OXFORD BROOKES UNIVERSITY

# Staff Learning and Career Development

NEWSLETTER | NOVEMBER 2022

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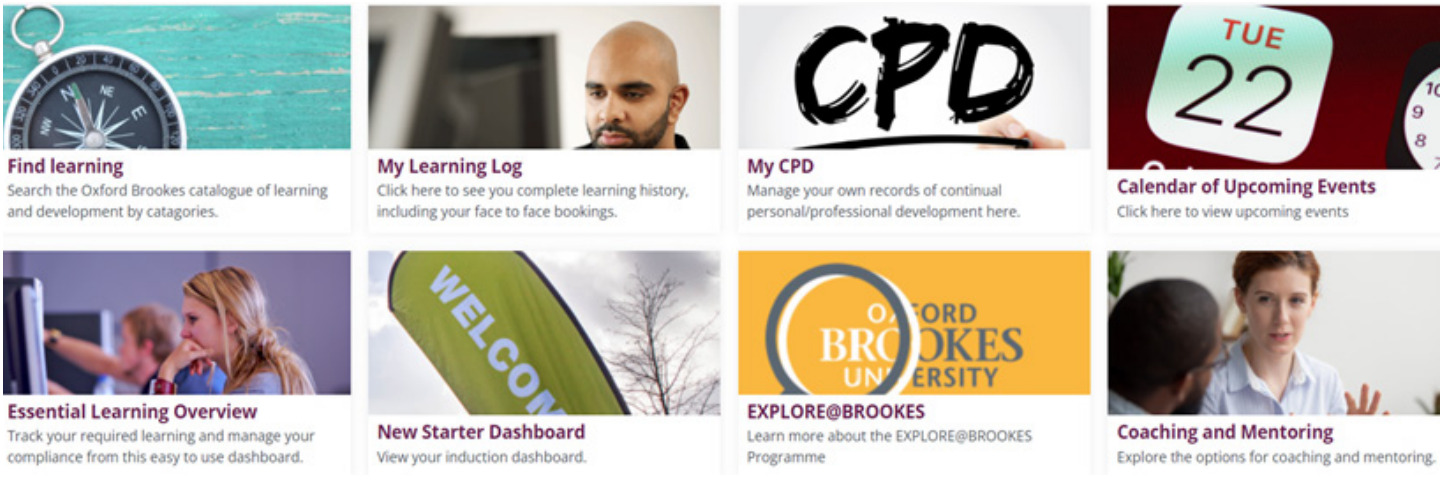
**Keeping in touch**

Dear colleague,

The clocks have gone back and the daylight hours are shortening, so this month we're offering some light with our diverse range of professional development and learning. This edition of our newsletter tells you about planned mandatory refresher training and introduces a new Skills Booster 'Domestic Abuse: supporting employees in the workplace'.

We are thrilled to be able to tell you about the Brookes' Bash, co-hosted by OCAED and the Students' Union, and how we plan to hack the curriculum with our big Brookes' IDEAS. Both events take place on Thursday 19 January 2023. Come and join us for a day of inspiration and celebration!

Best wishes,
The learning and development and OCAED teams




# Staff Learning Portal

We have a wide range of development opportunities available on the **staff learning portal**. E-learning courses can be found in '**Find Learning**' and upcoming courses can be found in '**Calendar of Upcoming Events**'.

## Refresher training for our mandatory courses

From January 2023, we will be implementing refresher training for our mandatory courses. This is to ensure that you have the correct knowledge, skills and capabilities to do your role safely and support our ongoing commitment to legislative compliance.

The **Information Security course** already requires a refresher after two years and the **Recruitment and Selection process** every three years. These will remain in place. In addition, a refresher will now be required every two years for **Prevent**, and after three years for **Health and Safety**, **Display Screen Equipment** and the **Bribery Act**.

You will be sent a notification from Staff Learning if you are required to do a refresher course. Please ensure that you log into the system at your earliest convenience to update your knowledge.

## Page expired notification

We are aware that some users are getting a 'page expired' notification when logging into Staff Learning. Some immediate possible fixes are:

- When logging in with your credentials, please only press the 'submit' button once as this may alleviate some of the errors.
- If you have not rebooted your computer for a while, please try to reboot as sometimes this solves the problem.
- Try copying and pasting the link into a new browser window.

