



Staff Development Series

Spring/Summer 2021



Human Resources



CELT



Regulatory Compliance



Digital Learning



International



Learning Development



Loric



BG Futures



Inclusivity



Library

Welcome to the Staff Development Series: Spring/Summer 2021

1. Due to the Covid 19 situation, Spring and Summer 2021 Staff Development Series has a new format. We have provided this extensive list of activities which are available so that academic staff have a simple reference point. We have incorporated different types of event. For example, there are narrated PowerPoints and videos, workshop events and Q and A fora. Some are 'self-service' so you can access these at a time convenient for you. Where there are live events the dates are included below and information will be sent out via Outlook and the Staff Portal. So that you are not overwhelmed with Outlook invitations, we will send invitations monthly. We will be updating this programme throughout the year. We look forward to seeing you at some upcoming events.

2. All events are linked with the UK Professional Standards Framework. We will encourage all academic staff to apply for the next stage of their professional journey of UKPSF through our own accredited scheme (DELTA Framework). Each event will make explicit links to support staff in their career development.

3. Many of the events that are not being offered live can be delivered on request for individuals, programme teams or portfolio groups. Please also let us know if you have any requests for sessions not included here, or if you would like to offer resources, materials or live session yourself. Please just contact celt@bishopg.ac.uk and we will do our best to help.

4. All of the resources, sessions and online learning can be found in the Blackboard Ultra course named 'Staff Development'. You can find this in your course list. Please let Digital Learning know if you cannot see the course in your course list. No booking is needed for attending sessions, attendance on the day can be found in the Blackboard Collaborate section of the course. You will only be able to see sessions 15 mins prior to the start and then join using the 'Join' button. All other resources are accessible at any time.

LEARNING AND TEACHING CONFERENCE DATES FOR YOUR DIARY – 1ST & 2ND JULY 2021

Staff Development Series

Spring/Summer 2021

LIVE SESSIONS

Department	Live Dates	Time	Session	Mapping
CELT 	27.01.21 16.02.21 10.03.21 15.04.21 07.05.21 24.05.21 15.06.21 06.07.21	10:00-11:00am Online 14:00-15:00pm 09:00-10:00am 13:00-14:00pm 12:00-13:00pm 14:00-15:00pm 13:00-14:00pm 16:00-17:00pm	HEA Fellowship Introduction This session provides an introduction to undertaking the HEA Fellowship (also known as DELTA at BGU). These sessions are held in the Fellowship Blackboard Course Room.	UKPSF A5 LTA 1.4 IHR 10
CELT 	25.03.21	16:00-17:00pm Online	Contracting to Cheat Contracting to cheat is seen as an increasing issue in HE. In this session we will discuss what it means and look at some practical solutions for identifying it, addressing it and, most importantly, discouraging it in the first place.	UKPSF A3, K4, K6 LTA 1.2, 2.5, 3.4 IHR 12
CELT 	02.03.21	13:00-14:00pm Online	Support for Personal Tutors This session will explore how the DCP (Development and Career Plan) and Engagement Analytics support the role of the Personal Tutor.	UKPSF A4, K3, K4 LTA 1.4, 2.2, 2.3 IHR 1
CELT 	26.05.21	12:00-13:00pm Online	The Transition of Foundation Year This session looks at the development and success of the Foundation Year over the last two years and its transition into the Faculty from CELT.	UKPSF A2, K2, K3, V1-V4 LTA 1.1, 1.2, 1.5, 1.6, 2.2, 2.5, 3.4 IHR 4, 5
CELT 	27.01.2021	13:00-14:00pm Online	Carers First This virtual session will give an overview of unpaid carers, help build confidence to start a conversation with carers, and be a platform for a Q&A session. The session will be delivered via Microsoft Teams. To attend, please email: leanne.mchugh@bishopg.ac.uk	UKPSF A4, V1-4 LTA 1.1 IHR20

