

# Leeds Beckett University Induction Pathway Screenshots

## 1. Induction Essentials (Recommended in the First Few Days)

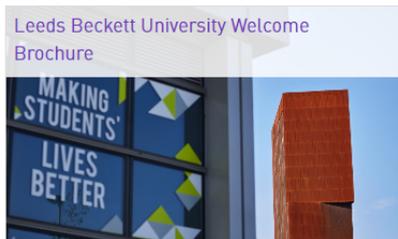
*In this first section new colleagues will find some key areas to explore in their first few days.*



### What information might help me in my first few days?

Whilst you should have received access to our welcome brochure in your offer letter before joining the university, now is a good time to revisit it as you begin to settle in to your new role.

Whether this is your first role in Higher Education or you have worked in the sector before, the guide will provide you with some useful information to help navigate the first few weeks.



### What will my local induction include?

One of the most important aspects of starting your new role successfully is what we call the local induction; the arrangements that your manager makes to help you settle in. Your manager should work through an induction checklist with you to ensure everything is covered.

This will include opportunities to get to know your immediate team and other key contacts within the wider team, the work of your school/service and the [strategic aims of our university](#).

A vital part of this process is having an Onboarding Buddy. This person will typically already work in the team and will work closely with your manager to take responsibility for some of the informal, more social parts of the induction. If you have not already been matched with a buddy, please have a chat with your manager about how this could work in your team.

Below is a copy of our template induction checklist, for information. It is likely this will be adapted to suit by your manager, dependant on your role, team and/or school/service.



### Where do I get my staff card from?

You can get your staff card from the IT Service Desks, located on the ground floors of the City and Headingley Campus libraries. The opening times are 9:00-17:00, Monday to Friday.

At Headingley Campus, the library is in the James Graham Building. At City Campus, the library is in the Leslie Silver Building. You can find both these signposted in the [campus map pdf](#).

### What essential training do I need to complete?

As a new starter you will have automatically been enrolled on a number of essential courses that relate directly to the nature of your role.

These can all be accessed via the MyDevelopment platform, either by clicking the link below or within the main 'My Development' tab option that is available in the main menu throughout the platform.

Please complete these courses as soon as possible as part of your university induction.

Our institutional completion rates for compliance related training are reviewed regularly via our Audit Committee, which oversees the processes in place to protect the university's information. This is supported by managers and Deans/Directors having access to compliance reports for relevant colleagues within MyDevelopment.

Most essential courses then have a 3-year re-train period from the date of initial completion - you will receive an automated notification email when a re-train is due.



## What induction sessions are available for me to attend?

Both our online and in person 'Welcome to Leeds Beckett' induction sessions form a vital part of your induction experience.

The online session, which we'd encourage you to attend as soon as you can, is an opportunity to understand more about our university's culture, structure and strategy, as well as promoting a number of benefits and services.

The session starts with a welcome talk from our Vice Chancellor, Professor Peter Slee.

Find out more and book on to an upcoming online session in MyDevelopment via the link below.

Please email us at [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk) if you have any questions about the online induction session.

### Book an on upcoming online session



*"The virtual induction session is a great information session for new starters. It gave me a better understanding of the University and it's vision and useful insight into the organisation."*

*"I thought it was one of the best inductions I have attended to get a clear overview of the various services and support from the University as well as an insight to the future strategies. It's clear there is a dedicated and passionate team behind every part to build a great community."*

## How can I meet other new starters and start to build my network?

The in person 'Welcome to Leeds Beckett: Connecting our Community' session is an ideal opportunity to meet other new colleagues from across all areas of the university. This session, ideally attended within your first six months, is lively, fun and a chance to network, share thoughts and experiences. We will be celebrating the diversity of LBU in terms of the roles we all have and the unique and individual talents we all bring to it. We will also look at some of the common things that unite us, such as our values and how we can develop these as part of one amazing LBU community.

Find out more and book on to an upcoming in person session in MyDevelopment via the link below.

