Supervisor Training Quick Reference Guide

Flinders University

OVERVIEW

This guide explains how to use Supervisor Development and answers some common questions.

APPLIES TO

- HDR Supervisors
- Researchers

SUPERVISOR DEVELOPMENT ACTIVITY

Supervisor Development activity allows HDR Supervisors and Researchers to:
- view their HDR Supervisor Development Program completion and compliance.
- find & book training and other activities
- record any previous development activity or training related to HDR Supervision that the Researcher has completed (at Flinders University, another institution or professional body) and would like to claim for the HDR Supervisor Development Program.
- have an overview of all the development activities they have completed in Inspire.
- share their calendar of Inspire course bookings with external tools such as Outlook or Google Calendar.
- provide feedback on attended training courses as soon as it is completed.

COMMON QUESTIONS

1. What is the HDR Supervisor Development Program?

The Higher Degrees by Research (HDR) Supervisor Development Program is compulsory for academic staff members wishing to supervise HDR students. The program is offered by the Office of Graduate Research.

Visit the HDR Supervisor Development Program for more information.

The HDR Supervisor Development Program at Flinders will move you from compliance to excellence and from experience to expertise by providing the best international practice in research training. The provision of this program accords with the national requirements set out in the Australian Code for the Responsible Conduct of Research, 2018 (the Code), and the supporting Supervision Guide.

2. Where can I see my Supervisor Development Summary?

You can see your Supervisor Development Summary by logging in to Inspire, selecting **Researcher** in the role picker and clicking on to the **Supervisor Development** tab. Then click on the Supervisor **Development Summary**.

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On this screen you will see your training summary, including the amount of Core Programs, Program Points and Ongoing Compliance points that you have. To complete the HDR Supervisor Development Program, you will need to complete 2/2 Core workshops and have 30/30 points. To remain compliant, you need to keep your ongoing points at 15.

The bottom section of the screen shows all the completed and recorded supervisor development training that you have completed.

Finally, once you have obtained the mandatory 2 Core Programs and 30 Program Points, you will be able to download your HDR Supervisor Development Program certificate.

Congratulations!
You have successfully completed the HDR Supervisor Development Program. Your training compliance is valid until 9 Dec 2023

Download Certificate

Flinders
University

OFFICE OF GRADUATE RESEARCH CERTIFIES THAT

HAS COMPLETED THE

HDR Supervisor
Development Program

FOR   50   POINTS

CERTIFICATE GENERATED ON THE   05 Jun 2025

PROFESSOR RAY CHAN
DEPUTY VICE-CHANCELLOR (RESEARCH)

CRICOS No. 00114A

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3. I need to book into a course to remain/be compliant, what do I do?

To complete the HDR Supervisor Development Program, you will need to complete two core workshops and the choice/combination of online modules or seminars totalling 30 points.

HDR Supervisor seminars or online modules are valid for 2 years. Core workshops do not expire and only need to be completed once. Once your compliant points drop below 15, you will need book into further training.

To book into seminars, log in to Inspire and select your **Researcher** role. Click on to the **HDRSupervisor Development** tab, then click on the **Find & Book Supervisor Activities**. From there you will be able to find courses by using the Search Filter.

4. Where can I see my course bookings?

To review the courses that you have booked into is as simple as logging in to Inspire and clicking on to the **HDR Supervisor Development** tab. Then click on the **My Booking History**.

5. How do I record training courses that I completed outside of Flinders University?

The **Self-Record HDR Development Activity** form will allow you to record training courses that you have done in the past at another institution or professional body and would like to claim for the HDR Supervisor Development Program. This is a simple form that allows you to type the **Course Title**, any **Comments** you may have and the date on when you completed the training (**Date of Activity**).

It is also important to attach any supporting documents that will allow the OGR team to validate your training.

Once Saved, the form will go to the Office of Graduate Research for verification and approval.

If approved, you will be credited points that will contribute to your compliance in the HDR Supervisor Development Program.

Self-Record Development Activity

History: Latest

Use this form to record any previous development activity or training relating to HDR Supervision you have completed and would like to claim. The Office of Graduate Research will assess the claim and apply any relevant points.