Department	Live Dates	Time	Session	Mapping
CELT 	18.02.21	13:00-14:00pm Online	Mindfulness in Higher Education This session will look at how mindfulness has been embedded in the counselling and mental health academic programmes at BGU to support student and staff wellbeing. Staff can learn some simple techniques for introducing mindfulness in education or work.	UKPSF A4, V3 LTA 1.1, 2.5 IHR 20
CELT 	03.03.21	13:00-14:00pm Online	The Art of Listening Drawing on practices from supportive listening and mindfulness, the session considers techniques to develop a mindful presence when listening to others, along with ways to engage mindfully with sound in our daily lives. Session will be run in Teams.	UKPSF A4, V3 LTA 1.1, 2.5 IHR 20
Digital Learning 	23.02.21	11:00am-12:00pm Online	Reducing the size of PowerPoint files This session will cover some of the built-in functions of Microsoft PowerPoint to support the reduction of file sizes. The session will also cover supplementary techniques which can also be employed to further reduce the size of the files. Employing these techniques will lower upload and download times as well as a reducing the amount of storage required.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 	17.03.21	11:00am-12:00pm Online	Closed Captions and Subtitles This session will cover the creation and issues surrounding the use of Closed Captions on various platforms including Planet eStream, YouTube and Blackboard Collaborate. The session will also demonstrate the Present Live function of Microsoft PowerPoint which provides a 'live' subtitle function.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 	26.04.21	14:00–15:00pm Online	Blackboard Ally to Support Accessibility This session will cover the use of Blackboard Ally which can be used to ensure course materials uploaded to Blackboard are fully accessible. The session will also demonstrate how uploaded materials can be converted and downloaded in different formats such as HTML, MP3 audio, translated, ePub etc.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21

Department	Live Dates	Time	Session	Mapping
Digital Learning 	09.04.21	10:00-11:00am Online	Making Learning Materials Accessible This session will cover the use of accessibility checkers in Microsoft Word and PowerPoint to support the creation of fully accessible learning materials.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 	04.02.21	14:00-15:00pm Online	Uploading and Setting the Correct Permissions to Store Student Assessments Recordings in Planet eStream This session will cover what actions should be taken to upload and securely store student presentations or moderation assessments within Planet eStream.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 	17.03.21	13:00-14:00pm Online	Best Practice within Blackboard This session will review best practice for using Blackboard and tips for developing accessible content.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 	14.04.21	13:00-14:00pm Online	OBS for L&T resource creation This session will take the form of a 1 hour webinar facilitated by the Digital Learning Team. James Duke will introduce the Open Broadcaster Software (OBS) and demonstrate potential uses in learning and teaching resource creation.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Learning Development 	09.03.21	12:00-13:00 Online	Embedding Study Skills Embedding study skills support into academic studies helps facilitate deep learning in students and can produce better outcomes for staff. This session will offer some practical suggestions for embedding study skills, provide advice on the delivery of these skills, and identify relevant Learning Development resources to support such initiatives.	UKPSF A4, K2, V2 LTA 1.2, 2.4, 3.1, 3.4 IHR 15, 21
Learning Development 	10.03.21	12:00-13:00 Online	An Introduction to the new Learning Development Blackboard Site and how you can use our Resources in your Teaching This interactive session, will introduce you to the new Learning Development Blackboard site where you can find out about the different types of resources that we have available for your students and how you can use these in your own teaching. These cover many different topics from referencing to critical writing. There will be an opportunity to provide feedback and let us know about any resources that you think would be useful for your course.	UKPSF A4, K2, K4, V2 LTA 1.2, 2.4, 3.1, 3.4 IHR 15, 21

Department	Live Dates	Time	Session	Mapping
Learning Development 	26.02.21	09:30-15:30 Online	Destination Dissertation Information to share with students: Destination Dissertation provides an opportunity for students to gain support with planning and writing their dissertations.	LTA 3.4, 2.2 IHR 21
Learning Development 	24.02.21	13:00-16:30 Online	Second Year Success Information to share with students: Second Year Success provides an opportunity for students to improve their academic skills, decode feedback and build on the skills they have learnt in their first year.	LTA 3.4, 2.2 IHR 21
BG Futures 	12.03.21 14.05.21	12:00-13:00 Online 12:00-13:00 Online	Graduate Excellence Award A session exploring the different elements of the Graduate Attributes Excellence Award, what students have to complete to achieve it and any links to development activities you or your department may be running.	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 21
Inclusivity 	01.02.21	16:00-17:00pm Online	Decolonizing at BGU In this Staff Development session, BGU academics in English, Education and History will reflect on how they have been rethinking and adapting their teaching in light of larger discussions about anti-racist teaching and decolonising the curriculum. This session will include time for staff participants to discuss how such changes can positively affect our students' learning and subsequent careers. <ul style="list-style-type: none"> • Dr Jonathan Memel will focus on his second-year English module 'Victorians Unbound', where he is asking students to consider how the significant wealth drawn from the abolition of slavery affects our understanding of the Victorian period as an age of progress and advancement. • Dr Rose Roberto will discuss her work to decolonize the teaching of British Libraries, Museums and Archives: A History of Collecting for 1600-2000 and outline recent efforts by the BGU Library to support academic staff addressing race in their teaching. • Dr Sheine Peart will introduce the establishment of a new society by the BGU Students Union to support the diverse student cohort and outline opportunities to get involved in BGU's new Telling it Like it Is Teaching Resource Group. 	UKPSF A1, A4, V4 LTA 1.1, 1.2, 2.3 IHR 1, 22

