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SkillsJCU

A step-by-step guide for HDR Candidates




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SkillsJCU

Mick Student [Sign Out](#)

[Home](#) [Professional Development Audit and Plan](#) [Train & Develop ▾](#) [Help](#)



Welcome to SkillsJCU

Announcements

Shortcuts

- [Audit your skills](#)
- [Look at your Fixed Training requirements](#)
- [Book training](#)
- [View your completed development](#)

Professional Development Feedback

[🔄](#) You have no feedback forms pending

Upcoming courses

2 Jun 2023	Test 6
	Learn JCU

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Introduction

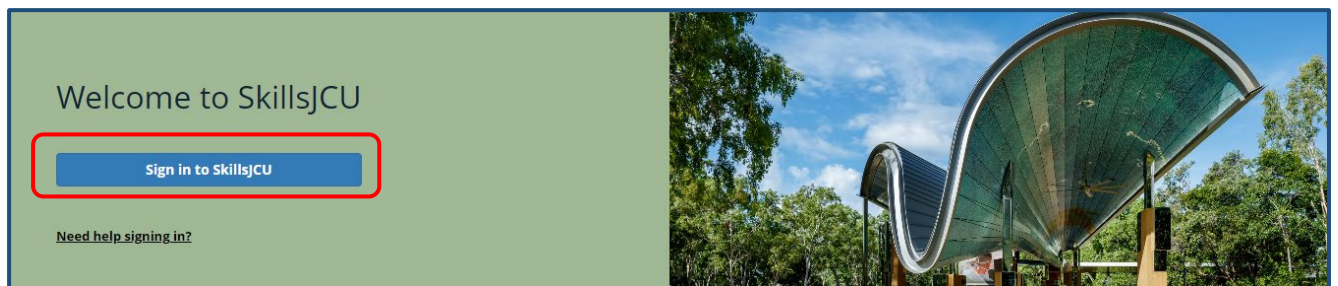
You will be able to use SkillsJCU to:

- ✓ Prepare your Professional Development Audit and Plan (PDAP)
- ✓ Book training courses
- ✓ Undertake online modules
- ✓ Keep records of any external training or Leadership and Initiative activities
- ✓ Track your PD progress

Getting Started

Accessing SkillsJCU

1. Log in to any computer or mobile device with an internet connection
2. Open your browser (e.g. Google Chrome, Firefox)
3. Go to the SkillsJCU web address which is: <https://skills.jcu.edu.au/jcu/>
4. Click the Sign in to SkillsJCU button



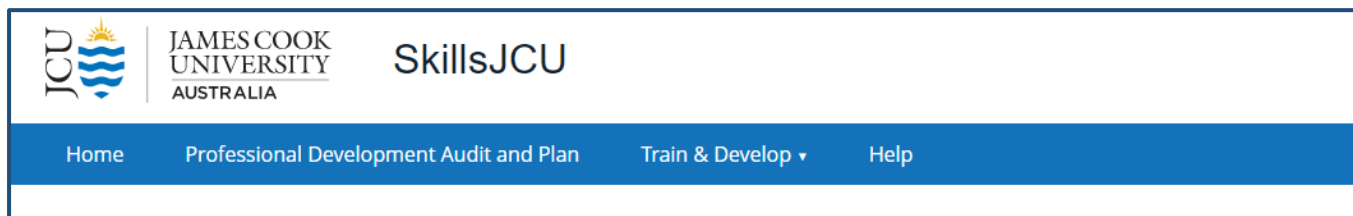
Note: you may be prompted by JCU SSO to accept the ForgeRock notification.

- ✓ For security reasons the SkillsJCU system will always use your student email address for correspondence and will send automatic confirmation to your student email address (ending with @my.jcu.edu.au).