Please email us at [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk) if you have any questions about the in person induction session.

### Book on an upcoming in person session



*"The session was an excellent opportunity to learn about and feel part of the wider LBU community and celebrate the diversity within the institution. The environment was relaxed, friendly and inclusive, and it was structured effectively to allow for informal conversations and connection."*

*"Excellent session - I really loved it. The content was fun, engaging and made me feel part of something very special. I loved exploring the LBU values as well as meeting people, networking, feeling part of a bigger team and learning more about what the University does."*

## How can I get IT support?

Beckett IT Essentials (BITE) has been created for all Leeds Beckett colleagues, from new colleagues to those who just want to brush up on their digital literacy skills.

The IT induction, which can be accessed via the link below, aims to help you get up to speed with how we do things here at Leeds Beckett, including terminology, named resources and tips and tricks.

If you need IT Support, please contact the IT Service Desk via the [IT Self-Service Portal](#), phone on 0113 81 22222 or in person at our City and Headingley Campus Libraries between 9:00-17:00.



## 2. Getting to know Leeds Beckett (Recommended in Week One)

Once they've had a few days with their team to better understand their new role, this section will introduce new colleagues to some of the resources and support available to help them get to know our Leeds Beckett community and explore our campuses.

### Where can I learn more about our university's structure?



You can find out more about the governance, leadership and structure that supports our university and [strategy](#) via the webpage below.

#### Our Leadership and Structure



### What are our university's core values?

**Ambition, Inclusiveness, Integrity, Teamwork, Pragmatism, Purposefulness**

Our values shape our culture, they give us clarity, consistency, and a common purpose. They help others know what to expect from us and are a touchpoint which helps to guide our interactions and decisions.

Watch the video below to find out more about our Leeds Beckett values.



Keep up to date with the latest resources, blogs and updates by visiting our [values webpage](#).

### How can I get to know our campuses?

Whether you are based on campus or spend most of your time working remotely, you may wish to take some time to get to know our campuses. There are a few of ways you can do this below.

You can view the Virtual Campus Tour or if you would like a guided tour around either of our campuses, you can book onto one of our student ambassadors led public guided tours.

Or if you would prefer to explore the university in your own time, we have created a short self-guided tour of each campus, highlighting points of interest and fun facts about our estate. The tours are designed to be accessible from smartphones and used on the go.

#### Virtual Campus Tour



#### Book a guided tour



#### Headingley Campus self-guided tour





## Where can I get food on campus?

We have a number of food outlets available on both campuses, including Beckett Kitchen, Tiki Cafe and Carnegie Cafe on Headingley Campus and Beckett Kitchen, Cafe Gaia and Cafe 1846 at City Campus. You can find all these signposted in the [campus map pdf](#).

You can also visit our Beckett Food webpage below to find out more, including opening times.



## What about parking and getting between campuses?

Our Ways of Working webpage below includes current information about parking on campus and travelling to and between campuses.

This webpage will be regularly updated with the latest information and developments connected to ways of working at the university.



## Where can I find answers to my HR-related questions?

Our Colleague Essentials webpage signposts a range of information that we hope will help to answer many of your HR-related questions. This includes guidance on using iTrent Employee Self-Service to book leave, for example.

We also have our Managers' Essentials webpage, which contains essential information, resources and links for colleagues who manage a team.

Whilst HR works closely together as one service, colleagues within HR form a number of distinct teams. You can find out more about each team, including who they are, what they do and why you might need to contact them, via our [Meet the Team webpage](#).

Colleague Essentials



Managers' Essentials



## What about Equality, Diversity and Inclusion?

We ensure our university community is a place where everyone feels respected, valued and supported to achieve excellence.

Here at LBU we strive to create a vibrant, ethical and sustainable working and learning environment that celebrates diversity and promotes inclusion. Having a 'Community of Great People' is key to all our future success and we want this to be reflective of our university life. Find out more about our current work around Equality, Diversity and Inclusion via our [EDI website](#) below.