# Upcoming Leadership and Management Workshops

BOOK HERE

**Leading productive meetings**

Friday 4 November 2022, 10.00am - 12.30pm

BOOK HERE

**Communicating assertively**

Monday 7 November 2022, 1.30pm - 4.00pm

BOOK HERE

**Management essentials: stage two**

Thursday 10 November 2022, 9.30am - 1.00pm

BOOK HERE

**Recruitment & Selection refresher**

Wednesday 16 November 2022, 10.00am - 12.30pm and Monday 19 December 2022, 10.00am - 12.30pm, Tuesday 10 January, 1.30pm - 4.00pm, Tuesday 21 February, 10.00am - 12.30pm

BOOK HERE

**Recruitment & Selection (full course)**

Tuesday 29 November and Tuesday 6 December 2022, 9.30am - 1.00pm (two half days online)
Wednesday 11 January 2022 9.30am - 4.30pm, Wednesday 15 February 2022, 9.30am - 4.30pm (face to face).

BOOK HERE

**Inclusive leadership**

Thursday 1 December 2022, 1.30pm - 4.00pm

BOOK HERE

**Building and leading a resilient team**

part one, Wednesday 7 December 2022, 1.00pm - 4.00pm
and part two, Wednesday 14 December 2022, 1.00pm - 4.00pm

BOOK HERE

**Management essentials: stage one**

Thursday 8 December 2022, 9.30am - 1.00pm, Thursday 9 February 2023, 9.30am - 1.00pm

BOOK HERE

**PDR for reviewers**

Wednesday 21 December 2022, 10.00am - 12.30pm

BOOK HERE

**Management essentials: stage two**

Thursday 19 January 2023, 9.30am - 1.00pm

Photo by Jason Goodman on Unsplash

# Upcoming Personal Effectiveness Workshops

BOOK HERE

**Presentation skills (introduction)**

part one, Friday 11 November 2022, 9.30am - 12.30pm
and part two, Friday 18 November 2022, 9.30am - 12.30pm

BOOK HERE

**Writing better reports**

Friday 16 December 2022, 9.30am - 12.30pm

BOOK HERE

**Adding impact to your ideas**

Thursday 12 January 2023, 10.00am - 12.30pm

BOOK HERE

**Transition into retirement**

Tuesday 18 January 2023, 1.30pm - 4.00pm, Tuesday 24 January 2023, 1.30pm - 4.00pm, Tuesday 31 January 2023, 1.30pm - 4.00pm

BOOK HERE

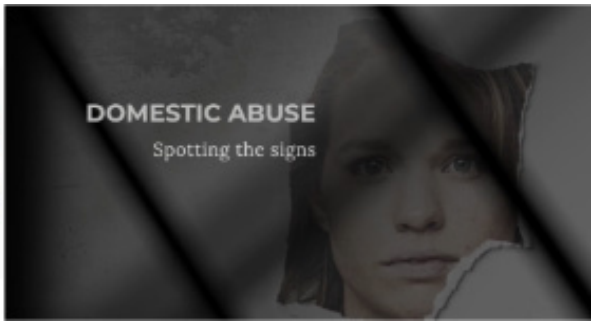
**Discovering and using your strengths**

Wednesday 25 January 2023, 10.00am - 12.30pm

## Looking for face-to-face interview practice?

We need volunteers to play the role of an interviewee in our upcoming recruitment and selection courses. You will receive support and feedback on your interview and application technique, as well as a £20 Amazon or M&S voucher. If you are interested, please contact Francesca at **staff-learning@brookes.ac.uk** with the subject title 'Volunteer Interviewee'.

## Domestic abuse: supporting employees in the workplace




We have a new **Skill Booster course** in Staff Learning available to all staff. The course complements Oxford Brookes Guidance on Domestic Abuse. It looks at the different forms that domestic abuse can take, its prevalence and its impact, and sets out how to spot the warning signs that someone may be experiencing abuse, and what organisations can do to ensure they are providing appropriate help and support.

## Do you deliver training to either staff or students?

Managers are invited to nominate staff to take part in our **Train the Trainer programme**. The programme starts in January 2023. It is devised to support participants in designing and delivering interactive development interventions. Spread over 10 weeks, stage one of the programme culminates in delivering a short training session to fellow participants. In stage two, participants are required to design and deliver a live training session set against the course assessment criteria. For an informal chat about the programme, contact Ian Whiting **iwhiting@brookes.ac.uk.**

# Teaching, Learning and Assessment

## Hack the curriculum with our big Brookes' IDEAS

If you're a student, teacher, or educational leader, join us for an inspirational afternoon of change-making at the Union Hall, Headington Campus, on **Thursday 19 January** between **1.00pm** and **4.00pm**.

