

# Supervisor Training Quick Reference Guide



## 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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Associate Professor Sign Out

Current role: Researcher

Welcome to InspireHDR Supervisor DevelopmentRegister of HDR Supervisors



Program: Core

2/2

Program: Points

40/30

Ongoing development

25/15

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

[Download Certificate](#)

⚠ Your supervisor training compliance expires soon on 9 Dec 2023

## Supervisor Development Summary




This page shows your HDR Supervisor Development Program completion, compliance and ongoing development. Once you have completed the two Core components and 30 program points, you will be able to download your HDR Supervisor Development Program Completion Certificate to demonstrate completion to People and Culture.

To remain eligible and compliant with the [Register of HDR Supervisors](#), you will need to update your training every two years, and keep your ongoing development points at a minimum of 15 points at all times. A reminder of your expiry date will be displayed on this page six months before your points expire to help you stay on track.




### My completed activities

This table lists all supervisor development activities completed at Flinders University. If you have completed activities outside of Flinders that you would like to count, please submit this through the [Self-Record HDR Development Activity Form](#). For a list of other training completed at Flinders University refer to your [iEnrol](#) history. Use the headings to sort the content or select an activity title to review the details.

Search:					Show 10 entries
Course Title	Course Category	Points	Activity Date	Expiry Date	
Accelerate Principal Supervision Training	Elective	15	30 Nov 2017	30 Nov 2019	
HDR Supervision: Core Workshop 1: Policies & Procedures	Core	0	22 Jul 2021		
HDR Supervision: Core Workshop 2: Research Practice	Core	0	22 Jul 2021		

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.



Program: Core

2/2

Program: Points

40/30

Ongoing development

25/15

**Congratulations!**  
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[Download Certificate](#)

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



### My completed activities

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HDR Supervision: Core Workshop 2: Research Practice	Core	0	22 Jul 2021		
HDR Supervision: HDR Industry Engagement and Internship Information Session	Seminars	10	30 Mar 2023	30 Mar 2025	
Step 34: Why do a milestone?	Steps	5	09 Dec 2021	09 Dec 2023	
Step 5: The Part-Time PhD	Steps	5	09 Dec 2021	09 Dec 2023	
Step 7: PhD by Prior Publication	Steps	5	09 Dec 2021	09 Dec 2023	
Showing 1 to 7 of 7 entries					
					Previous <b>1</b> Next

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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](#)



OFFICE OF GRADUATE RESEARCH CERTIFIES THAT



HAS COMPLETED THE

**HDR Supervisor  
Development Program**

FOR **40** POINTS

CERTIFICATE GENERATED ON THE **28 Jun 2023**

A handwritten signature in black ink, reading "Robert Saint".

PROFESSOR ROBERT SAINT  
DEPUTY VICE-CHANCELLOR (RESEARCH)

CH0005 N4 001148

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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 **HDR Supervisor Development** tab, then click on the **Find & Book Supervisor Activities**. From there you will be able to find courses by using the Search Filter.

Date	Activity
11 Jul 2023	Staying well during your PhD Workshop
13 Jul 2023	Thesis Writing Discussion Group Workshop
26 Jul 2023	Presenting your research with confidence Workshop
10 Aug 2023	Thesis Writing Discussion Group Workshop
17 Aug 2023	Communicating the Impact of your Research Workshop
1 Sep 2023	HDR Induction Seminar Workshop
7 Sep 2023	Thesis Writing Discussion Group Workshop
7 Sep 2023	Good feedback: Asking for it, getting it, ... Workshop

## 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**.

Code	Title	Date	Status	Session Attendance
OGR409	HDR Supervision: HDR Industry Engagement and Internship Information Session	30/03/2023	Finished	1 session(s): Attended 1
OGR65	HDR Supervision: Core Workshop 1: Policies & Procedures	22/07/2021	Finished	1 session(s): Attended 1
OGR66	HDR Supervision: Core Workshop 2: Research Practice	22/07/2021	Finished	1 session(s): Attended 1

Showing 1 to 3 of 3 entries

Other Development Activities

Due Date	Activity	Type	Category
There are currently no forms			

Showing 0 to 0 of 0 entries

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## 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.

