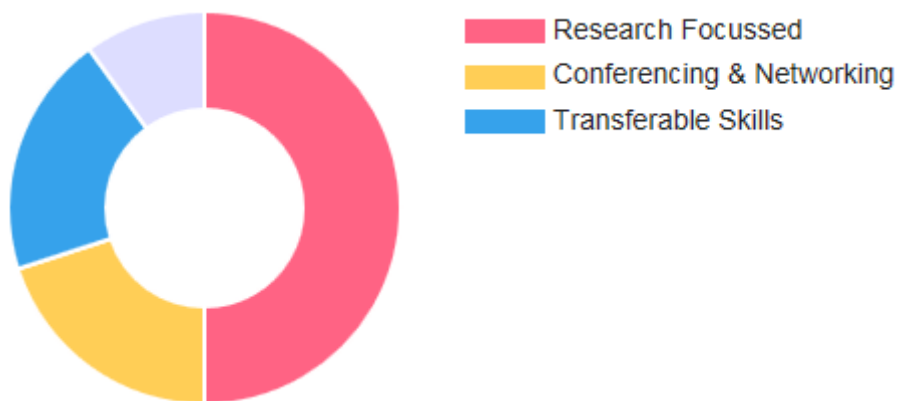
➤ [Click] on the  in the top right hand corner or  to close the activity

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*):



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](#)

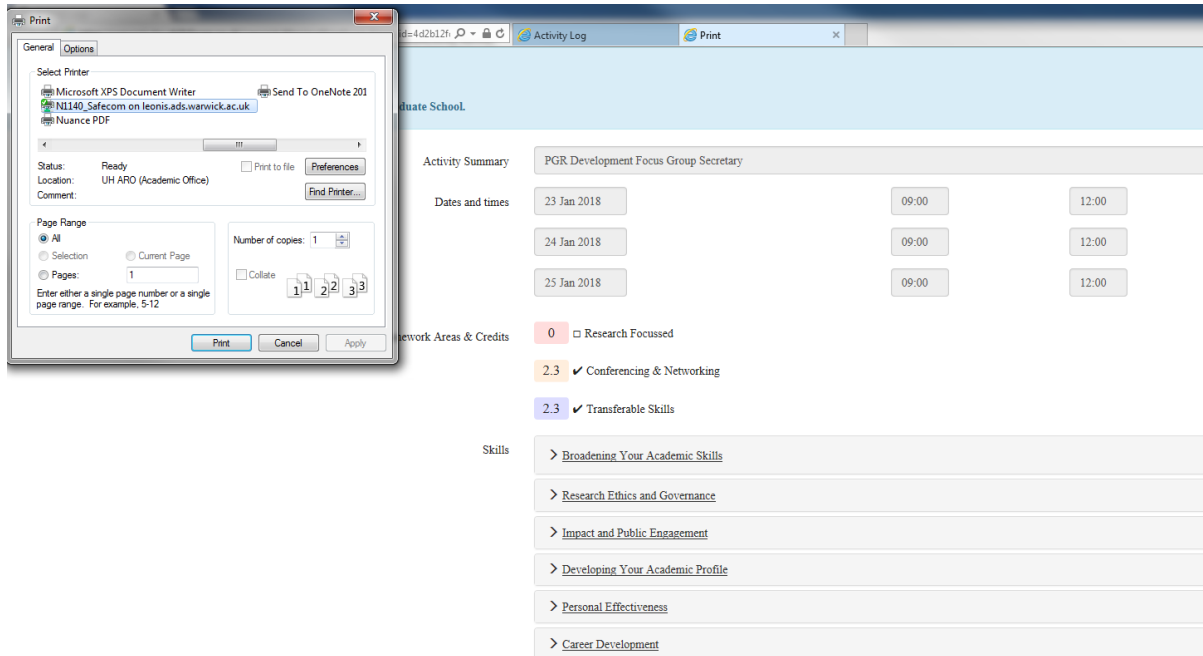
[10 Aug 18](#)

[SkillsForge Test Event](#)

