

# Skills and Development Quick Reference Guide



## OVERVIEW

This guide explains how to use the Skills and Development module of Inspire including how to assess your skills and priorities and book courses.

## APPLIES TO

HDR Students

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## 1. Planning your Skills Development

### 1.1 Skills Development Dashboard


Your Skills Development Dashboard is your overview of the activities, skills and graduate attributes that you have planned, in progress and completed. It is a complete overview of your development, past, current and future, and can be used as a guide and planning tool. It consists of a number of sections and functionalities explained below.

The top of the Dashboard shows you the total count of Activities you have completed, the count of Skills you


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have completed (minimum of 10/22 required) and the total count of Graduate Attributes completed (8/8 required). To complete the program, you need to complete at least 10 out of the 22 skills, across all 8 Graduate Attributes.

 Sign Out

Welcome to Inspire Skills Development ▾ Milestones ▾ Degree Management ▾ Examination ▾

 Student, Test College

My Activities13

My Skills17/22

My Graduate Attributes8/8

## Skills Development Dashboard

This page shows all aspects of your skills development, and can be used to assess skills proficiency, plan and complete activities, reflect on your skills development and work towards REST completion certification. For detailed instructions on how to use this page, please refer to the [REST FLO site](#). Start your development by assessing your current skills via the Skills Needs Analysis button below.

Skills Needs Analysis

## 1.2 Skills Needs Analysis (SNA)

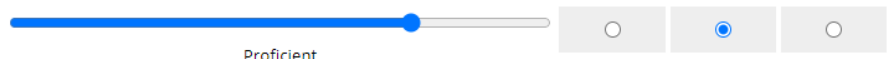
You start your development planning with the Skills Needs Analysis. You can access the Skills Needs Analysis from the Skills Dashboard.

The Skills Needs Analysis asks you to assess your proficiency and priority at the 22 skills in the program. The skills are organised under the Graduate Attributes, and you can hover over each skill for a description. There are five different proficiency levels – Novice, Beginner, Competent, Proficient and Expert. For a full description of the proficiency levels, please refer to the [REST FLO site](#). There are three priority levels – low, medium and high. Pick your priority level based on what you would like to focus on for the next review period. You need to pick at least three high priority skills to update your Development Plan at each review period.

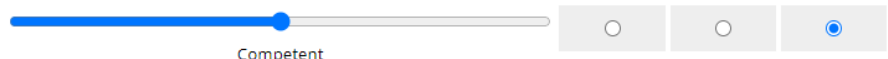
Proficiency		Priority		
Novice	Expert	Low	Med	High

### GA1: Research and Critical Thinking Skills

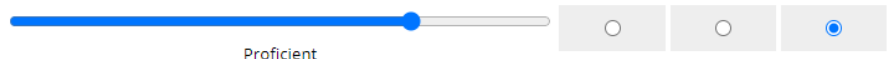
Research Methods



Critical Thinking



Analysing and Evaluating Data



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## 1.3 Development Plan

Your Development Plan displays all of the skills in the program, sorted under the proficiency and priority levels you identified in the SNA. The table is defaulted to display your high priority skills first, so that you can plan your activities and development for that review period. You can sort the table by any of the headings, and display all or some of the skills. You can plan/add activities under specific skills in the Development Plan by clicking the 'Plan/Add Activity' button, which will open up an Activity Form mapped to that specific skill. Once you reach the level of proficient or expert, you can complete that skill. To complete a skill, click on the 'Complete Skill' button when it appears, which will open up a Skill Completion form.

Print

Export CSV

Search:

Show  entries

Domain	Graduate Attribute	Skill	Proficiency	Priority	Plan	Complete
A	Research and Critical Thinking Skills	Research Methods	Proficient	Medium	Plan/Add Activity	2 Jun 2023
A	Depth of Disciplinary Expertise	Thesis Writing	Proficient	Medium	Plan/Add Activity	23 May 2023
B	Personal and Professional Awareness	Personal Awareness & Growth	Proficient	Medium	Plan/Add Activity	23 May 2023
B	Personal and Professional Awareness	Time Management & Work-life Balance	Proficient	Medium	Plan/Add Activity	2 Jun 2023
D	Effective Research Communication	Communicating Research Impact	Proficient	Medium	Plan/Add Activity	14 Jun 2023

Previous

1

2

3

4

5

Next

## 2. Completing a skill

### 2.1 Activities Log

The Activities Log shows you all of the activities that you have planned, in progress and completed. You can use this section to plan activities that you want to complete in the future (eg. Attend a conference, publish a paper), or activities that you have completed in the past (attended courses or prior work experience). Each activity should be mapped to a skill, and demonstrate how that activity has developed your proficiency at the skill.