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

Flinders University

Welcome to Inspire HDR Supervisor Development Register of HDR Supervisors

Sign Out

Current role: Researcher

Select **Researcher** role to activate the HDR Supervisor Development tab and the functions associated to the Supervisor Training

Researcher  
Associate Supervisor  
Principal Supervisor  
HDR College Delegate  
HDR Coordinator  
Supervisor Register Viewer

Inspire is a candidature management and skills development tool for HDR supervision. HDR supervisors can use Inspire to complete the HDR Supervision Development Program, book into development activities, self-record activities and manage compliance with the Register of HDR Supervisors.

Please [contact us](#) if you would like more information.

## 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 [HDR.Development@flinders.edu.au](mailto:HDR.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 [hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au).

Flinders University

Welcome to Inspire HDR Supervisor Development Register of HDR Supervisors

Sign Out

Current role: Researcher

Self-Record HDR Development Activity

Use this page to record and manage your HDR Supervisor Development Program.

Record Development Activity

Find & Book Supervisor Activities

Find & Book All Activities

My Booking History

Calendar Settings

Course Feedback

Search:

Form(s) below are pending

Course Title	Activity Date	Status
Self-Record Development Activity Form	28 Jun 2023	In Progress

## 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.

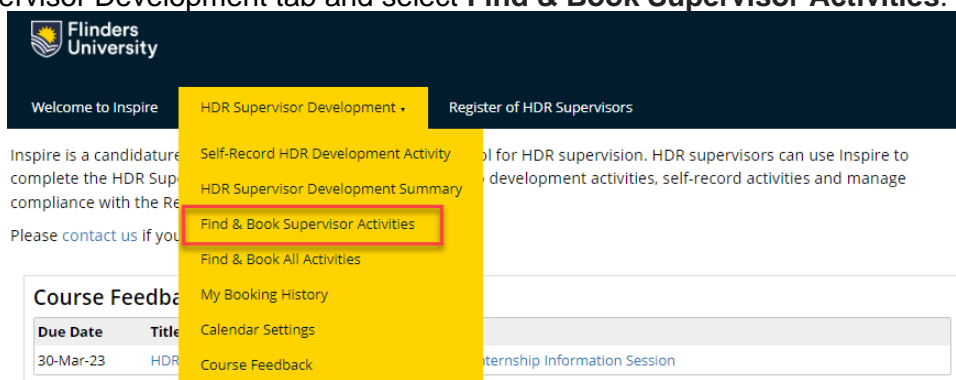
*\*Exception to this rule: In November 2018, during the academic restructure negotiations it was determined that teaching specialist staff could continue their supervision of current HDR students if they have completed their confirmation of candidature at the time of the teaching specialist appointment.*

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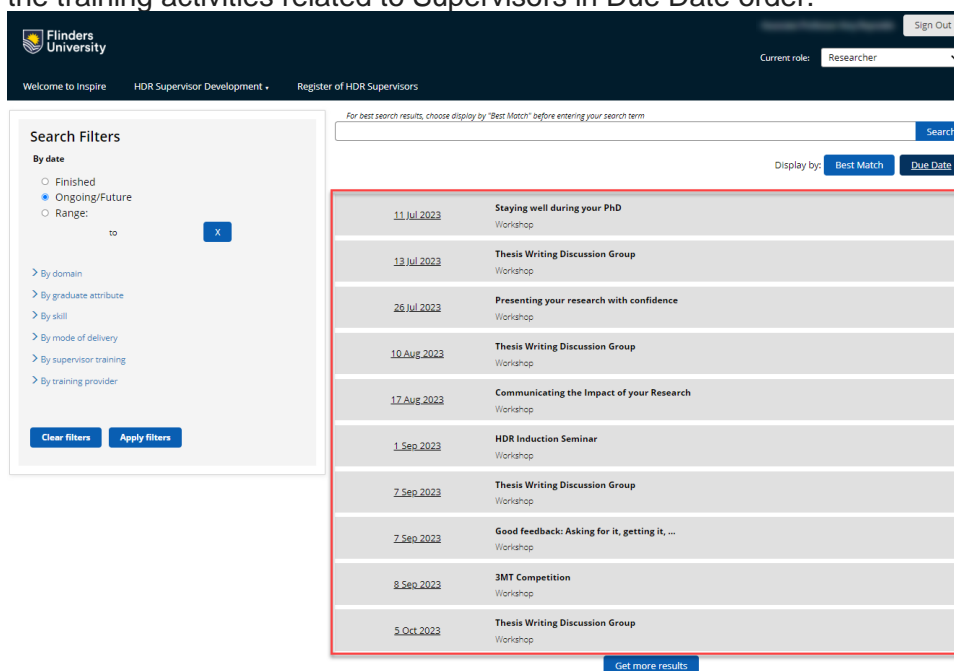


## 9. How to search for Supervisor development courses

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.**



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- **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.