You can:

- find out more about the **IDEAS curriculum model** and explore our brand-new toolkit;
- get involved in live, collaborative curriculum design;
- spend one hour in an interactive workshop to help you embed one of the elements of the IDEAS model in a module, programme or class;
- hear keynotes from Professor Astrid Schloerscheidt, Pro Vice-Chancellor and Dean of Health and Life Sciences, and Sarah Tammadge-Wall, Brookes Union Vice-President for Student Voice.

**Please complete the booking form** to attend as spaces for the interactive workshops are limited. By taking part, you can help generate solutions that will improve the Brookes experience for everyone. A recording will be available for those unable to make it on the day. And for those even shorter on time, the IDEAS Toolkit will always be available to support you.

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## The Brookes' Bash: celebrating our learning community

On Thursday 19 January 2023, Brookes will celebrate the success of those who have gained recognition for their contributions to teaching and learning. It is also an opportunity to network and learn about initiatives. The event is co-hosted by OCAED and the Students' Union. The celebrations will take place in Union Hall, Headington Campus, from 4.00pm to 5.30pm. **Book your place via our form**. We look forward to seeing you there.

# Book an EXPLORE workshop

Excellence in Promoting Leadership of Research and Education (EXPLORE) is a portfolio of workshops and activities for all staff involved in teaching, learning and assessment, research and knowledge exchange.

Click on the session title to be taken to the staff learning portal where you can book a place. We are aware that some users are getting a **'page expired' notification** when logging into Staff Learning.
For queries, email **explore@brookes.ac.uk.**

BOOK HERE **Designing scholarly enquiry**
Monday 7 November 2022, 9.30am - 11.30am or Tuesday 8 November 2022, 2.00pm - 4.00pm

BOOK HERE **Developing scholarly practice one: teaching case studies**
Monday 7 November 2022, 2.00pm - 4.00pm or Tuesday 8 November 2022, 9.30am - 11.30am

BOOK HERE **Understanding the context for academic leadership**
Wednesday 9 November 2022, 9.30am - 11.30am or Friday 11 November 2022, 9.30am - 11.30am

BOOK HERE **Engaging students in dynamic learning**
Wednesday 9 November 2022, 2.00pm - 4.00pm or Thursday 10 November 2022, 9.30am - 11.30am

BOOK HERE **Building learning communities in the digital era**
Wednesday 9 November 2022, 2.00pm - 4.00pm

BOOK HERE **Digitally enhanced learning**
Monday 5 December 2022, 9.30am - 11.30am or Tuesday 6 December 2022, 2.00pm - 4.00pm

BOOK HERE **Assessment one: Marking and giving feedback to students**
Monday 5 December 2022, 2.00pm - 4.00pm or Tuesday 6 December 2022, 9.30am - 11.30am

BOOK HERE **Staff-student (SoTL) partnership**
Wednesday 7 December 2022, 9.30am - 11.30am

BOOK HERE **Leading teams through curriculum development**
Wednesday 7 December 2022, 2.00pm - 4.00pm

BOOK HERE **Self-care for academics**
Thursday 8 December 2022, 9.30am - 11.30am or Friday 9 December 2022, 9.30am - 11.30am

## Access guides to teaching, learning and assessment

**Brookes Briefings** are scholarship-led and evidence-based guides to teaching, learning and assessment. Packed with practical wisdom, they also link to further reading and relevant resources. We are pleased to announce a new addition, **Creating Engaging Digitally Enabled Teaching and Learning Experiences.**

## Academic Advising

Now that we're into Week 6, Academic Advisers may wish to contact their advisees to see how they are progressing. The Oxford Centre for Academic Enhancement and Development has produced **a series of email templates** for Academic Advisers to use, we hope these are helpful. Thank you to all academic colleagues for their engagement in this important student support initiative.

## Engage with the Professional Standards Framework

Are you an academic or educational leader? If you would like to gain Senior or Principal Fellow (HEA) register with the **PSF pathway**, which will guide you through the process. The PSF is the global standard in good pedagogic practice. Ben Walker has now assumed the role of PSF Pathway Coordinator and is happy to hear from you with any questions you may have - **bwalker@brookes.ac.uk**. With sincere thanks to Mary Kitchener for undertaking the Coordinator role to this point.