As a starting point, we ask that all colleagues complete our [Introduction to Equality, Diversity and Inclusion online course](#) as one of our core essential modules. We also have a range of other EDI related courses available in our [course catalogue](#).

EDI Activity at Leeds Beckett



### 3. Support for your Role (Recommended in the First Month)

This section of the LBU Induction Pathway provides information about some of the services and teams who offer development opportunities and support.

#### How do I identify what development is right for me?

Whilst this highlights the wide range of development opportunities that are available to colleagues at Leeds Beckett, it's important to note that any development that is needed and relevant should first be discussed with your manager, as part of your induction/probationary period conversations.

Then, going forward, your Performance and Development Review (PDR) conversations should also focus on development needs and career aspirations, in addition to objectives and feedback. Find out more about PDRs at Leeds Beckett via our PDR webpage below.



#### What development is available for colleagues?

The People and Organisational Development (POD) webpages detail a range of development opportunities to stretch and support you at different stages of your career, whilst also offering support and information on wellbeing, engagement and performance.

We have our open programme of sessions and a growing catalogue of elearning courses, all available within this MyDevelopment platform, plus access to leadership events and programmes and 1-to-1 [coaching](#) and [mentoring](#).

For more information email [POD@leedsbeckett.ac.uk](mailto:POD@leedsbeckett.ac.uk)

#### I'm an academic colleague, what teaching support is available?

The Centre for Learning and Teaching (CLT) supports colleagues to research and develop academic practices. CLT's three teams, the Developing Excellent Academic Practice team, the Centre for Research into Teaching in Higher Education, and the Educational Enhancement Unit work together to provide inclusive opportunities for all to engage in learning and teaching research, innovation, collaboration, support, professional recognition and enhancement.

The [Developing Excellent Academic Practice \(DEAP\) team](#) offers colleagues who are supporting learning and teaching across the University, the opportunity to develop themselves, their practice and their courses, through our Educational Development Programme.

The [Centre for Research into Teaching in Higher Education \(CRTHE\)](#) can offer resources to support pedagogic research initiatives, workshops, advice and funding for projects related to teaching.

The [Educational Enhancement Unit \(EEU\)](#) provides advice, consultancy and guidance on flexible pedagogic design for the fully online and blended environment and works with course teams to create bespoke, specialist, online learning and teaching material including video, audio, animations, graphics and immersive and interactive learning resources.

To get you started, CLT offer a regular opportunity to attend an 'Introduction to CLT' session, where you can find out in more detail about the support, resources and development opportunities we provide to support your teaching development. You will be guided through the resources available and the wide variety of educational development sessions you can access throughout your time at Leeds Beckett. Upcoming session dates can be found in the [Educational Development Programme](#).

If you cannot make one of the organised sessions, but would still like to chat to a member of the team, please email [clt@leedsbeckett.ac.uk](mailto:clt@leedsbeckett.ac.uk).



## What support is available if I'm using MyBeckett and assessment tools in my role?

Whilst all colleagues who want to find out about MyBeckett (the University's virtual learning environment and portal) are welcome to get in touch, the Digital Learning Service's typical audience is colleagues in academic or academic support roles (for example, Academic Service Managers and Course Administrators).

Further information, plus a range of guides and resources, can be found on our Teaching and Learning Resources website below.

You can also view and book on the upcoming training sessions via the [Digital Learning Service training link](#).

The training offer includes a monthly staff induction session, which provides an introduction to Digital Learning Service. Other training topics covered range from getting started with MyBeckett to the use of integrated assessment tools such as Turnitin and PebblePad.

If you would prefer to work through the training materials at your convenience, you can access a range of self-paced training modules via the All Staff Community in MyBeckett.

Finally, look out for our MyBeckett newsletters, which aims to keep colleagues updated regarding planned system upgrades, known issues and processes such as module releases and archiving.