The Activities Log is also used to complete booked events in Inspire. When you attend an event through Inspire, an Activity Form will be automatically created showing the event details. The form will be marked as 'in progress', until you complete it. To complete a booked activity, you will need to provide a short reflection on how this activity has developed your skill, and mark it as complete. You can always go back to a completed activity and more reflections if you wish.

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Print

Export CSV

Search:

Show  entries

Activity	Skills	Status	Date	
AW sub-committee member.	Research Methods Critical Thinking Personal Awareness & Growth HDR Practice & Process Research Practice	Complete	19 Jan 2023	
CSE Demonstrator training.	Research Practice HDR Supervision Teaching	Complete	20 Feb 2023	
Ecology, Evolution & Environment HDR conference	Analysing and Evaluating Data Research Dissemination Communicating Research Impact	Complete	18 Nov 2022	
Environmental assessments	Research Project Management Collaboration & Leadership Industry Engagement	Complete	25 Nov 2022	
HDR Induction Seminar	Candidature Management Research Project Management HDR Practice & Process	Complete	01 Apr 2022	

Showing 1 to 5 of 13 entries

Previous

1

2

3

Next

## 2.2 Skill Completion

This form will show you all of the activities you have completed under that skill, and ask you to provide a brief reflection on how you have developed that skill. Once you save the reflection on the skill, that skill will complete from the date you saved it. You can always open up the form to add to the reflections, and any activities that you complete after completing the skills will add to your completed activities table. However, if you update your proficiency in a skill (for example, from proficient to expert, or from proficient to confident), this will not be updated in the form if the skill has already been completed.

### Complete Skill

Looking back at you completed activities log above, please provide a brief reflection on how you have developed this skill. What has contributed to you becoming more proficient at this skill? How have you applied this skill in your studies/work, and how do you think you may apply it to your future work? How does this skills contribute to the development of the graduate attribute?

You may want to revisit the Skills Descriptors, Graduate Attributes and the Proficiency Descriptors on the [REST FLO site](#). \*

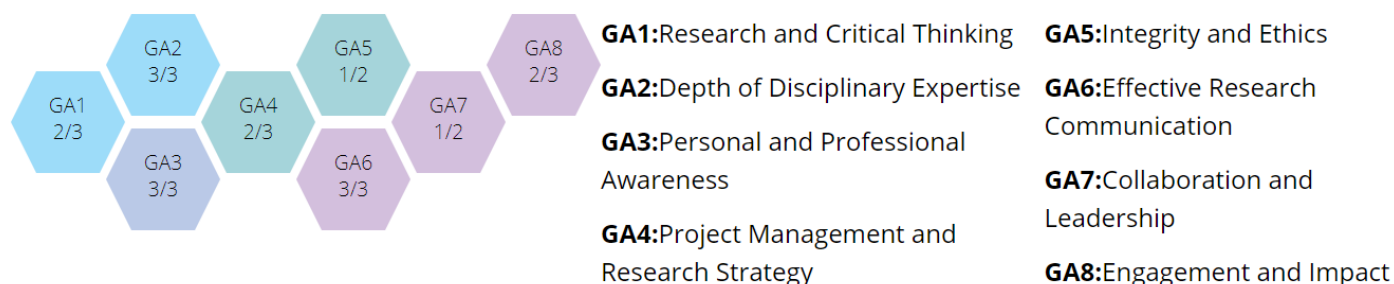
## 2.3 Tracking Completed Skills

The Completed Skills figure shows you the Graduate Attributes, mapped to the colours of the RDF, and the count of skills you have completed under each attribute. You can use this as a quick overview of the skills you have completed, and what is left to do. You are able to complete a skill through your Development Plan

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once you reach a proficiency level of 'proficient' or above.



## 2.4 Program Completion

When you submit your thesis for examination, and have completed at least 10 skills across eight Graduate Attributes, you can complete the program and apply for REST Certification. To receive certification, you will need to submit a document or artifact demonstrating how you have developed the Doctoral Graduate Attributes.

### Program Completion

Once you complete 10 skills across all eight Graduate Attributes and submit your thesis for examination, you can complete the REST Program via the button below and receive a certificate.

