WHAT’S COMING UP IN AUTUMN 2018

INTENSIVE INDUCTION FORTNIGHT SEPTEMBER 2018

The Oxford Centre for Staff and Learning Development (OCSLD) have pleasure in offering an induction programme for new colleagues who have recently joined us or start in September 2018. The programme will take place in weeks commencing 3 and 10 September so those who teach will have the opportunity to attend before the start of the first semester.

Please note that you will be invited to attend the Welcome to Brookes, DSE and Health and Safety sessions. All the events are being held at the Headington Campus, Gipsy Lane.

To find out more information and book your place, where applicable, please click on the link below.

Alternatively, we would be pleased to hear from you:

e-mail: ocsld@brookes.ac.uk or tel: 5910

PROGRAMME

| WEEK ONE |  |  
|----------|-----------------|-----------------|
| 4 September | 10.00 - 12.30 | Welcome to Brookes | By invitation |
| 5 September | 09.30 - 10.30 | Performance and Development Review PDR (for all) | Book here |
|  | 10.30 - 12.30 | Coaching skills for PDR reviewers | Book here |
| 5 September | 10.00 - 11.00 | Making the most of the Library | Book here |
| 5 September | 14.00 - 16.30 | Using AV in teaching rooms and lecture theatres | Book now |
|  |  | AV kit: IT Services also run a series of drop-in sessions |
| 6 September | 13.30 - 16.30 | Welcome to Brookes | By invitation |
| 7 September | 10.00 - 12.00 | Introduction to Moodle | Book here |

| WEEK TWO |  |  
|----------|-----------------|-----------------|
| 10 September | 10.00 - 12.30 | Welcome to Brookes | By invitation |
| 10 September | 14.00 - 15.00 | Making the most of the library | Book here |
| 11 September | 10.00 - 11.30 | Display Screen Equipment (DSE) induction | By invitation |
| 11 September | 10.00 - 11.30 | Self-coaching for success | Book here |
| 11 September | 14.00 - 16.00 | Google: gmail, calendar and google drive | Book here |
| 12 September | 09.30 - 12.00 | Getting started, academic induction | Book here |
| 12 September | 13.30 - 14.30 | Performance and Development Review PDR (for all) | Book here |
|  | 14.30 - 16.30 | Coaching skills for PDR reviewers | Book here |
| 13 September | 10.00 - 12.30 | Heath and Safety induction | By invitation |
| 13 September | 14.00 - 15.00 | Using AV in teaching rooms and lecture theatres | Book now |
|  |  | AV kit: IT Services also run a series of drop-in sessions |
| 14 September | 10.00 - 12.00 | Introduction to Moodle | Book here |
POSTGRADUATE CERTIFICATE IN TEACHING IN HE (PCTHE)

WHY TAKE THE BROOKES PCTHE?

The PCTHE programme is an opportunity to explore your teaching talents and network with innovative HE educators from across the disciplines. As a participant of the PCTHE at Oxford Brookes, you will gain space to reflect, have access to cutting-edge scholarship, and strategies to enhance your professional practice.

HOW LONG DOES THE BROOKES PCTHE TAKE?

OPTION 1: 18-MONTH MODE

This is the recommended route if you are new to university teaching or you have limited time for study because workshops and assignments are spaced over two academic years. P70405 (online version) is taken in year 1 (semester 2) and P70409 is taken in year 2 (semesters 1-2).

OPTION 2: 2-YEAR MODE

This is the recommended route if you are likely to have a busy teaching schedule during semester 2 because there is no study during that semester for the first year of the course. P70405 is taken in year 1 (semester 1) and P70409 is taken in year 2 (semesters 1-2).

OPTION 3: 1-YEAR MODE

This is the recommended route if you need to complete your PCTHE within one year; however, this format is intensive with weekly workshops during semesters, and not recommended if you have a busy schedule. P70405 is taken (semester 1) and P70409 is taken in parallel (over semesters 1 & 2).

STRUCTURE AND CURRICULUM

<table>
<thead>
<tr>
<th>Code and mode</th>
<th>Module Title</th>
<th>Credits</th>
<th>Status</th>
<th>Semester of delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>P70405 blended learning (can be taken fully online)</td>
<td>Learning and teaching in higher education (LTHE)</td>
<td>20</td>
<td>Alternative compulsory (may be waived with credit for prior learning)</td>
<td>Offered in Semester 1 or Semester 2</td>
</tr>
<tr>
<td>P70409 face-to-face, workbased learning sets; online option</td>
<td>Inquiry and reflection in higher education (IRHE)</td>
<td>40</td>
<td>Compulsory module. Offered face-to-face and online</td>
<td>Runs over two semesters. Starts in S1; concludes in S2</td>
</tr>
</tbody>
</table>

TIMELINE:

Semester 1 start: Enrolment opens 1 August 2018 until the course starts. Late enrolment finishes on 28 September 2018.