Department	Live Dates	Time	Session	Mapping
Inclusivity 	25.03.21	13:00-14:00pm	Inclusion and Access Needs An introduction to how BGU responds to students with access needs, through procedures for diagnosis, an overview of additional avenues for support, and including typical reasonable adjustments implemented by the University	UKPSF A4, K2, V1, V2, V4 LTA 1.2, 2.3 IHR 20, 22
Regulatory Compliance 	27.05.21	11:00am-12:00pm	Annual Monitoring Return Briefing Dr Rob Boast will host this supportive session which is ideal for those who contribute to and author AMRs, and anyone interested in learning more about our annual monitoring processes and how they align with teaching excellence and access and participation agendas	UKPSF K6, V4 LTA 1.3 IHR 4.8
Regulatory Compliance 	26.03.21	12:00-13:00pm	GDPR Workshop This interactive session will provide an overview of GDPR, how the Governance Team can support you, reducing risks of data breaches and a discussion about things to consider when working from home. We welcome your thoughts and questions on all things data protection	UKPSF K6, V4 LTA 1.3 IHR 4.8
International 	05.05.21	11:00am-12:00pm	Introduction to the Turing Scheme (replacing Erasmus+) Now the UK is no longer part of the Erasmus+ scheme, it's domestic successor, the Turing Scheme, will pick-up where it left off. Come and find out more about this new Scheme and how it could support students to work and study abroad, but this time on a global scale.	UKPSF A4, V2, V4 LTA 1.3, 3.5 IHR 4, 21

GUIDANCE, SUPPORT AND RESOURCES

Department	Live Dates	Time	Information	Mapping
CELT 			Support for Online Teaching (2020) An extensive range of materials, resources, advice and guidance to support you with online teaching and blended learning (Blackboard course: Support for Online Teaching).	UKPSF K4 LTA 1.2, 1.7, 2.4, 3.1, 3.4 IHR 15, 21
CELT 	22.04.21 15.07.21	08:30-13:00 08:30-13:00	Academic Staff Induction An extensive range of materials, resources, advice and guidance to support you with your academic role and teaching at BGU (Blackboard course: Academic Staff Induction). Please email celt@bishopg.ac.uk if you would like to attend one of the induction dates.	UKPSF A1, A2, A3, A4, K2, K6 LTA 1.1, 1.3, 1.4 IHR 2, 10
CELT 			Personal Tutoring: What works best? This Blackboard course supports you in your Personal Tutor role and also provides guidance on Learner Analytics (Blackboard course: Personal Tutoring).	UKPSF A4, K3, K4 LTA 1.4, 2.2, 2.3 IHR 1
CELT 			Inclusive Teaching This Blackboard course supports you in reviewing your teaching practice, to develop inclusive delivery (Blackboard course: Support for Online Teaching).	UKPSF A2, A4, V1-V4 LTA 1.2 2.3 IHR10
CELT 			Team Coaching This resource looks at Belbin's Team roles and promotes a coaching style when working with students.	UKPSF A2, K1, V1, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21
CELT 			Foundation Year – Your Questions Answered This resource area provides information on how the Foundation Year has developed over the last academic year and plans for its continuation.	UKPSF A2, K2, K3, V1-V4 LTA 1.1, 1.2, 1.5, 1.6, 2.2, 2.5, 3.4 IHR 4, 5