Navigating your way around SkillsJCU

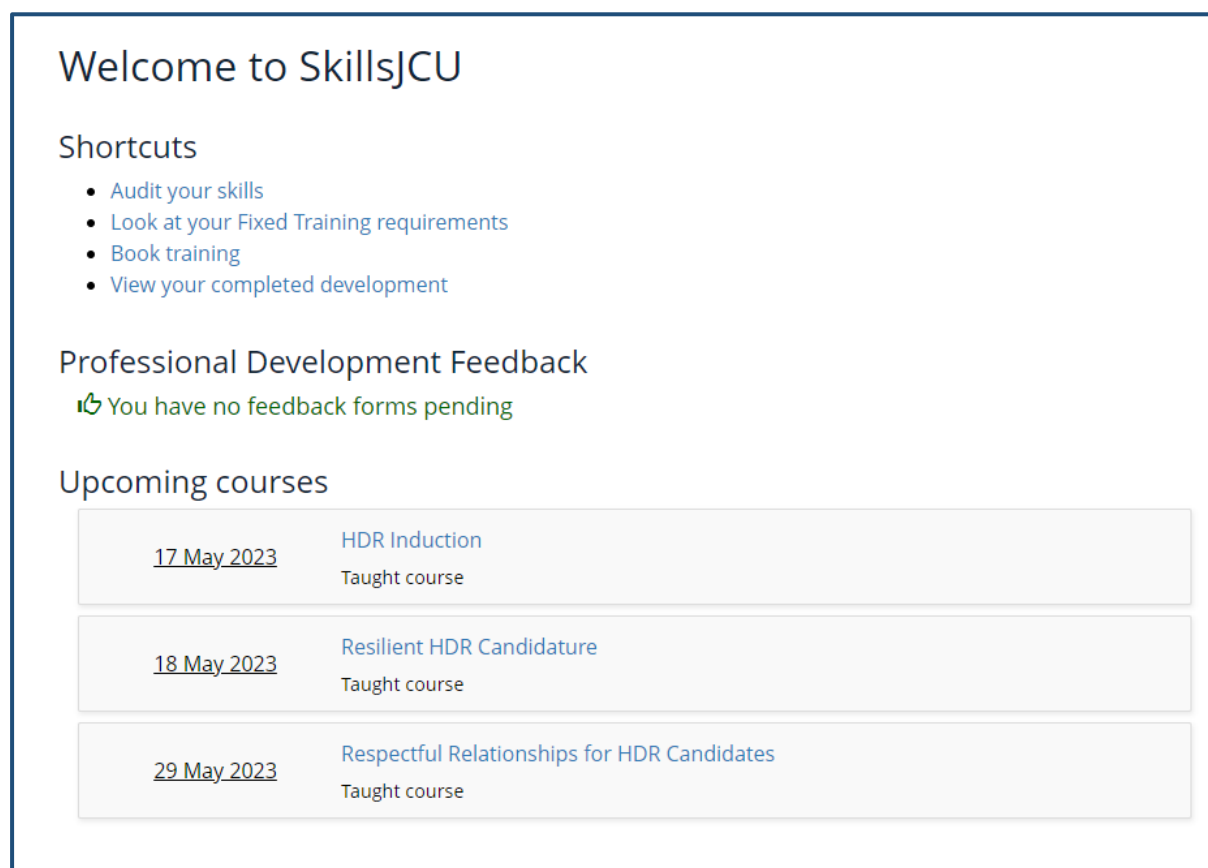
The Tabbed Menu

The main menu for SkillsJCU is represented by a row of tabs, which provide access to the main sections of the software. The tabs will be visible no matter what screen you are in.



Home Tab

This tab is the welcome page of SkillsJCU. The page contains several useful shortcuts, links to professional development feedback forms and a list of upcoming professional development activities.



Professional Development Audit and Plan Tab

This tab will allow you to record your current skills and the ones you plan to obtain during your candidature. You should discuss your Audit and Plan with your Advisory Panel to determine Professional Development needs not only for your project but for your professional life after graduation.

The Professional Development Audit and Plan is reviewed at Confirmation of Candidature and Mid-Candidature, and can be updated any time as you achieve your PD goals.

To prepare your Professional Development Audit and Plan:

1. Click on the required categories in the pie graph

Professional Development Audit and Plan

Please record your current skills and the ones you plan to obtain during your candidature here. You should discuss this Audit and Plan with your Advisory Panel to determine PD needs not only for your project but for your professional life after graduation. Your Professional Development Audit and Plan is reviewed at Confirmation of Candidature and Mid-Candidature, and can be updated any time as you achieve your PD goals.