## As an academic colleague, how do I access opportunities to engage in research and enterprise activities?

The Research and Enterprise Service is here to help academics in all Schools access opportunities to engage in research and enterprise activities.

To find out more, you can watch a short introduction video about Research and Enterprise below -

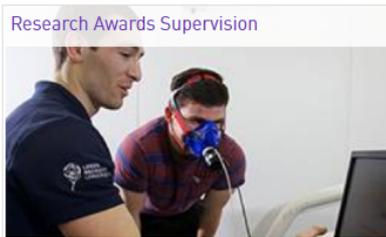


An induction roadmap and video overview of the development and training programme are also available below.



## I support research students in my role - what support is available to me?

The Graduate School assists and advises colleagues in supporting their research students throughout their studies. In doing so they offer a comprehensive set of workshops for academic colleagues who wish to become supervisors, as well as those who currently supervise research students. Find out more via the Research Awards Supervision link below.



## Where can I find an overview of the development opportunities that are available?

As you'll see from the information above, a number of areas across the university offer development and training opportunities, specific to skills, systems and/or roles.

By also bringing this development together in one place, on the Development and Training website, we hope to ensure that you can easily access the development you feel you need going forward.



#### 4. About our Services (Recommended in the First Couple of Months)

This section of the LBU Induction Pathway provides information on some key service areas and explains how and why colleagues might use or work with them.

##### Where can I get support for my wellbeing?

The university has identified four key themes of wellbeing – physical health, mental health, financial wellbeing, and environment/community.

We all have these aspects of wellbeing; they are dynamic and can change over time. Our wellbeing initiatives, which you can find out more about via our wellbeing webpages, below aim to help members of our community to stay well, to thrive, and to know that support is available should they need it.

There's also a link to our Employee Assistance Programme, via Health Assured – a 24/7 helpline for colleagues, accessed by calling 0800 0280199 – as well as information about the University Mental Health Charter.



##### What exercise facilities are available at the university?

Sport & Active Lifestyle gives our students and colleagues the facilities, expertise and support to participate in their chosen sports or activities.

You can access the fitness facilities on both Headingley and City campuses, including different classes, swimming pool, strength and conditioning suite, tennis centre and squash courts, with a discounted monthly membership, deducted from your salary.

Use this Staff Sport Membership link below to become a member or email [sport@leedsbeckett.ac.uk](mailto:sport@leedsbeckett.ac.uk) for further information.



##### Who are our recognised trade unions?

All colleagues at Leeds Beckett have the right to join a Union to help protect their interests at work. The trade unions at Leeds Beckett work on behalf of all employees to ensure fair working practices.

UNISON is the recognised trade union in the University for Professional Services/Support colleagues.

UCU is the recognised trade union in the university for academic colleagues.

You can find out more about Unison and UCU via our '[About our Trade Unions](#)' webpage.

##### What services are available to support our students?

Library and Student Services play a key role in the student and staff experience. Student Services are dedicated to ensuring our students get the most from their time at university and we recognise that the overall wellbeing of our students is at the core of this ambition.

They provide a range of initial advice and guidance for students, colleagues, and visitors, online and within our Student Services Centres, as well as a range of services to those student who require more specialised support. They also help organise student Welcome & Induction and coordinate student surveys, including the National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES).

Our Student Services teams -

- Student Advice
- Disability Advice
- Student Money
- Student Wellbeing

In supporting School and Professional Services colleagues, Student Services provide expert consultancy in all of the above areas. For further information, advice or support, visit our [Student Services colleague pages](#) or contact [studentadvice@leedsbeckett.ac.uk](mailto:studentadvice@leedsbeckett.ac.uk).

Information about My Hub, the platform that links students and graduates to Students Services, is also available below.



## What support is available via our Library Services?

Our Library team support the teaching, learning and research needs of the university community. Staff and students have access to libraries on both campuses and thousands of online resources via our website. Each School has a team of Academic Librarians who are your main contacts within the Library.