Department	Live Dates	Time	Information	Mapping
CELT 			Using Quickmarks in Constructive Feedback This resource will explore how we can give good feedback to develop student's knowledge and skills. The use of QuickMarks can effectively and efficiently enhance your feedback and signpost students directly to additional support or resources.	UKPSF A3, K4 LTA 1.2, 2.5, 3.4 IHR 12
CELT 			Revitalising Assessment This resource will explain the Unistats categories and look at how the 'Assessment Wheel' can help you revitalise your assessments.	A3, K4, V2 LTA 1.2,2.2,2.3 IHR 1
CELT 			HEA Fellowship FAQs This resource is part of regular Team meetings with Sue Cordell. Please watch the portal for dates or email or message Sue Cordell on Teams for details or an alternative meeting time.	UKPSF A5 LTA 1.4 IHR 10
CELT 			Safeguarding and Responses to Vulnerable Students This resource will provide information and guidance on safeguarding vulnerable students.	UKPSF A4, V1-5 LTA 1.2, 2.3 IHR 20, 22
CELT 			Resilience Toolkit This presentation will provide a brief history and background to the development of BGU's Resilience and Wellbeing Toolkit; consider how the toolkit can be used with students in particular; outline the next steps for BGU's creation of a co-produced Mental Health Strategy.	UKPSF A4, V3 LTA 1.1, 2.5 IHR 20
CELT 			Together but apart: How will carers be supported? This resource aims to offer an overview of the work that the Carers Task and finish group have been working on throughout the last year.	UKPSF A4, V1-4 LTA 1.1 IHR20

Department	Live Dates	Time	Information	Mapping
CELT 			Mindful Breaks This resource provides ideas for taking mindful breaks and how to reduce stress and anxiety. There is a wealth of research showing a range of benefits associated with mindfulness in education and the workplace, from aiding concentration to reducing stress, promoting kindness towards self and others, and increasing wider wellbeing.	UKPSF A4, V3 LTA 1.1, 2.5 IHR 20
CELT 			Peer-Assisted Reflective Teaching and Learning (PARTL) Information and guidance on BGU's peer observation and reflection scheme can be found within this course under the heading 'Peer-Assisted Reflective Teaching and Learning (PARTL)'.	UKPSF A2, A4, V1-V4 LTA 1.2 2.3 IHR10
CELT 			Demystifying Knowledge Transfer Partnerships KTPs offer funding and support to turn academic insight into successful products and services, promoting growth and future development. This live session looks at what they are, how they work and highlights the benefits to academics/students and businesses and the process.	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21
Digital Learning 			OBS for L&T Resource Creation This resource area will introduce the Open Broadcaster Software (OBS) and demonstrate potential uses in learning and teaching resource creation.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Online Polls and Quizzes for Assessment This resource area will provide information on online polls and quizzes and will support you to utilise them in your delivery.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Blackboard Ally and Accessibility This resource area will provide tips and guidance for using Blackboard Ally to increase accessibility and inclusion for your students using the VLE.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21

Department	Live Dates	Time	Information	Mapping
Digital Learning 			Discover your Digital Capabilities With the sudden and unexpected move to a blended model of teaching, digital practice in learning and teaching more prevalent than ever. This resource will introduce you to the Discovery Tool, a service from our partners, Jisc. The Discovery Tool can help you better understand your digital capabilities and provide opportunities to develop them.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Conducting Hybrid Teaching Sessions Through Blackboard This session recording will take the form of a 1 hour webinar facilitated by the Digital Learning Team. James Duke will introduce and demonstrate how to use Blackboard for live sessions conducted in teaching rooms.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Learning Development 			Self-Assessment - Shaping a Learner's Identity This resource supports you to explore the process of self-assessment and how it can aid entrepreneurial learning competencies.	UKPSF A5, V3 LTA 1.1, 2.1, 3.1 IHR 19
Learning Development 			Improving Students' Writing This resource will provide information on why students struggle with academic writing and how this skill can be developed effectively within subject areas.	UKPSF A4, K1, K3, V2 LTA 1.1, 1.5, 2.2, 2.3, 3.1 IHR 21
Learning Development 			APA 7th This resource will update you on changes in APA from 6 th to 7 th and guide you on using APA7 th .	UKPSF A3, A5, K1 LTA 1.1, 1.5, 2.2, 2.3, 3.1 IHR 21
BG Futures 			CV Writing A fresh take on the traditional CV writing approach, considering different styles, layouts and tones for specific job markets.	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21