Flinders University

Welcome to Inspire HDR Supervisor Development Register of HDR Supervisors

Current role: Researcher

Search Filters

By date

- ☐ Finished
- ☒ Ongoing/Future
- ☐ Range: to

By domain

By graduate attribute

By skill

By mode of delivery

- ☒ By supervisor training
  - ☐ Core
  - ☐ Electives
  - ☐ Modules
  - ☐ Seminars
  - ☐ Steps

By training provider

Clear filters Apply filters

For best search results, choose display by "Best Match" before entering your search term

Search

Display by: Best Match Due Date

11 Jul 2023	Staying well during your PhD Workshop
13 Jul 2023	Thesis Writing Discussion Group Workshop
26 Jul 2023	Presenting your research with confidence Workshop
10 Aug 2023	Thesis Writing Discussion Group Workshop
17 Aug 2023	Communicating the Impact of your Research Workshop
1 Sep 2023	HDR Induction Seminar Workshop
7 Sep 2023	Thesis Writing Discussion Group Workshop
7 Sep 2023	Good feedback: Asking for it, getting it, ... Workshop
8 Sep 2023	3MT Competition Workshop
5 Oct 2023	Thesis Writing Discussion Group Workshop

Get more results

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



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## 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.

The screenshot shows the Inspire dashboard. At the top, there's a navigation bar with 'Welcome to Inspire', 'HDR Supervisor Development', and 'Register of HDR Supervisors'. Below this, a message states: 'Inspire is a candidature management and skills development tool for HDR supervision. HDR supervisors can use Inspire to complete the HDR Supervision Development Program, book into development activities, self-record activities and manage compliance with the Register of HDR Supervisors. Please contact us if you would like more information.' There are three main sections: 'Course Feedback Forms' with a table showing a due date of 30-Mar-23 for 'HDR Supervision: HDR Industry Engagement and Internship Information Session'; 'Supervisor Registration' with a message 'You have no upcoming milestones.'; and 'Registration and Exemption forms' with a message 'You have no Registration and Exemption forms pending.' On the right, the 'Useful Resources' section is highlighted in yellow, containing a list of links. The link 'Calendar Settings for course bookings' is highlighted with a red box.

Due Date	Title
30-Mar-23	HDR Supervision: HDR Industry Engagement and Internship Information Session

**Supervisor Registration**  
👉 You have no upcoming milestones.

**Registration and Exemption forms**  
👉 You have no Registration and Exemption forms pending

**Useful Resources**

- Office of Graduate Research Contacts
- Inspire Quick Reference Guides
- Information for HDR Supervisors
- HDR Supervisor Development FLO Website
- Inspire Technical Support
- **Calendar Settings for course bookings**

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:

Share name:

This is just for you to identify the share within SkillsForge

Cancel

Share

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Copy the URL

**Your new calendar share has been created**

What to do next:

1

**Copy the URL** Hint: Press **Ctrl** then **C** together

URL <https://staging.flinders.skillsforge.net>

2

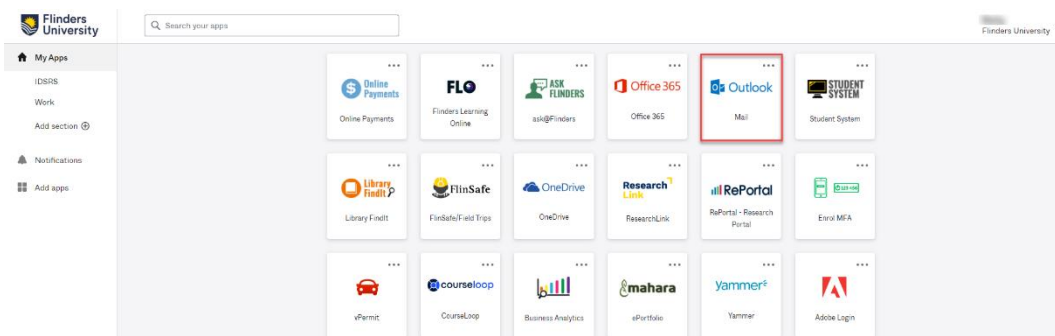
Consult your calendar tool documentation to find out how to add or subscribe to a calendar by URL