Supervisor Details

Staff ID

Name

College

FAN

Activity Details

Course Title

Self-Record Development Activity Form

Evidence
Please provide any supporting documentation

Quota used: 0.40MB out of 1000.00MB

Choose a file to upload...

6. I'm a HDR supervisor and I can't see my Supervisor Development Activity.

Check that you have selected Researcher in the role switcher.

You will not be able to see the Supervisor Development tab if you have anything other than Researcher in the role switcher and if you cannot see the Supervisor Development tab then you won't be able to see your Supervisor Self-Record Development Activity, your Supervisor Development Summary or your booking history.

You will not be able to find and book training or give feedback to training that you have attended.

7. I've previously completed training and it's not showing on my Supervisor Development Summary.

If you have booked into training through Inspire but your attendance has not been updated in your Summary, please get in touch with researcher.development@flinders.edu.au with the details.

If you've registered your previously completed training via the **Self-Record HDR Development Activity** function and it's still not showing in your Supervisor Development Summary, first check the Status in the **Self-Record Development Activity** function. If it's **In progress** it means that it is in the queue and will be addressed as soon as possible.

If it's not in the Self-Record Development Activity and not in the Supervisor Development Summary, then contact the Office of Graduate Research via email at researcher.development@flinders.edu.au.

8. Teaching Specialist* Supervisors

Teaching Specialist* staff are welcome to complete the program, but it is not compulsory. Completing the program may benefit your current HDR supervisory expertise.

The Flinders University HDR Policy and HDR Supervisor Policy sets out the requirements for supervisory teams and inclusion on the register of the HDR supervisors. This advises that for new supervisors, a teaching specialist* can only hold an adjunct position.

Exception to this rule: In November 2018, during the academic restructure negotiations it was determined that teaching specialist staff could continue their supervision of current HDR students if they have completed their confirmation of candidature at the time of the teaching specialist appointment.
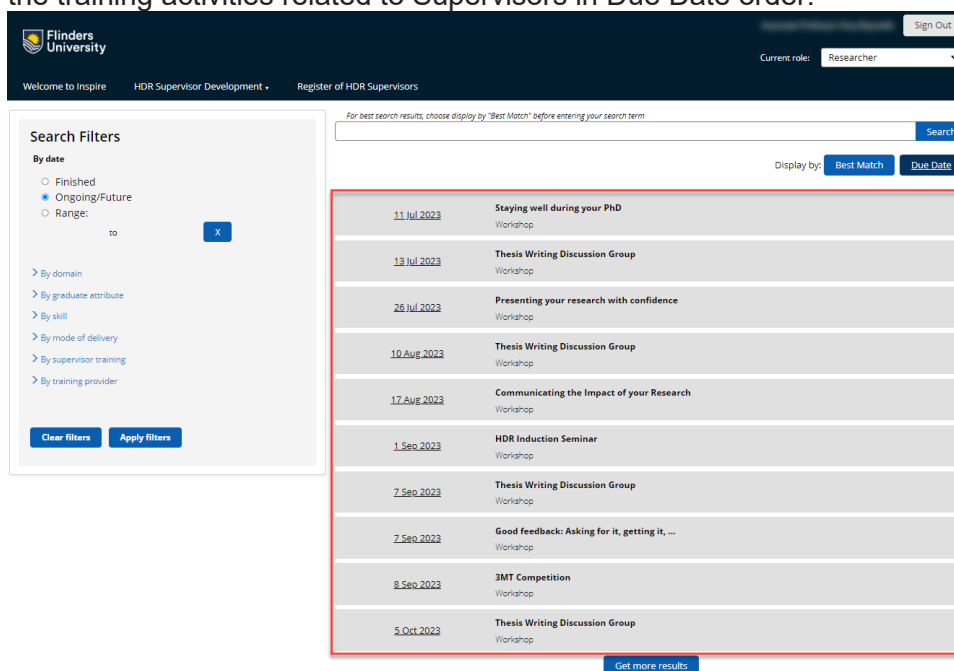
9. How to search for Supervisor development courses