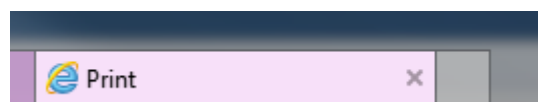
To Print a recorded activity:

- [Click] on the  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:

2017 / 2018



Credit Target Met Status	Not Met
Research Focussed	0
Conferencing & Networking	0
Transferable Skills	0

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:

- [Click] on the 'researcher name' to load their yearly Activity Log

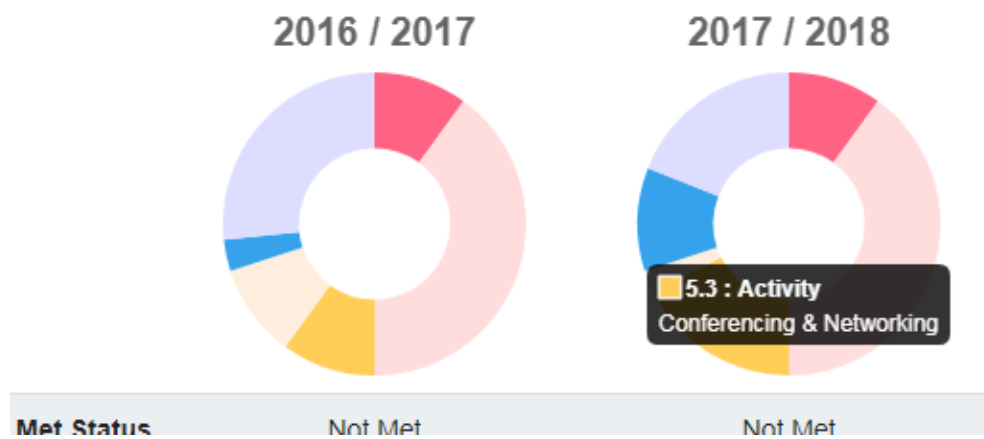
To note: If you have a large number of PG Researchers in your department you can start to type the surname into this box and it will refine the number of researcher shown

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

On this screen you can see:

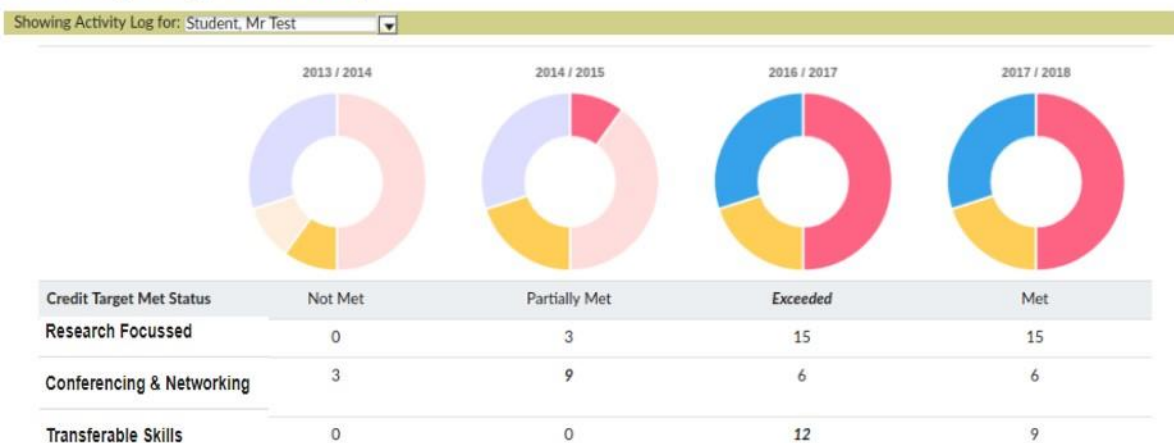
1. A yearly whirligig for the researcher selected. The whirligig is locked at the minimum requirement of the framework and if complete, the researcher has undertaken the full ten days (expected minimum full-time equivalent or pro-rata accordingly);
2. Whether the researcher has 'not met; partially met; met or exceeded' the ten days. **NB.** 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:

Activity Log Summary



To note: You will be given the ability to run reports on Warwick SkillsForge for your departments 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)**