My current top five skills

- Social, environmental, cultural, gender and philosophical perspectives
- Respect for diverse cultural perspectives
- Truth, accuracy, and social and environmental responsibility
- Personal attributes
- Managing budgets and time

My top five skills for development

- [Ethical data use](#)
- [Methodologies, theoretical perspectives and practice](#)
- [Social, environmental, cultural, gender and philosophical perspectives](#)
- [Respect for diverse cultural perspectives](#)
- [Truth, accuracy, and social and environmental responsibility](#)

[Print the PDAP](#)

Audit

2. Select your confidence level in each category by sliding the blue dot. You can determine your confidence level by reflecting on your current level of skill. A low confidence setting is appropriate when you are still yet to acquire professional-level skills in this area. You can move to high confidence as your skills develop.
3. Select Priority of training by clicking the dot next to:
 - a. **High Priority:** acquiring this skill is at the top of your list and the skill is needed in the immediate future
 - b. **Medium Priority:** this skill will be useful for your project and/or career aspirations, but not necessarily a top priority right now
 - c. **Low Priority:** this skill may be useful in the future, but other things are more important right now

Audit

Discipline Expertise

▶ Disciplinary and interdisciplinary knowledge	<p>Confidence</p>	<p>Priority</p> <p><input type="radio"/> High Priority</p> <p><input checked="" type="radio"/> Medium Priority</p> <p><input type="radio"/> Low Priority</p>
▶ Methodologies, theoretical perspectives and practice	<p>Confidence</p> <p>Very High Confidence</p>	<p>Priority</p> <p><input type="radio"/> High Priority</p> <p><input type="radio"/> Medium Priority</p> <p><input checked="" type="radio"/> Low Priority</p>
▶ Ethical data use	<p>Confidence</p> <p>Very Low Confidence</p>	<p>Priority</p> <p><input checked="" type="radio"/> High Priority</p> <p><input type="radio"/> Medium Priority</p> <p><input type="radio"/> Low Priority</p>

Plan

4. Answer Question by clicking Yes or No button

Plan

Discipline Expertise

Do you feel you have obtained these skills?

Yes

No

5. If you answer No, select the date training should be complete by:

If not, when do you need to obtain these skills by? (Eg 02 Feb 2019)

2023 Apr						
M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

How did you obtain these skills?

6. If you answer no, describe how you will obtain the required skills in the box provided and select Save

How do you plan to obtain / how did you obtain these skills?

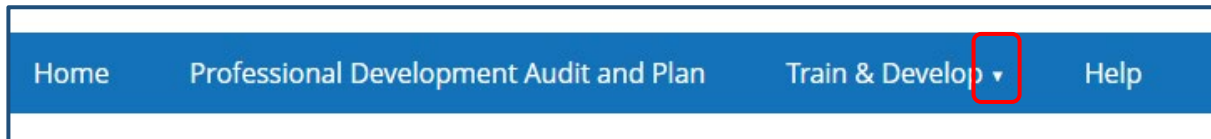
After saving you will be taken back to the Professional Development Audit and Plan home screen. You will notice that the system has listed your current top five skills, and also suggested workshops that are available to you in the system to help you fill your skills gaps (click the listings under the heading "My top five skills for development"). You will have the option to print your plan.

Continue with the remaining categories. If you enter something incorrectly, select the discard button to remove the record.

Train and Develop Tab

This tab contains a number of options that are available by clicking the down arrow:

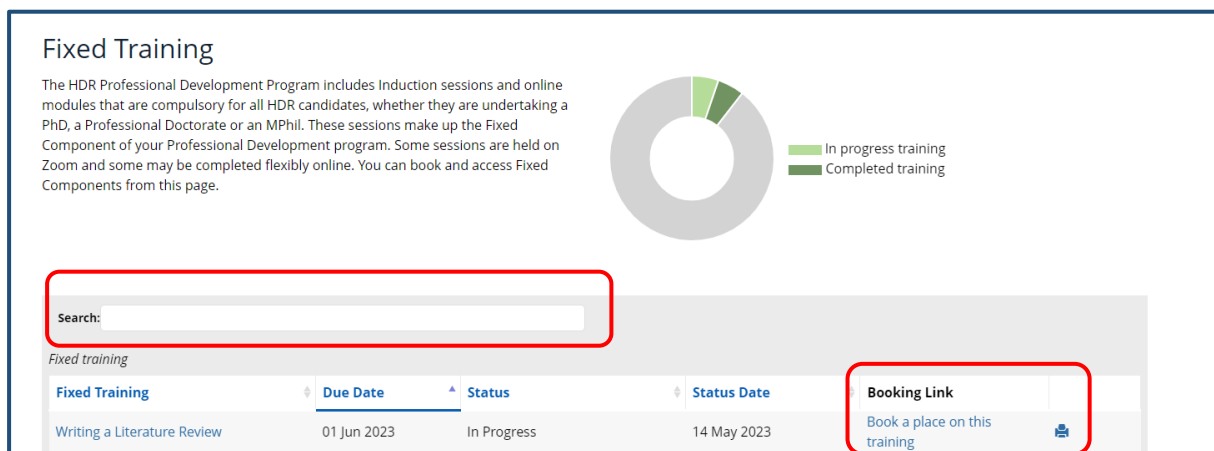
- Fixed Training
- Find & Book Activities
- Booking Summary
- Completed Activities
- Professional Development Feedback
- Calendar Settings




Fixed Training

The HDR Professional Development Program includes Induction sessions and online modules that are compulsory for all HDR candidates, whether they are undertaking a PhD, a Professional Doctorate or an MPhil.

These sessions make up the Fixed Component of your Professional Development program. Some sessions are held on Zoom and some may be completed flexibly online.



The screenshot shows the 'Fixed Training' page. It includes a search bar (highlighted with a red box), a donut chart showing the progress of training (with a legend for 'In progress training' and 'Completed training'), and a table of training activities. The table has columns for 'Fixed Training', 'Due Date', 'Status', 'Status Date', and 'Booking Link'. One activity is listed: 'Writing a Literature Review' with a due date of '01 Jun 2023' and a status of 'In Progress'. The 'Booking Link' column contains the text 'Book a place on this training' and a printer icon (highlighted with a red box).

Fixed Training	Due Date	Status	Status Date	Booking Link
Writing a Literature Review	01 Jun 2023	In Progress	14 May 2023	Book a place on this training 

SkillsJCU displays a graphic representation of where you are up to with your Fixed Components. You can book and access Fixed Components from this page by clicking the blue Activity title or Book a place on this training.

Find and Book Activities

The Find and Book Activities page allows you to perform various searching using search filters which include search by:

- Date
- Provider
- Graduate Attribute
- Skill
- Free text

GR106 Search

Display results as: [Events by Best Match](#) [Sessions by Date](#)

GR106	Respectful Relationships for HDR Candidates Taught course	Places available
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Booking Summary

The My Booking Summary page will display Training and Courses attended and booked, including Fixed Component training.

Booking Summary

Training and Courses

Search: Show 10 entries

Date	Title	Status	Attendance	Credits
05/05/2023	CDP-F101 - Research Conduct & Ethics	Finished	1 session(s) Attended: 1	5
06/06/2023	CDP-F100 - Writing a Literature Review	Booked	-	0
10/05/2023	GR-F104 - HDR Induction - ZOOM	Finished	1 session(s) Attended: 1	5

Showing 1 to 3 of 3 entries Previous **1** Next

Completed Activities

The completed activities page has a graphic interface in the system to enable you to see where you are in terms of meeting the requirements of RD/RM7003 Professional Development, whether you choose to do so via the hours metric that applies to training programs or the points metric used for Leadership and Initiative.