Click on the Supervisor Development tab and select **Find & Book Supervisor Activities**.
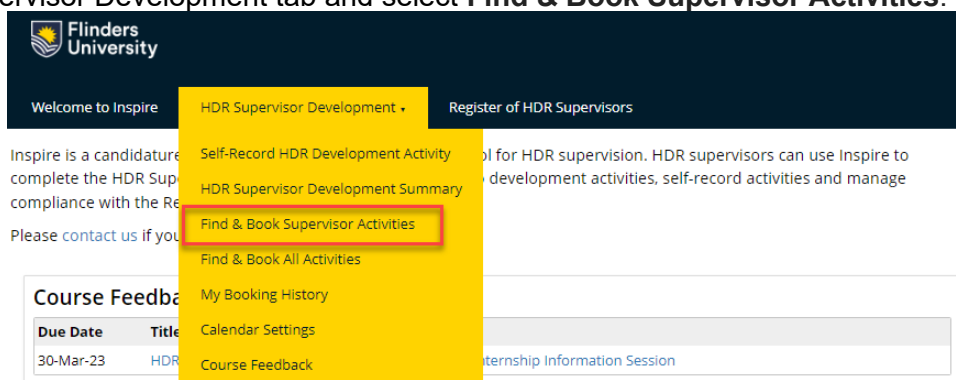
This will show the training activities related to Supervisors in Due Date order.

Alternatively, courses can be searched for using 'By supervisor training', 'By Date', combination of the 2 or by Text.

By supervisor training

- *Core*.
- *Electives*
- *Modules*
- *Seminars*.

- *Steps*.

By Date
- *Finished*. All courses that have finish dates in the past
- *Ongoing/Future*. Courses with start dates in future or currently in progress
- *Range date*. Courses with a start date between certain dates ranges.

By mode of delivery
- Blended learning
- Face to Face
- Online course
- Video conference link
- Webinar

Text Search
Any course ID or course title can be searched using text. Note that the course ID needs to be entered exactly.

All other activities including Student activities, can be searched for under the Development tab and select **Find & Book All Activities**.

10.   How to sync course bookings with your Outlook calendar

On the **Welcome to Inspire** page, locate *Calendar Settings for course bookings* under the **Useful Resources** section and click on it.

Click **Set up calendar sharing**

Calendar Settings

You can share your calendar of SkillsForge course bookings with external tools such as Outlook or Google Calendar. Please note that some calendar services can take a few hours to pick up changes.

Set up calendar sharing

Select **Other (iCal)** Calendar type and give the Share name **Inspire Calendar**

Calendar type: Other (iCal)

Share name: Inspire Calendar
This is just for you to identify the share within SkillsForge

