

Category	Training or workshop title (Institutional reference code if any)	Training Status	Owner in OSDS/Provost Office (role and name)	Presenter/facilitator (OSDS/other internal/external)	Audience (RS, Academic Teaching, Prof Services, all staff ,PGR, PDR, other)	Audience size and delivery method (e-learning, online, in-person)	Frequency p.a.	Notes (where did this come from?)	Notes	Training Dates
PGR Supervision Training	<u>1. Training for New PGR Supervisors</u>	Essential	Dr Lauren Christie (Academic Staff Developer)/ Associate Provost Education	Associate Provost Education, Academic Staff Developer, internal colleagues	All academic and research staff before they supervise a PGR student at St Andrews. Regardless of how long colleagues have been supervising PGRs, they need to have attended the training for new PGR supervisors if they have not done so before.	New Supervisor training workshops alternate between online instances and in-person instances to accommodate alternative working patterns. Workshops can accommodate large audience numbers. The Moodle course should be undertaken asynchronously. Supervisors who sign up for the live training workshop will be given the link to self-enrol on the Moodle as necessary	Training for new PGR supervisors will take place 9 times per academic year.	Supervisor training (whether for new supervisors or current supervisors) is an institutional requirement, emphasised in the University's institutional review (ELIR) and a funding body requirement.	Completion of the new supervisor training consists of: a) Completion of an online Moodle course comprising a series of short videos and a quiz; this should be completed before : b) Attendance at the centrally-run synchronous workshop lasting c.2 hours.	Training for new PGR supervisors: Mon 18th Sept, 2-4pm (online) Tues 3rd Oct, 10-12 (in person) Thurs 12th Oct, 2-4pm (online) Fri 3rd Nov, 1-3pm (in person) Mon 22nd Jan 2-4pm (online)

					preparation for attending.					Tues 6th Feb, 10-12 (in person) Thurs 15th Feb, 1-3pm (online) Fri 15th March, 10-12 (in person) Thurs 28th March, 2-4pm (in person)
	2. Refresher training for current PGR supervisors	Essential	Dr Lauren Christie (Academic Staff Developer)/ Associate Provost Education	Refresher training for current supervisors consists of completion of a Moodle course and attending at least one live event which can be any of the centrally-run ones listed below or a locally organised school based session (see i-vi below).	All current supervisors are required by funding bodies and the institution to complete refresher training at least every 5 years (or more frequently if so specified by a funding body).	Refresher training for current supervisors consists of an online Moodle course, where supervisors watch a series of short videos and answer a quiz. Supervisors must request access to the Moodle course by emailing asd-	As required. All current supervisors are required by funding bodies and the institution to complete refresher training at least every	Supervisor training (whether for new supervisors or current supervisors) is an institutional requirement, the importance of which was emphasised in the	Completion of the refresher training consists of: a) Completion of an online Moodle course comprising a series of short videos and a quiz; b) Attendance at one of the centrally-run synchronous workshops listed below or a locally organised school based update session	Moodle course can be completed on an asynchronous basis.

					osds@st-andrews.ac.uk . After completing the Moodle course supervisors must also attend at least one of the below live sessions or a locally organised school based update session.	5 years (or more frequently if independent funding bodies require).	University's institutional review (ELIR), and a funding body requirement.	(see i-vi below). Workshops are typically 1.5-2 hours in duration.	
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It is an essential part of refresher training for supervisors to attend at least one of the live sessions listed below (items i-vi). Supervisors can choose which of the following to attend in order to fulfil this requirement. At minimum they must attend one, but they may attend more than one if they wish. Centrally run sessions on additional areas may be added in future.

