Initial Audit of Training and Skills for Academic and Professional Development

This form prompts you to reflect on the training which you may need both to complete your degree and to prepare you professionally for your career after your degree. This should be completed with your supervisors; you should identify academic and professional training needs as well as a general plan for acquiring them. Your training needs and the schedule for developing yourself professionally and academically will change over time, and keeping track of this will be integral to the monitoring and progression reports which you and your supervisors will complete on a six-monthly basis during your degree.

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN THREE MONTHS OF THE START OF YOUR RESEARCH DEGREE PROGRAMME

Please refer to the guidance notes at the end when completing this form

Part 1 - Student Details

Date of Registration:

Student Name:  
Student ID Number:

School:  
Degree (eg PhD):

University email address:

Funding Source:

Part-time/Full-time:

Supervised Study Start Date:  
Supervised Study End Date:

Thesis Submission Date:

Months Completed:

Project Title:

Lead Supervisor:  
Other Supervisor(s):

Part 2 - Audit of Skills and Training

1. Please comment on the skills which you already have.
2. Please comment on which skills and training you think it would be useful to acquire (after discussion with your supervisors).

3. Please comment on any activities it would be important and useful for you to attend/participate in during the first year of your degree programme.

Office Use Only

Please note any training which may be needed but is not obviously available through the university at present:

Information passed to Research Development Unit:

Date:

Student record updated on: ..................... by: ................................. to indicate student’s skills and training needs have been audited.
Guidance Notes

THIS FORM MUST BE COMPLETED AND RETURNED WITHIN THREE MONTHS OF THE START OF YOUR RESEARCH DEGREE PROGRAMME

FAILURE TO DO SO MAY RESULT IN PROGRESS BEING RECORDED AS UNSATISFACTORY IN THE STUDENT RECORD

Part 1: Student Details
You should carefully check your details in Part 1 and notify the Postgraduate Research School of any inaccuracies or omissions.

Part 2: Audit of Skills and Training
This section should be completed by you, in consultation with your supervisors.

1. Please comment on the skills which you already have relating to your degree, both academically (for example, any relevant languages you may have) and professionally (for example, any experiences or training related to giving presentations). You should also comment on how you might wish to develop and improve these skills.

2. Please comment on which skills and training you think it would be useful to acquire for your academic and professional development (in consultation with your academic supervisors), not only to help you submit your thesis on time but also to help prepare you for your career after your studies. If possible, comment on how you might acquire these skills (for example, though a training course at the university’s Researcher Development Unit) and some thoughts on when you might most need to acquire these skills (for example, in your first year). Your supervisors will be able to advise you on this and, of course, this will change and develop over time.

3. Please comment on any activities (for example, a training course at the university’s Researcher Development Unit; a seminar series; conferences) which you and you supervisors think would be important and useful for you to attend/participate in during the first year of your degree programme.

Once complete, the student should save the document (remembering to keep a copy for their records) and then email a copy to their supervisors and the Postgraduate Research School.

Note: Information on any training needs which you may need but which are not currently available through the university will be passed to the Researcher Development Unit to see if there is sufficient demand, where feasible, to provide this training in the future. This may also allow the Researcher Development Unit to let you know that the training is available but not labelled in a way which would makes it clear. This could save you both time and expense.