Department	Live Dates	Time	Information	Mapping
BG Futures 			LinkedIn Workshop <p>Find out some useful hints and tips to best utilise your LinkedIn profile for networking/ marketing/ promoting your academic activities.</p>	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21
BG Futures 			Graduate Schemes <p>Local, regional and national Graduate Schemes information update.</p>	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21
LORIC 			Research Impact <p>This resource examines the pitfalls that can materialise when planning research impact and what measures can be put into place to build trust with research participants.</p>	UKPSF A5, V4 LTA 1.1 IHR 20
LORIC 			How does LORIC Support Local Businesses? <p>This session showcases our Research and Innovation Centre and how it supports businesses.</p>	UKPSF K4 LTA 1.2, 1.7, 2.4, 3.1, 3.4 IHR 15, 21
Regulatory Compliance 			UK Quality Code <p>The Quality Code is a key reference point for UK higher education, protecting the public and student interest, and championing UK higher education's world-leading reputation for quality. It enables providers to understand what is expected of them and what to expect from each other. This resource takes you through the code and explains it further.</p>	LTA 1.1, 1.5, 2.2, 2.3, 3.1 IHR 21
HR 			The Mindful Employer Charter – A HR Briefing <p>A video promoting the University's pledge to the Mindful Employer Charter.</p>	UKPSF A4, V3 LTA 1.1, 2.5 IHR 20

ONLINE LEARNING MODULES/TUTORIALS

Department	Live Dates	Time	Module/Tutorial	Mapping
Digital Learning 			Media Creation Booths This online learning module will introduce you to the newly-created media creation booths located on campus. Work through the module to learn about how the booths are equipped, what you can use them for, where they are and how to book them.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Microsoft Word (Long Documents) This online learning covers key functions of Microsoft Word to support (academic writing) and the creation of Long documents.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			OneDrive This online learning covers key functions of Microsoft OneDrive to support you with getting the best out of online file storage.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Clevertouch and Lynx Clevertouch interactive screens and Lynx software are used in a number of BGU teaching rooms. This learning module takes you through how to use the tools and software, and also shows a demo of the software at BGU.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Getting Around in Blackboard This learning module takes you through the basics of Blackboard and how to navigate the system.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Facilitating Group Tasks with Blackboard Tools This learning module takes you through the tools within Blackboard for group tasks such as Announcements, Blogs, Discussion Boards, Wikis, and Groups.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21

Department	Live Dates	Time	Module/Tutorial	Mapping
Digital Learning 			Everything You Need to Know about Turnitin This learning module takes you through the basics of Turnitin and using it for marking student work.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Copyright and Creative Commons This learning module helps you to understand and use copyright and creative commons effectively.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Recording and Uploading from iPads to Planet eStream This learning module will guide you in how to use iPads with Planet eStream.	UKPSF K4 LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			What is DCP? This learning module will guide you on the basics of Personal Tutoring and the DCP process.	LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Narrating PowerPoints This learning module will guide you through how to create narrated PowerPoints and provides tips and advice to get the best out of PowerPoint.	LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21
Digital Learning 			Reimagining Cutting and Sticking: A Zine Workshop This learning module is designed to introduce participants to 'zines - what they are, what they might look like where they 'come from', how to access them. Examples of zines will be provided to explore and discuss. We will then critically consider together ways 'zines might be utilised in teaching and learning contexts.	LTA 1.2, 1.7,2.4,3.1,3.4 IHR 15, 21

BG Futures 		Get Your Students Engaged with the Graduate Attributes Awards <p>This session will look at the components that make up the Award and focus on the development journey students undertake for its completion. This is an informative and interesting session looking at lessons learned from the pilot year and how we move forward into rolling out the Award to the student body in 2020/21.</p>	UKPSF A4, V4 LTA 1.3, 3.4, 3.5 IHR 2, 21
Library 		Advanced Searching in Worldcat <p>This tutorial guides you in accessing and searching in Worldcat.</p>	UKPSF K4, V3 LTA 1.1, 1.7, IHR 17

LEARNING AND TEACHING CONFERENCE DATES FOR YOUR DIARY – 1ST & 2ND JULY 2021

If you have any queries, or a topic that you would like to see covered in a future Staff Development Series, please contact the CELT team.



CELT@bishopg.ac.uk

01522 583866

Strategic priorities are linked directly to the **Learning, Teaching and Assessment Strategy** and **The UK Professional Standards Framework**. Copies of these documents can be downloaded from:

LTAS - goo.gl/uucFbw

UKPSF - bit.ly/1M1tkgU