The Library also manages and provides support and training for a number of university-wide systems, including MyBeckett, Skills for Learning which supports student academic skills development, and the university's research management system and repositories. There are specialist teams supporting research, distance learners, students with disabilities, archives and providing copyright advice.

To find out more, you can watch a introduction video about the Library below -



For more information please visit our [website](#) or email [library@leedsbeckett.ac.uk](mailto:library@leedsbeckett.ac.uk).

#### Library Services Webpage



## What support is available to help students with their employability?

Business Engagement and Beckett Careers is a central service which is focused on bridging the gap between university and employers/the skills agenda regionally, nationally and internationally. As a central service we are fundamentally a gateway into the University and our team works across professional service departments and all of our academic Schools and subject disciplines.

Find out more about the 4 strands of Business Engagement and Beckett Careers in the document below.

#### Business Engagement and Beckett Careers



## How can I find out about our quality assurance framework?

Quality Assurance Services (QAS) provides advice, staff development and support for schools in maintaining academic standards, assuring the quality of our courses and enhancing the academic experiences of our students through the delivery of a flexible and proportionate quality framework.

Our quality assurance activities are underpinned by the Academic Regulations, which all staff and students/apprentices are required to follow. We have produced a number of factsheets and guidance material that is available through the regulations website that summarise the key elements of our regulatory framework.

Colleagues and students/apprentices can access the Academic Regulations through the [main Leeds Beckett website](#). QAS also has an [internal webpage](#) with a range of additional resources for staff. Please email [QAS@leedsbeckett.ac.uk](mailto:QAS@leedsbeckett.ac.uk) for further information.

## I'm a budget holder or will be purchasing goods/services as part of my role - what do I need to know?

Our Finance online course provides an introduction to who does what in Financial Services and an overview of our university's financial planning and control framework. The module includes an outline of the structure, Financial Strategy, income and expenditure plus an overview of the 3 teams in Finance – Financial Planning and Reporting, Operations and Procurement. It is recommended that all managers, or anyone who will be involved in purchasing goods or services as part of their role, reviews the course.

We also have a number of other finance courses available via MyDevelopment. These courses, developed by the Procurement Team and to be completed as required dependent on your role, cover a range of finance systems and processes. This includes guidance on our Agresso Self Service system, which enables orders for goods and services to be placed online, and guidance for purchase card holders.

Our University's Financial Regulations and Procedures provide instructions to all colleagues in the operation of responsibility and controls on income, expenditure, and financial plans. Even if you are not primarily involved in financial administration, the [Financial Regulations](#) are relevant to you. In particular, all colleagues should read sections B13-14, plus B17 regarding declarations of interest.

The full set of Financial Regulations and Procedures can be accessed via the link below.

Finance Online Course



Other Financial Services Courses



Financial Regulations and Procedures



## Do we have LBU brand guidelines and templates?

External Relations have developed a content hub, which provides all the information you need to create effective content that helps to build the Leeds Beckett brand. This includes our brand guidelines, a range of self-help assets, guides and tools for you to use as required and guides around accessibility, style and web content.

Click the link below to access our Content Hub.

Marketing Self-Help



## What do I need to consider if I use social media?

Social media sites can provide a positive and useful way to keep in touch, share and access information. However, they are also a number of risks associated with the use of social media.

It is important that all colleagues are aware of the university's policy on the use of social media, which includes information on the use of social media for work purposes and for personal use. We also have a short module available that aims to provide an understanding of the university's policy.

The intention of the policy and online training module is to provide you with some helpful guidelines, not to infringe on personal or academic freedom.

LBU's policy on the use of social media



Social Media course



## What are our Registrar and Secretary's Office responsible for?

The Registrar and Secretary's Office has a broad range of responsibilities from; managing the work of the Board of Governors, Academic Board and other executive committees to legal services across the university, managing institutional policies and information governance, visa compliance and student casework as well as the Student Registry and Graduate School administration.