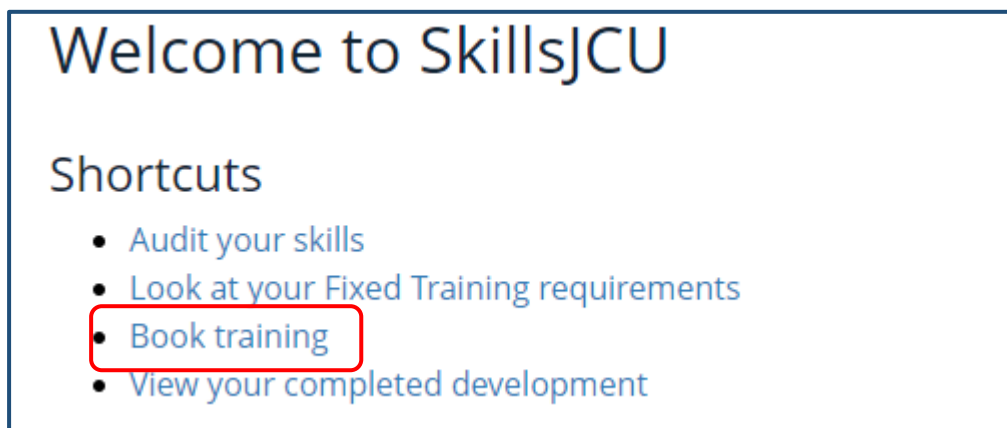
Please note that the two graphical elements do not reflect the Fixed Component (which does not use either an hours or points metric). Therefore, this page will enable you to track the completion of your Flexible Component.

For further information about the requirements for PhD, Professional Doctorate and MPhil candidates, please go to: <https://www.jcu.edu.au/graduate-research-school/Workshops-and-training>

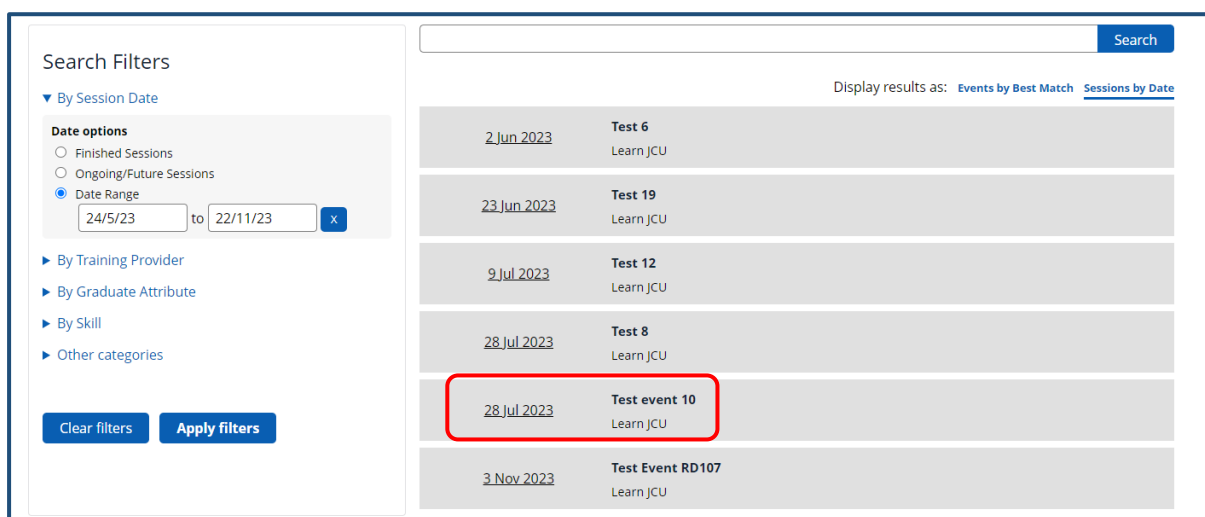


Book training

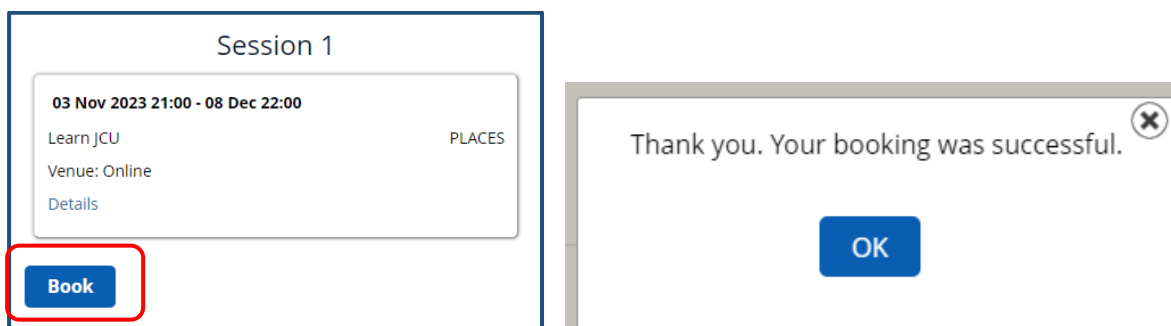
1. Click on Book training on the home screen