You will not have access to the Moodle course site until full enrolment has been completed, so it is important to enrol as early as possible so you have access to the course materials and your student details etc in time for the start of the course.

For help and advice about which route will suit you best, please contact us at ocsld@brookes.ac.uk or ext 5910.
COACHING

Would you like some coaching to help you with a work-related issue? From September 2018, we will be able to offer coaching to all staff across the University. Coaching can be helpful for people who are dealing with a workplace challenge such as:

- Transition to a new job
- Taking on a management role
- Identifying priorities
- Improving work relationships
- Finding new directions at work

Your coach will listen to you and ask questions to clarify the issue you are dealing with. This will enable you to develop new insights so that you can work out more innovative responses. The reported benefits of coaching are greater self-awareness, confidence and ideas for moving forward.

We now have over 20 Brookes’ coaches from a wide range of backgrounds across the University who are volunteering their time to work with colleagues in the Brookes Coaching Pool. Our coaches are all professionally qualified in coaching and attend CPD events and Supervision regularly in line with good practice guidelines set out by the professional bodies.

The Brookes Coaching Pool can be accessed via an online matching system. By registering onto the online system, you can choose the coach you would like to work with. We offer 4 one hour sessions at intervals appropriate for you.

Register here for coaching, log onto our online coaching system here. Further information about coaching at Brookes can be found here. We have also a number of external coaches we can recommend.

EXTERNAL EXAMINER PROFESSIONAL DEVELOPMENT COURSE

We would like to invite you to External Examiner Professional Development Course on Wednesday 17 October at Oxford Brookes University, Wheatley campus.

The course is designed to equip colleagues to take on the role of external examiner.

COURSE PARTICIPANTS WILL:

- gain an understanding of the role of the external examiner as articulated in the UK Quality Code for Higher Education;
- consolidate understanding of the nature of academic standards and professional judgement and explore the implications for external examining;
- develop the ability in using evidence-informed approaches to contribute to impartial, transparent judgements on academic standards and enhancing student learning.

This is a full-day workshop and will be conducted by Mary Kitchener, SFHEA, from OCSLD. 10 days before the workshop, you will also be asked to undertake two to three hours of preparatory work. A full programme will follow in due course.

The course has limited spaces. Please note, in the event of this being oversubscribed, we may have to operate on a first-come-first-served basis. Please complete the google form to request a place. There is no charge for attending this event.

INCLUSIVE TEACHING EVENT FROM ADVANCE HE

HOLD THE DATE!

22 November 2018 am

OCSLD are hosting a half day event led by Advance HE on inclusive teaching to support EDI. This is linked to the Brookes PESE inclusive teaching project.
RECRUITMENT AND SELECTION TRAINING

Trained Recruiters

We have calculated that we have 500 of trained recruiters in the University. We are currently putting together lists of trained recruiters in each Faculty and Directorate so that trained recruiters can be called on to assist on panels and other selection processes as well as put their training into practice.

We will be contacting you shortly with the names of trained recruiters in your Faculty and Directorate. As a consequence of having so many trained recruiters, we have taken the decision to run fewer Recruitment intensive courses next academic year.

New Recruitment Refresher Course

Recruitment Refresher has been updated.

This newly revised programme looks at key information about Recruitment trends in Oxfordshire and the HE Sector. We look at ways we can encourage people to join us at Oxford Brookes in a difficult recruitment market.

We will explore some of the recent trends in recruitment practice at Brookes and the importance of the role of Recruiting Manager and Panel Chair. We will also guide you through the changes to the recruitment process at Brookes including all the new paperwork.

In the current labour market, this is important information and we would encourage you to book onto courses as soon as possible in order to ensure that your recruitment practice is up to scratch and that you are doing everything possible to make good recruitment decisions.

We encourage all recruiters who attended recruitment training over two years ago to make sure they attend a refresher in the coming academic year.

ONE-DAY INTENSIVE RECRUITMENT AND SELECTION COURSE DATES:

- 18 October 2018, 09.30 - 16.30
- 7 December 2018, 09.30 - 16.30
- 19 February 2019, 09.30 - 16.30
- 8 May 2019, 09.30 - 16.30

Please book here.

RECRUITMENT AND SELECTION REFRESHER COURSE DATES:

- 11 October 2018, 09.30 - 12.30
- 23 November 2018, 09.30 - 12.30
- 9 January 2019, 09.30 - 12.30
- 18 February 2019, 13.30 - 16.30
- 9 May 2019, 13.30 - 16.30
- 18 July 2019, 09.30 - 12.30

Please book here.
**APPRENTICESHIPS FOR EMPLOYEES**

We invite managers to consider apprenticeships the minute they have decided to fill a post or develop a new role in the team.

The Apprenticeship Levy, funds upskill, sideskill and development individuals and teams in our changing working landscape and in pursuit of the best possible staff experience.

Contrary to belief apprenticeships can be for existing staff in complex roles as well as new starters doing early career training.

