

Research Training Programme

Section One

RESEARCH TRAINING PROGRAMME (RTP)

It is recognized that postgraduate research study is both challenging and demanding. Today, a research student is expected to gain the skills needed to become a competent researcher in the chosen discipline and at the same time develop a range of transferable skills which will broaden their future options in the workplace. The RTP aims to do that through offering a range of development opportunities, which you will attend, participate and learn from. The outcome and impact from these activities will be reflected on and collected in the form of an E-Portfolio and ultimately through the production of the thesis.

The RTP is compulsory for all full time/part time research students studying on and off campus. This includes, MPhil, PhD and Professional Doctorates. Research students studying a Master of Research will not be expected to undertake a separate RTP as this particular programme has a proportion of research training included.

The RTP offers a range of workshop and seminars, generic and subject specific designed to develop your skills as a research student. Based on [Vitae's Researcher Development Framework](#) we have mapped our development provision to the four domains, (A) Knowledge and intellectual abilities, (B) Personal effectiveness (C) Research Governance and Organisational (D) Engagement, Influence and Impact. You will find workshops and seminars at School, Faculty and University level and a wealth of online provision as well as opportunities to attend internal/external conferences.

HOW LONG WILL IT TAKE?

As you develop your skills your needs will change and this will be reflected as your progress through the programme of study. Therefore, it will be expected that you will be continuing with the RTP until you reach the 'writing-up phase'. However, you must have completed the RTP prior to the Viva voce examination. Your completed RTP should be submitted to your Director of Studies for assessment and review.

HOW TO GET STARTED: RESEARCH STUDENT SKILLS AND DEVELOPMENT TRAINING NEEDS ANALYSIS (TNA)

Your research is unique and as such your skills development will be individual to you. There is no right or wrong approach but to help you understand your strengths, weaknesses and development needs a Training Needs Analysis (TNA) will be undertaken within the first month mostly likely at the first meeting with your supervisor(s). You will have already had an introduction to the RTP at the

University Induction so you should have some ideas of about the types of training and development activities available.

The TNA covers the four broad domains of the Researcher Development Framework. In completing the TNA you need to analyse whether you think;

- you already have the particular skills
- areas where you think you need more development
- and new skills required

Your current skills level should be assessed to indicate gaps using a rating scale from 1 to 3 (1 indicating no skill to 3 very confident). The development needs should then be rated by priority, for example, low, medium or high.

NEED FURTHER HELP

As well as talking to your supervisors there is a Student Development Officer within the URO who can provide general advice. The Vitae website on skills training might also be useful. Vitae have developed 'lenses' to help researchers focus on particular themes when identifying their skills training needs. To date these themes include 'getting started, leadership, enterprise, intrapreneurship, teaching, engineering, employability, mobility and information literacy'. For further information about these lenses please see <http://www.vitae.ac.uk/rdfenses>.

COLLECTING EVIDENCE TO SUPPORT YOUR DEVELOPMENT

Your TNA is the basis of your development and training. The next stage is to develop a means to record, evidence and reflect on of the training and development opportunities you have undertaken. A reflective diary is a personal account of your research process, your responses to information received, and records of ideas you may have considered. It becomes a portfolio, E-journal (accessed via Pebble Pad) or source document of your experiences and achievements, both positive and negative. It may contain useful information such as:

- Reflective notes to remind you of conversations with other researchers
- Attendance dates and materials from a workshop/conference along with your notes and opinions of what you have learnt
- Extracts or cross reference to research work
- Mind mapping notes on a specific issues
- Presentation or copy of a poster given and any feedback

Therefore, it should contain a record of your thoughts, experiences and feelings about your research work as it develops and not just a list of facts. The portfolio, E-journal or source document might also include reference to planned activities arising out of this experience or provide solutions to specific problems you have encountered previously.

REVIEWING YOUR DEVELOPMENT

Your plans and activities should be regularly reviewed by you and your supervisors because your needs will change the further you progress into the programme of study. The portfolio, E-Journal will develop over the course of your research degree programme into an excellent reference point,

demonstration of your competencies and the skills gained and a major resource for crafting your Curriculum Vitae for the future.

WHERE TO FIND TRAINING AND DEVELOPMENT OPPORTUNITIES

The University provides an array of development and training opportunities. The RTP has been developed to equip you with the skills and competencies required to complete your thesis. Online training provision is delivered through MyBeckett and includes the Research Masters Skills Programme package from Epigeum.

Complementing this you will find training offered to you by your own faculty and from our central departments. Our Library's Skills for Learning website(<http://skillsforlearning.leedsbeckett.ac.uk/>) includes a range of resources and supporting workshops and our Enterprise and Careers departments offer training through MyHub (see below).

MYBECKETT

MyBeckett (formerly X-Stream) is the University's virtual e-learning environment and is available from the Leeds Beckett homepage. You will be able to access your email account and your personal storage area on our University IT servers. Additionally, upon enrolment the URO will add you to the 'Research Training Programme' which appears on Module tab. Here you will find workshop materials, announcements (call for papers, conferences and external training opportunities) and our online training, including Epigeum.

MYHUB

All training offered by the URO must be booked through MyHub. You can login at <https://myhub.leedsbeckett.ac.uk/students/login?ReturnUrl=%2f> using your username and password. Please note that staff members who are also studying must log in as a student for the research related workshops to be visible. Also, our attendance policy requires that you cancel any training you have booked but are no longer able to attend 48 hours in advance; otherwise your faculty may be charged.

VITAE

Vitae are an international programme managed by CRAC (the Careers Research & Advisory Centre) which, in partnership with a number of agencies, works to support the skills development of researchers in the UK. The resources available are aimed at research staff and students. In particular it introduces the Researcher Development Framework and details how it can be utilised to its best effect. There is also general advice on studying for a doctorate and how to access further support, an online member community and details of any events held by Vitae. To access the resources you need to sign up using your University email address.

PEBBLEPAD

PebblePad is an innovative 'personal learning system' that can help you plan, record and reflect on all aspects of your Research Studies. Whether you need to undertake a Training Needs Analysis, record the details and outcomes of your supervision meetings, keep a record of your publications, or ultimately produce a portfolio to help with onward employment, PebblePad can help you progress

your studies. This powerful tool securely holds your private data in an institutional account, but allows you to easily share information in a variety of ways. And the best bit - when you have finished your studies you can take your PebblePad account with you for free, for life, allowing you to draw upon it in your future career CPD activities.

To access PebblePad, in a web browser go to <http://www.pebblepad.co.uk/leedsbeckett> and log in with your university username and password. Help and information on using PebblePad can be found on the Learning Systems Help pages: <http://learningsystems.leedsbeckett.ac.uk>.

PORESO

PORESO is the postgraduate research students' organisation of Leeds Beckett University. With a dedicated membership of 160 research students from across the university, it also provide events and details of networking opportunities to over 700 student researchers from the various faculties. Find them on Facebook and Twitter https://twitter.com/PORESO_lbu

CAREERS

In addition to developing your research skills, you should be thinking about your future. The Employability & Progression team is here to help you enter and succeed in student and graduate employment by combining an Employment Agency (Job Shop), a Careers Advisory Service and an Employer Engagement team into one. They can help you with making career choices (including careers within and outside of academia), find temporary employment whilst studying, meet graduate employers and access graduate vacancies, and prepare for applications, interviews and assessment centres. They offer a wide range of online careers resources, including information developed specifically for research students. They also offer support for up to 5 years after you have left Leeds Beckett. You can find out about careers workshops and employer events/fairs happening on campus, book individual careers appointments, and access careers resources by logging onto MyHub – myhub.leedsbeckett.ac.uk