Find out more about the separate teams that make up the Registrar and Secretary's Office via this [overview document](#).

## How do I book a room on campus?

You can now use the CMISGo self-service system to book rooms and classrooms for internal meetings and events. The system allows you to check room availability in advance and book rooms based on capacity, AV Equipment, accessibility and layout.

Rooms can be booked for a maximum of one day, from Monday to Friday, 09:00-18:00.

The [central Timetabling team](#) is responsible for room bookings and the delivery of the university's timetable for teaching and examinations

Please note that events that are out of office or involve external speakers will still need to be booked by the [central Timetabling team](#).

Booking a room



## Who looks after our campuses?

Our Estates and Facilities service, which includes Campus & Residential Services (CARES), provide a wide range of essential services that contribute to the efficient running of our university and campus.

If you notice something around campus, such as issues with power or lighting, changes to signage or would like help with room set up, confidential waste collection or cleaning you can make a maintenance request. If you need to log such a request you can use the [online helpdesk system](#). Alternatively you can contact the Helpdesk on x28585 or via email at [MaintenanceHelpdesk@leedsbeckett.ac.uk](mailto:MaintenanceHelpdesk@leedsbeckett.ac.uk).

You can find out more about our CARES via the Introducing CARES booklet below. This includes booking hospitality for meetings and events.

And don't forget, you can contact Security 24/7 on 0113 812 4444 if needed.

Online Helpdesk System



Introducing CARES



## 5. Final Induction Check-In (Typically within the First Six Months)

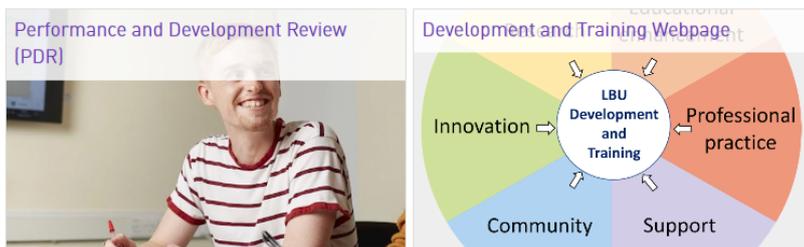
*This final part of the LBU Induction Pathway provides an opportunity for colleagues to review their induction so far and identify what else they might still need to cover.*

### I am nearly at the end of my induction - what happens next?

If you have not had a Performance and Development Review (PDR) related conversation yet, to discuss what your objectives and expectations are, you should have this soon. Talk to your manager about this in the first instance. You can find out more about PDRs via the PDR webpage below, which includes a range of resources and guidance to help you prepare for your PDR conversation.

PDRs also focus on development needs and career aspirations. We highlighted the Development and Training website back in the 'Support for your Role' section of the Induction Pathway, towards the end of your first month. The website brings together the development and training available across the University.

This is just a reminder about the website and the wide range of development opportunities and support available to you going forward. Don't forget to keep reviewing the website as and when the need arises or to check for new opportunities that get added.



### What if I have a HR-related question going forward?

The Colleague Essentials and Managers' Essentials webpages could be useful going forward to help to answer your HR-related questions.

If the answer to your question is not available there, our [HR website](#) has further information, including the [Meet the Team](#) page for details of who to contact.

Colleague Essentials



Managers' Essentials



## What about my local induction?

If you've been working through an induction checklist/plan with your manager, how is this going?

Is there anything that you feel hasn't yet been covered or that you would like to still find out more about? If so, please discuss this with your manager.

Have you completed all your [essential courses](#)? If not, now's a good chance to ensure you're all up to date.

## Induction Feedback

Congratulations - that's the end of your induction pathway! We hope you've found it useful.

Once ready, please complete the [short induction feedback form](#). Submitting your response will mark your LBU induction Pathway as complete.

You can revisit the induction pathway and any of the sections/content at any time via your [My Development record](#).

