Combining diverse experience and knowledge

GRADskills combines the expertise of St Andrews’ own academic and support staff with that of external consultants and training professionals to provide a diverse and interesting programme of generic skills development opportunities, courses and events. We seek to include a broad range of inputs from sector bodies and national organisations such as Vitae, the flagship national training and development organisation for researchers.

Funding opportunities

Although GRADskills provides a comprehensive and diverse programme of courses and events, there are also external organisations, such as Vitae, that provide valuable development opportunities for researchers. Doctoral students can therefore apply to the CAPOD Research Student Development Fund for financial support to attend external courses or events that provide development opportunities not covered in the GRADskills programme. In addition, research postgraduates who teach can apply to the Learning & Teaching Fund to attend external events that develop their teaching skills.

www.st-andrews.ac.uk/capod/funding

Additionally, the GRADskills Innovation Grant aims to encourage students and staff to take a proactive and creative approach to skills development. Applications for funding of up to £2,000 are invited from research postgraduate students at the University to support short-term, well-defined projects to develop transferable skills training resources or activities.

www.st-andrews.ac.uk/capod/funding/innovation

Booking a place on a GRADskills course

Visit the GRADskills page of the CAPOD website (www.st-andrews.ac.uk/capod/students/pgresearch/gradskills) to see the entire year’s programme of courses, sorted by theme or by Researcher Development Framework domain.

You can register on GRADskills courses via the University’s online Personal Development Management System (www.st-andrews.ac.uk/pdms). Select your cohort (Research postgraduate) using the Audience drop-down menu to see all upcoming courses. (Note that most GRADskills courses only “go live” for booking a month before they are due to run.) Registration and further details are confirmed by email and bookings can be cancelled up to 24 hours before a course is due to run by going to the “My Training Record” part of the system.

What researchers say about GRADskills

“All of it was very beneficial, very well structured and pertinent.”

“The presenter made the topic very interesting and relevant. Terrific!”

“Excellent presentation, extraordinary insight and helpful guidance.”

“Very helpful for career development.”

“Gets one thinking about one’s career path and how to better prepare for that ‘dream’ job.”

CAPOD, 75 North Street, Hebdomadar’s Block, St Salvador’s Quad, St Andrews, Fife KY16 9AJ, Scotland, UK

E: hcm@st-andrews.ac.uk
T: 01334 462334
W: www.st-andrews.ac.uk/capod/students/pgresearch

The University of St Andrews is a charity registered in Scotland, No. SC013322
Enhancing researchers’ skills and employability

**GRADskills** is the programme of courses, events and activities specifically for research postgraduate students delivered by the Centre for Academic, Professional and Organisational Development (CAPOD). The **GRADskills** programme aims to support the development of postgraduate researchers at the University of St Andrews, improving their research capability and widening their employability inside and outside of academia.

**CAPOD offers:**
- Training courses and workshops
- PG X-change symposia
- Networking opportunities
- Innovation grants
- Online resources
- Funding to attend external training events
- One-to-one development support

Research postgraduate students can contact Dr Heather McKiggan-Fee for advice on what support is available.

**GRADskills** opportunities are widely publicised via the PG Wednesday memo, GRADskills email memo and our website at: [www.st-andrews.ac.uk/capod/students/pgresearch](http://www.st-andrews.ac.uk/capod/students/pgresearch)

GRADskills training and support is **free of charge** to all doctoral and MPhil students at the University of St Andrews.

### Training and development opportunities

**GRADskills** offers courses and support for research postgraduates in all four domains of the Researcher Development Framework – a small selection of these are listed below (see our website for more):

**Knowledge and intellectual abilities, e.g.**
- Introduction to Endnote/Refworks/Mendeley
- Basic & Advanced Statistics (5 workshops)
- Microsoft Office workshops
- Using the Library’s Special Collections

**Personal effectiveness, e.g.**
- Assertiveness skills
- CV and Interviewee skills
- Preparing for your Viva
- Networking workshops and events

**Research governance and organisation, e.g.**
- Research ethics
- Intellectual property and copyright
- Managing your research and working effectively with your supervisor
- Project management for PhD success

**Engagement, influence and impact, e.g.**
- Presentation skills for researchers
- Maximising impact at conferences
- Successful publishing in Arts/Sciences
- Public engagement: the nuts and bolts
- Voice coaching

### Meeting UK Research Councils’ recommendations

In 2001 the UK GRAD Programme, Research Councils and the HE sector agreed a joint statement of skills training requirements for postgraduate researchers. In 2002 the “Roberts’ Report” recommended that more generic skills development opportunities be provided for early-stage researchers. In 2010 Vitae produced the Researcher Development Framework, an evolution of the RCUK joint skills statement.

The **GRADskills** programme responds to these recommendations and provides a comprehensive suite of development opportunities underpinned by the Researcher Development Framework. The Research Councils recommend that a minimum of **two weeks** per year be devoted to developing these personal, professional and career related skills.

### Designed by researchers for researchers

The **GRADskills** programme has been developed with extensive input from staff and students at the University of St Andrews. Consultations with Directors of Postgraduate Studies, supervisors and student focus groups, as well as individual course evaluation forms all generate ideas for the programme, and St Andrews staff contribute to the delivery of some of the courses.

The **GRADskills** team always welcomes further suggestions for courses and events that could be included within the scope of generic skills training for early-stage researchers by emailing capod@st-andrews.ac.uk