Undertaking CPD at SHU

CPD Needs Analysis and Development Planning

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Development needs analysis is best undertaken alongside a framework of the knowledge, behaviours and attributes of excellent practitioners. For teaching staff this would usually be the HEA UK Professional Standards Framework (www.heacademy.ac.uk/assets/documents/ukpsf/ukpsf.pdf). For researchers, SHU is moving to adopt the Vitae Researcher Development Framework (www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf). These frameworks are tools that can enable you to produce a bespoke personal development plan. They will help you to analyse your career development needs by identifying strengths and areas for future development.

Accessing CPD

Academics and PGRs will engage in CPD in many different ways throughout their careers: formally as part of an accredited activity, very informally through opportunities in routine daily activities, and beyond local teams in external teaching and research communities. The Academic CPD website is a ‘one stop shop’ portal which will enable you to identify and access relevant development opportunities, as well as providing a growing repository of useful CPD materials.

https://portal.shu.ac.uk/sites/ACPD

Recording CPD

Many professional bodies require evidence of ‘remaining in good standing’ - typically this involves completing and recording a minimum of c.30-35 hours per year of effective learning time. Requirements for early career practitioners can be double that. Sheffield Hallam also expects evidence of CPD to be presented at appraisal/supervisory meetings.

SHU academics and PGRs are responsible for maintaining their own records but are encouraged to use an appropriate IT system, either one provided by their professional body or by the University (e.g. the RDF Planner for researchers, or another licenced ePortfolio facility).

Continuing Professional Development (CPD) is the ongoing updating of knowledge and skills related to professional occupations. For academics this involves teaching and/or research practices, as well as more general personal development.

This leaflet introduces and provides information on the CPD opportunities available to academic staff and postgraduate research students (PGRs) at Sheffield Hallam University. Colleagues in wider learning support roles may also find it of interest.

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The QESS CPD scheme establishes a strong and systematic connection between the provision of professional development opportunities, appraisal and peer review. The **CPD at SHU Programme** itself is one opportunity to engage with a range of events from both providers at the University and external speakers. The programme is informal and offers space to explore new perspectives on teaching and learning, to develop new classroom skills, to engage in conversations with other SHU staff and generally support career development.

The **Professional Recognition Scheme** supports all academic and learning support staff in achieving recognition for the high quality of their practice. The scheme is accredited by the Higher Education Academy (HEA) and conforms to the sector-owned UK Professional Standards Framework (UKPSF). Staff can now attain HEA Associate Fellow, Fellow and Senior Fellow status through internal accreditation, and Principal Fellow through direct application to the HEA.

There is a range of online resources available to support both staff new to teaching and colleagues who wish to develop their existing practice:
- **Teaching Essentials**: a single place to access learning, teaching and assessment (LTA) resources
- **Online Epigeum** courses are or will soon be available on: university teaching and teaching online
- **HEA New to Teaching** toolkit

HR offer a series of personal effectiveness courses through the **Developing Yourself** suite, covering communication, organisation and influencing skills. **Leadership and Management Development** is offered to those in, or looking to progress into, teaching or research roles which involve formally leading a unit (team/research group/centre/department). A series of online support guides from **Pansophix** are also available.

Information is also available through the HR intranet about the University’s appraisal process, including how to get the most out of your academic appraisal, personal development and career planning.

**Other Development**

CPD support for academics and PGRs is also provided by a number of other directorates within the University, such as the Library, Careers, Finance and the Secretariat. This includes learning, teaching and research support; and courses on supervisor development, PhD examining, budget management and how to become a professor.
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https://portal.shu.ac.uk/sites/ACPD/ltd

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**Learning and Teaching Development**

**Researcher Development**

RIO and the Graduate Studies team co-ordinate a range of development activities for researchers.

For staff and PGRs the SHaRD (Sheffield Hallam Researcher Development) Programme consists of a suite of development offerings under the broad themes of: research methods, research skills, communicating research, managing research and career management.

For PGRs there are also PhD skills workshops, a career management programme and compulsory research ethics training. Many research methods courses are delivered across and between faculties, whilst the MRes in Social Sciences (with qualitative and quantitative research methods modules) can be accessed by a wide range of PGRs. PGRs are also encouraged to access appropriate QESS (Researchers who Teach) and HR staff development courses.

Online **Epigeum** courses are or will soon be available on: research integrity, research leadership, statistical methods for research, and supervising doctoral studies. There are also eight PGR-specific Epigeum modules (research methods, research ethics, project management, managing your supervisor/PI, intellectual property, getting published, conference presenting and networking, and career planning).

https://portal.shu.ac.uk/sites/ACPD/rd

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