[Apply for REST Certification](#)

Search: <input type="text"/>			
Form Title	Deadline	Status	
REST Certificate	23 May 2023	Available	

## 3. Frequently Asked Questions (FAQs)

### 3.1 What has changed?

The old version of skills development in Inspire only provided a count of activities, and a reflection at annual milestones. The new update includes a count of activities, skills completed and Graduate Attributes achieved. While the count of activities will remain to be updated, the skills and graduate attributes will need to be completed manually by you. In order to complete a skill, you need to first identify as being proficient at that skill through the Skills Needs Analysis. Once you reach a proficiency of 'proficient' or 'expert', you are invited to complete that skill by reflecting on your learning. A skill completion will automatically complete the Graduate Attribute that skill sits under.

The skill and program completion process is completely driven by you – you assess your skill level, and complete a skill when you feel that you have achieved the relevant level (proficiency descriptors are available on the [REST FLO site](#)).

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## **3.2 Where to start?**

Start with the Skills Needs Analysis (SNA). This will help you identify the skills you already have and identify the skills you need to work on for the next review period.

## **3.3 What is a review period?**

The period between your last annual milestone (or beginning of candidature) to the next milestone.

## **3.4 How to plan?**

Use your Development Plan to start planning your skills development. The Development Plan will show you your high priority skills. Start by adding or planning activities under that skill through the 'Plan/Add Activity' button.

## **3.5 How to record previously developed skills?**

Use your Skills Needs Analysis to assess your current skill proficiency levels. If you believe that you are already proficient at a specific skill, you can update the level to proficient. You can then use 'Plan/Add Activity' button to record any previously completed activities, and use the 'Complete Skill' button to complete the skill. When completing the skill, please reflect on how you have developed that skill, and how you have applied the knowledge.

## **3.6 How to record previously completed activities?**

You can add previously completed activities through the Development Plan or through the 'Add Activity or Goal' button under the Activities Log. Simply provide the description and time when it was completed, map it to the relevant skill it developed, reflect on what you have learnt and attach evidence if relevant. This activity will then be added to the selected skill.

## **3.7 What activities to include?**

You can include any activities that developed your skills. This can include workshops, online courses, videos, practical work experience or experiential learning. Think about the skills that you are developing through your research – such as project management, collaboration, time management – and include activities that have developed those skills – such as completing the research proposal on time, working with your supervisor etc. All of these activities help develop your skills, and the more you discuss and reflect on these activities, the more confident and competent you will become at addressing these skills and attributes in job or grant applications in the future.

## **3.8 I have completed activities in the past – why is my skill completion at 0/22?**

The completion of activities does not update the skill completion. The completion of skills is driven by your assessment in the Skills Needs Analysis, and completed through the Skills Completion Form by reflecting on your learning. You can complete a skill at any time, and there are no minimum amount of activities that you need to complete under that skill.

## **3.9 Why do skills development?**

We have built the skills development module to be an iterative, reflective process, helping you to assess, identify, develop and demonstrate the skills you already have, those you need to develop and those that you are already developing. In the process of a HDR, you gain a lot of knowledge, produce new knowledge and



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develop a lot of new skills. Throughout this time, you are busy planning and conducting your research study, writing up your findings, publishing papers, producing a thesis. Most of these will be skills you previously did not possess, but developed throughout your study without really realising that you are developing them.

At the end of the thesis, when applying for jobs, grants or promotions, you will be asked to demonstrate those skills. Having a structured skills development process, where you plan, identify and reflect on the skills that you are gaining as you are developing them, will help you identify, reflect on and demonstrate those skills at the end. Throughout your candidature, you will be producing a skills profile (through skills completion), compiling evidence of skills development (through activity completion) and addressing criteria (through Graduate Attributes at REST Certification), that will help you produce a portfolio to assist with the next step beyond the HDR.

## 1. What emails will be sent from Inspire?

Inspire Email	Description
Booking Reminder	This will be sent 5 days before the scheduled start date of a course that you have booked into.
Booking Confirmation	This will be sent to confirm your place in a course
Booking Cancellation	This will be sent to confirm cancellation of a course.
Waiting List Registration	This will be sent to confirm your place on a waiting list for a course
Accept/Reject Offer of a course place	For a course where you are on the waiting list and places become available, an offer email will be sent to you giving you the option to accept or reject a place in the course. If you accept a booking email will be sent to you.
Expiry of Offer	If there is no response to the offer email in a certain period of time, then the offer will expire. The email will you that the offer has now expired.

## Need more help?

For more information about Skills Development refer to the [HDR Development](#) website and Team: [researcher.development@flinders.edu.au](mailto:researcher.development@flinders.edu.au).