Cancel   Share
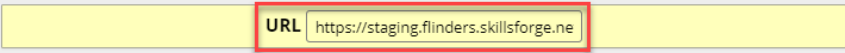
Copy the URL

Log onto to OKTA - https://flinders.okta.com/app/UserHome and select your Outlook App.
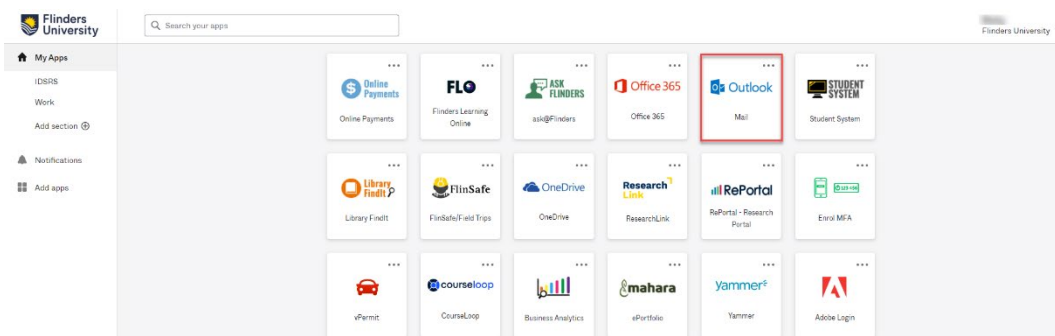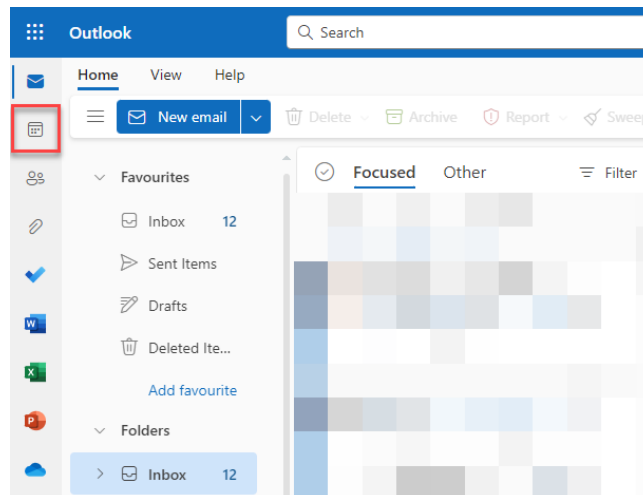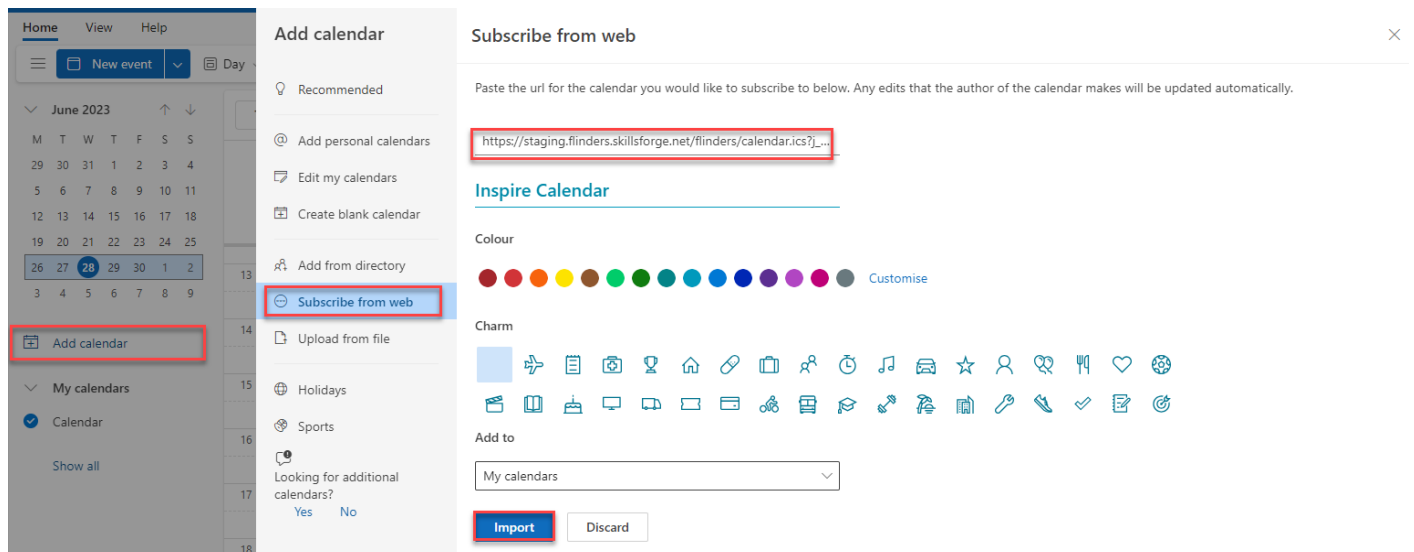

Select the calendar icon in the top left corner of outlook.

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Select **Add Calendar** and **Subscribe from Web**

Paste in the URL in the Link to the calendar field, Name the Calendar **Inspire Bookings** and select **Import.**

Need more help?

For more information about the HDR Supervisor Development Program please contact the Researcher Development Team: researcher.development@flinders.edu.au.