3

Copy and paste the URL shown above into your calendar tool

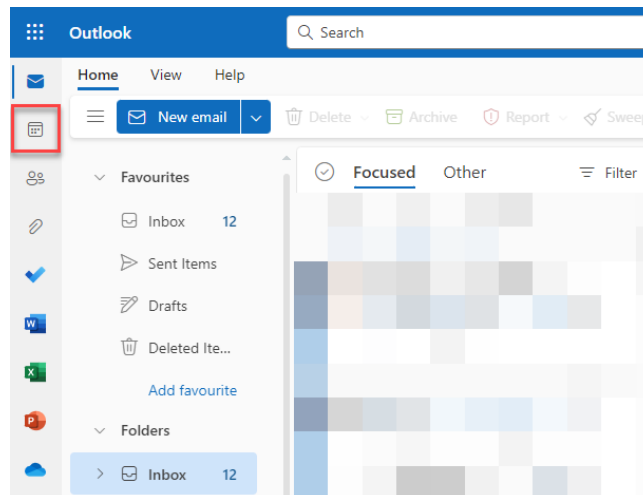
OK

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

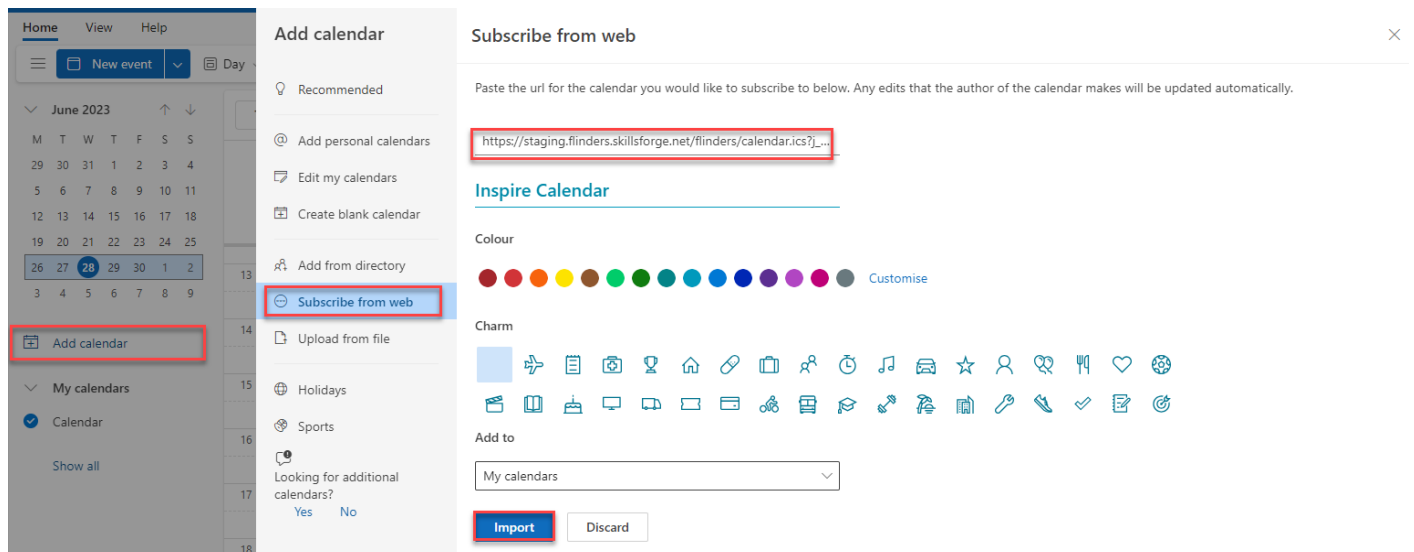


Select the calendar icon in the top left corner of outlook.

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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 HDR Development Team: [hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au).