## Join the Educational Leaders Forum (ELF)!

Are you a Programme Leader or Subject Coordinator? Sign up for the **Educational Leaders Forum** and join us for interactive sessions on the first Wednesday of each month. These focus on your activities and priorities, with speakers highlighting key information from across Brookes and the wider Higher Education sector. With the opportunity to network and share good practices, Educational Leaders Fora (ELF) offers a platform that aims to be supportive, productive and constructive in programme leadership.

## Plan a response to the National Student Survey

The **National Student Survey (NSS) index** matches questions with existing resources, training and support from OCAED. It is a helpful reference tool as you consider how you might enhance teaching and learning on your course in response to the NSS.

## Academic Enhancement Retreats

Academic Enhancement Retreats provide a space to engage with the process of designing, writing and creating the detailed resources and activities that you will use within your programmes or modules. Each retreat is supported by an Educational Developer. The retreat include a brief activity that enables you to set your own goals, frame the way in which you will use the retreat, and kick-start your creative processes. For a full list of dates and to book please see the **Academic Enhancement Retreats webpage**.

## Have your say on Moodle

Do you use Moodle in your teaching? If so, we'd like to invite you to tell us what works, what doesn't, and how we could make it work better for you. We will be running focus groups with staff and students to capture your perspectives, and the insights we glean from this will feed directly into how Moodle is set up for the next academic year. If you would like to take part please email **OCAED@brookes.ac.uk** with the header **"Moodle template focus groups for staff"**.

# Teaching and Scholarship

## Talking Teaching across the Globe

**Talking Teaching across the Globe** returns with educational leadership as a specific focus throughout 2022/23. Building on the success of previous years, we will welcome speakers and delegates from the international higher education community. The series will be of interest to subject co-ordinators, programme and module leads, heads of department and anyone supporting or managing these crucial educational leadership roles. Details of upcoming sessions are listed on our **booking form**.

SEDA
STAFF AND EDUCATIONAL DEVELOPMENT ASSOCIATION

## Attend our Brookes International Higher Education Reading Group

Our next Brookes International Higher Education Reading Group meeting will be held on Wednesday 23 November 2022 from 2.00pm to 3.00pm. The Group meets monthly throughout the year to discuss recent and/or seminal articles and publications that could make a difference to the way we think about our teaching, curriculum or students' experiences. The articles are chosen to provoke reflection, insight and debate and are grouped around themes. Anyone from across the international higher education community is most welcome. Please send suggestions for articles to read to **Dr Adrian J. Wallbank**. For further details, and for a full list of sessions as well as previous session recordings, visit the **Brookes International Higher Eduction Reading Group webpage**.

**Register via the form here**

**Wednesday 23 November 2022, 2.00pm - 3.00pm**

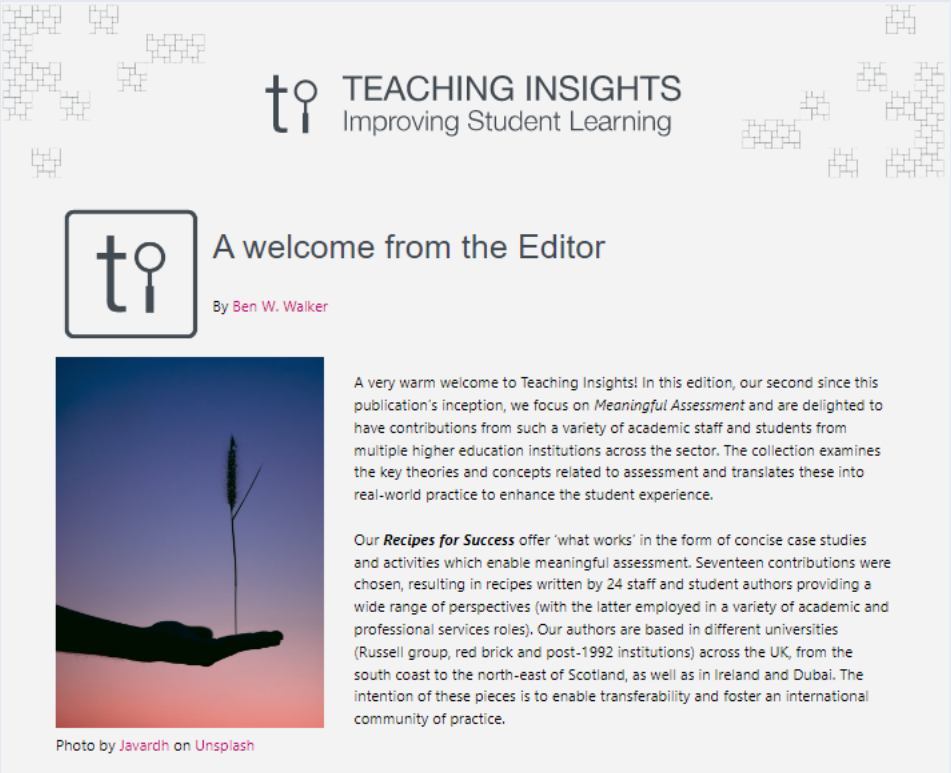
Whilst assessment accommodations (often individual) are the most frequent response to the challenge of making assessment inclusive, in this article Nieminen (2022) proposes a rethinking of assessment with inclusion designed in through a critical, socio-political analysis of academic ableism. Inclusion is at the forefront of our thinking about pedagogy in recent times and as such this article should give us plenty of food for thought. We hope you can join us for what promises to be a stimulating discussion at the link below:

Nieminen, Juuso Henrik, (2022) 'Assessment for Inclusion: Rethinking Inclusive Assessment in Higher Education', *Teaching in Higher Education*, pp.1-19

**Access the article here**

## Contribute to Teaching Insights

Could you contribute to **Teaching Insights**? We are calling for submissions for the next edition. The theme is 'Closing awarding gaps: celebrating success'. Submissions are welcomed from students and those who teach in higher education. The deadline is Friday 11 November 2022. Further details are included on the **submission form**.


TEACHING INSIGHTS
Improving Student Learning

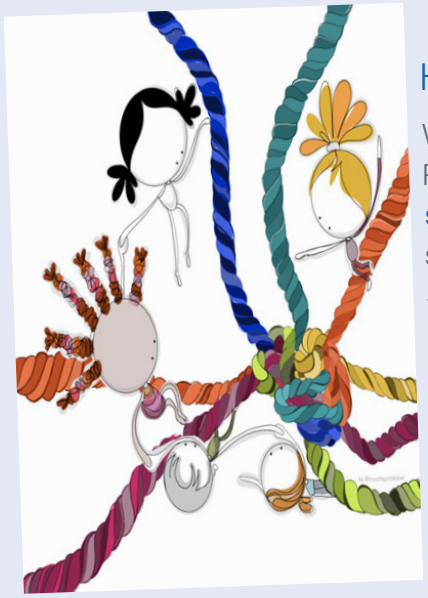
A welcome from the Editor

By Ben W. Walker

A very warm welcome to Teaching Insights! In this edition, our second since this publication's inception, we focus on *Meaningful Assessment* and are delighted to have contributions from such a variety of academic staff and students from multiple higher education institutions across the sector. The collection examines the key theories and concepts related to assessment and translates these into real-world practice to enhance the student experience.

Our ***Recipes for Success*** offer 'what works' in the form of concise case studies and activities which enable meaningful assessment. Seventeen contributions were chosen, resulting in recipes written by 24 staff and student authors providing a wide range of perspectives (with the latter employed in a variety of academic and professional services roles). Our authors are based in different universities (Russell group, red brick and post-1992 institutions) across the UK, from the south coast to the north-east of Scotland, as well as in Ireland and Dubai. The intention of these pieces is to enable transferability and foster an international community of practice.

Photo by Javardh on Unsplash



## Handbook for creating a gender-sensitive curriculum

Working collaboratively with the Centre for Diversity Policy Research and Practice, Dr Mary Kitchener has edited a **handbook for creating a gender-sensitive curriculum**. The handbook compiles 54 peer-reviewed case studies.

The case studies were selected to represent a range of examples from a diversity of institutional settings and geographical contexts.

# Member benefits

## Advance HE

Log-in to **My Advance HE** to access member benefits.

## Staff and Educational Development Association (SEDA)

You have **access** to a wide range of publications for new ideas about teaching, learning, assessment and professional development issues. Other benefits include exclusive discounts on SEDA conferences and workshops, eligibility to apply for SEDA's small grants and a 20% discount on Routledge higher education publications.

## Keeping in touch

| | Oxford Centre for Academic Enhancement and Development | Staff Learning and Development team, Organisational Effectiveness and Development |
|---|---|---|
| | **ocaed@brookes.ac.uk** | **staff-learning@brookes.ac.uk** |
| | **@oxfordcaed** | **@Staff_Learning** |
| | **www.brookes.ac.uk/human-resources/working-here/learning-and-career-development** | |

Thanks to Bob Pomfret from Learning Resources who has designed and formatted this edition of the newsletter.