There are apprenticeship programmes relating to most professionals and job roles at early career level right through to complex senior positions.

- Explore apprenticeship programmes to fit your skills gap or need.
- Develop your new posts or turn your old posts into apprenticeship opportunities
- Complete all aspects of the recruitment process including writing or amending job descriptions and person specifications, workplace tests and interview questions etc.
- Connect you with preferred qualification providers.

Induct and orientate colleagues as apprentices.

Please contact ocsld@brookes.ac.uk or telephone x5910 for further information.

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**BROOKES LEARNING AND TEACHING CONFERENCE (BLTC) “TRANSFORMATION” THURSDAY 14 JUNE 2018**

The annual Brookes Learning and Teaching Conference (BLTC) produced by OCSLD is a University-wide symposium and celebration sharing the pleasure of good learning and teaching at Brookes and beyond. Typically attracting 150-200 participants, the conference brings well known and emerging thought leaders in to stimulate discussion and debate about local and institution-wide needs, opportunities, inspirations, strengths and expertise across all our curricula. This year our theme on 14 June was “Transformation”.

We invited papers on transforming, students, staff, the curriculum and spaces. Pauline Hainsworth of Advance HE Scotland (the Scottish Higher Education Academy) gave the keynote: Transforming teaching, enhancing learning: embedding equality, diversity and inclusion in the curriculum. Participants were very engaged as comments testify: Excellent keynote, thought-provoking and setting the tone for the day... Superb Keynote - an exemplary speaker; expert, succinct and thought provoking.

The conference overall was equally well received:

The programme was well organised, it was easy to see start and finish times of each paper. I had asked for gluten and dairy free food and found that it was clearly marked and separate from the other options, which was great. It was also tasty!. A very friendly conference!

Really enjoyable and valuable day. I left with lots of ideas to take into my own teaching practice. I also was pleased to have the opportunity to present my research. Thank you.

Next year, save the date 13 June 2019, Berry O'Donovan will co-chair with George Roberts:

**BLTC19, “Rising to the Challenge” Thursday 13 June 2019.**
OCSLD will be running another ILM Coaching and Mentoring Level 5 Certificate Programme in 2019. This highly successful programme is open to external participants as well as Brookes participants.

The programme equips managers with the key skills for developmental coaching in the workplace. Coaching enables people to learn by facilitating thinking and to enhance their performance through powerful conversations.

LEARNING OBJECTIVES:
- Understanding the skills, principles and practice of effective management coaching and mentoring
- Undertaking management coaching or mentoring in the workplace
- Reviewing own ability as a management coach

THE PROGRAMME INCLUDES:
- 5.5 days of workshops
- Coaching supervision and one-to-one tutorials
- Coaching practice sets
- Self-directed learning
- 12 hours coaching practice
- 2 written assignments

WORKSHOP DATES:
- 13 and 14 February 2019
- 20 and 21 March 2019
- 1 May 2019
- 6 June 2019

We will be holding interviews for places on the programme between mid October 2018 and mid January 2019. Please register here.
Jackie Potter joined Brookes at the end of May to lead the Oxford Centre for Staff and Educational Development in the Directorate of Human Resources. She joined Brookes after six years working as the Head of Learning and Professional Development at Keele University where she led staff and educational developers to support strategic priorities from leadership development to research, internationalisation and educational success. Prior to that she led educational development at Trinity College, Dublin and worked in academic roles at EdgeHill and Chester Universities in the North West of England. During her period at Keele she maintained a personal research profile which included working on national projects funded by the Leadership Foundation for HE and the Higher Education Academy on leading change together (academic and professional services’ collaborations to deliver change projects) and on the scholarship of teaching and learning in UK universities. She is a Principal Fellow of the Higher Education Academy and a Senior Fellow of the Staff and Educational Development Association.

Jackie says, “I’m delighted to be joining Brookes and honoured to be leading the OCSLD. As an academic and an educational developer, I have been strongly influenced by reading the publications and meeting staff from the OCSLD. I was encouraged to innovate and experiment with my teaching and support for learners; like many people at Brookes and beyond, I can claim that the OCSLD has played a pivotal role in my professional development. I can’t wait to lead its work in these exciting yet challenging times for Higher Education. The national spotlight is shining directly on us to demonstrate the value and benefits of a university education and the place of Universities in society. I’m looking forward to supporting Brookes achieve its strategic priorities. The OCSLD has an important role to enable the University to improve student and staff outcomes and develop their experiences of and contribution to Higher Education.” For more information about her publications please see her OCSLD profile webpage here.
CONNECT TO OCSLD
Please connect with us on the following:

Twitter: @ocsld

Telephone: 01865 485910

Email: ocsld@brookes.ac.uk

OCSLD Blog: http://ocsld.brookesblogs.net/

NEWSLETTER FEEDBACK

Please let us know if you have any feedback about this latest issue of our newly designed OCSLD newsletter. We would really like to hear from you about your ideas of what you would like to see and engage with.

The OCSLD Team