2. Search for the required course using the various filters



3. Click on the date to open activity
4. Click on Book



5. You will receive a successful message and email to confirm your booking

Self-record a non-training/external activity

1. Go to the Train and Develop Tab
2. Select Completed Activities
3. Click on Self-record a non-training/external activity

- [Book a Flexible Component Training Workshop](#)
- [Self-record an external training activity](#)
- [Self-record a Leadership and Initiative activity](#)

4. The following page will display:

Self Recorded Activity History: Latest

Use this form to record details of experiences and activities not booked through SkillsJCU.

Self recorded activities are visible to your **supervisors** in your Completed Activities list.

Training Course Title
Self Recorded Activity

When did you complete this activity?
24 May 2023 02:00 17:00 + -

5. Enter:
 - a. Activity Name
 - b. Select the date the activity was completed
 - c. Course Start time
 - d. Course finish time
6. Scroll down to display additional sections

Hours of training awarded (max 12 per activity)
12

Category

Discipline Expertise
 Engagement and Influence
 Innovation and Impact
 Career Capability
 Integrity and Social Responsibility

In 100 words or less, reflect on the training you have undertaken and how that aligns with the Graduate Attributes Framework.

Attach any relevant documentation
Quota used: 0.00MB / 50.00MB
Choose a file to upload...

Save Discard

7. Complete the following:
 - a. Select a category
 - b. Complete reflection
 - c. Attached evidence by clicking the Choose a file to upload button
 - d. Save

Self-Record a Leadership and Initiative activity

1. Go to the Train and Develop Tab
2. Select Completed Activities
3. Click on Self-record a non-training/external activity

- [Book a Flexible Component Training Workshop](#)
- [Self-record an external training activity](#)
- [Self-record a Leadership and Initiative activity](#)

4. The following page will display:

Leadership and Initiative Activity

History: Latest

Use this form to record details of experiences and activities not booked through SkillsJCU.

Self recorded activities are visible to your **supervisors** in your Completed Activities list.

Leadership and Initiative Activity

Participation in a formal internship of 30 days to 6 months (7 Points)

When did you complete this activity?

24 May 2023

In 100 words or less, reflect on the training you have undertaken and how that aligns with the Graduate Attributes Framework.

Attach any relevant documentation

Quota used: 0.00MB / 50.00MB

Choose a file to upload...

Save Discard

5. Complete the following:
 - a. Select from Activity Types
 - b. Select a date when the activity was completed
 - c. Complete reflection
 - d. Attach evidence by clicking the Choose a file to upload button
 - e. Save

Cancel a booking

1. Go to the Train and Develop Tab
2. Select Booking Summary
3. Click on the blue heading of the course you would like to cancel

Booking Summary

Training and Courses

Search: Show 10 entries

Date	Title	Status	Attendance	Credits
01/06/2023	CDP-F107 - Editing your Own Work	Booked	-	0
05/05/2023	CDP-F101 - Research Conduct & Ethics	Finished	1 session(s) Attended: 1	5
06/06/2023	CDP-F100 - Writing a Literature Review	Booked	-	0
10/05/2023	GR-F104 - HDR Induction - ZOOM	Finished	1 session(s) Attended: 1	5

Showing 1 to 4 of 4 entries

Previous 1 Next

4. Click on Cancel this booking

CDP-F107

Editing your Own Work

Summary

This event has been organised by Cohort Doctoral Program. For any enquiries please contact dthmcohortpogram@jcu.edu.au.

TODO

Available Dates

You have a booking:

01 Jun 2023 09:00 - 10:00

Externally booked

Venue: -

[Cancel this booking](#) [Not possible to edit](#)

5. You will be prompted to confirm
6. Select Cancel Booking
7. Click OK

Are you sure?

[Cancel Booking](#) [Take me back](#)

Your booking has been cancelled.

[OK](#)