i) PGR Supervisor Training - School Refresher Session (Locally run school-based sessions-organised and delivered by individual schools.)	Essential (choose one of the six training products to complete to fulfil requirement)	N/A. Responsibility for organising and running these sessions lie with the school. OSDS will update attendance records through PDMS after schools	School staff or invited colleagues from support units or the Provost's office if Schools deem desirable.	All current supervisors within a particular School who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course or who wish to attend to enhance their	Audience size and delivery method is decided by individual schools.	Decided by the School organising the session.	Locally run school-based sessions can provide current supervisors with advice on an area of particular importance to their discipline and/or funding body. Schools may also run a	Directly after a session has been delivered, schools must submit the details of the session to OSDS osds@st-andrews.ac.uk (name of school, date of session and who attended) using the excel spreadsheet that was previously circulated. OSDS will then upload the attendance data to the centrally held	Can be delivered whenever the school deems necessary.
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		have submitted list of attendees and session details to asd-osds@st-andrews.ac.uk .		supervisory practice.			session focused on a particular aspect of supervision that they know is of concern, with support from the Provost's office or central units as appropriate	training records. Schools should remind participants to complete the Moodle refresher training at the same time, and liaise with OSDS about enrolment of colleagues.	
ii) Supervising Interdisciplinary PGRs	Essential (choose one of the six training products to complete to fulfil requirement)	Dr Lauren Christie (Academic Staff Developer)/ Associate Provost Education	Director of the Graduate School (Dr Morven Shearer) plus one external consultant.	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their supervisory practice.	A 2-hour in person session	Once per academic year (with potential for additional workshops to be added)	New workshop first delivered in 2023 to further support new and current PGR supervisors	This workshop was developed in light of the growth of interdisciplinary PhDs and both those currently supervising such projects or who might do so in the future are welcome.	Weds 27th March 2024 10-12noon
iii) Supervising	Essential (choose one of	Dr Lauren Christie (Academic	Dr Lauren Christie (Academic Staff Developer),	All current supervisors who are using	A 2-hour online session.	Once or twice per	New workshop first	This workshop brings together students and staff to discuss	Thurs 7th March

part-time PGRs	the six training products to complete to fulfil requirement)	Staff Developer)/ Associate Provost Education	Associate Provost Education and colleagues from the Royal Conservatoire of Scotland.	this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their supervisory practice.		academic year	delivered in 2023 to further support new and current PGR supervisors	approaches to part-time study and was developed as a result of requests from DoPGRs. Both those who currently supervise part-time students or those interested in learning more about this are welcome to attend.	12.00-2pm (online)
iv) Best Practice for Vivas workshop	Essential (choose one of the six training products to complete to fulfil requirement)	Dr Lauren Christie (Academic Staff Developer/ Associate Provost Education	Associate Provost Students and external consultant	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their awareness of the examination process.	A 2.5-hour online session.	Twice per academic year.	Longstanding workshop focused on PhD examination processes and best practice.	Best Practice for Vivas workshop is particularly recommended for those who have not examined before.	Tuesday 14th Nov (online), 2-4.30pm Wed 13th March (online), 2-4.30pm
v) Preparing for Challenging	Essential (choose one of the six	Rebecca Swarbrick and Ruth Unsworth	Rebecca Swarbrick and Ruth Unsworth (wellbeing and mediation)	All current supervisors who are using this to fulfil the	A 2-hour online session.	Once per academic year.	New workshop designed to assist	This workshop is recommended to all supervisors.	Tues 5th March 2024 10.30-12 (online)

Conversations with PGRs	training products to complete to fulfil requirement)	(wellbeing and mediation)		requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their awareness of challenging conversations with PGRs.			supervisors conduct challenging conversation with PGRs.		
vi) Supporting PGRs: Neurodiversity, Mental Health and Wellbeing	Essential (choose one of the six training products to complete to fulfil requirement)	Fiona Whelan (Assistant Director student services)	Fiona Whelan (Assistant Director student services)	All current supervisors who are using this to fulfil the requirement to attend a live session in addition to the refresher Moodle course, or who wish to attend to develop their understanding of neurodiversity, mental health and wellbeing when working alongside PGRs.	A 2-hour in person session.	Once per academic year.	New workshop designed to assist supervisors develop their understanding of neurodiversity, mental health and wellbeing when working alongside PGRs.	This workshop is recommended to all supervisors.	Weds 15th November 1-3pm

Four training classifications	<p>‘Mandatory’ Legally-required training that must be undertaken by all, or a specific cohort of, University employees within a specific period of time, and be repeated within a specific timeframe, that is designed to mitigate and manage an identified institutional risk for the University. Examples of such training include ‘Data Protection (GDPR)’, ‘Information Security’, ‘Diversity in the workplace’, ‘Unconscious bias’, and ‘Safeguarding and the Prevent Duty’.</p>
	<p>‘Essential’ Institutionally-required training that employees, based on the nature of their role, are expected to undertake, and repeat where necessary, before undertaking certain aspects of their work based on the requirements of University policy and requirements from external bodies.</p>
	<p>‘Core’ Training that employees undertake based on the core competencies of an employee’s role within the University.</p>
	<p>‘Developmental’ Training that employees undertake to expand and enhance their skills, building upon their core competencies, that support the enhancement of their professional development, personal skills and knowledge, and support progression in their careers.</p>