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SkillsJCU


# A step-by-step guide for HDR Candidates



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 <a href="#">Learn JCU</a>
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## Introduction

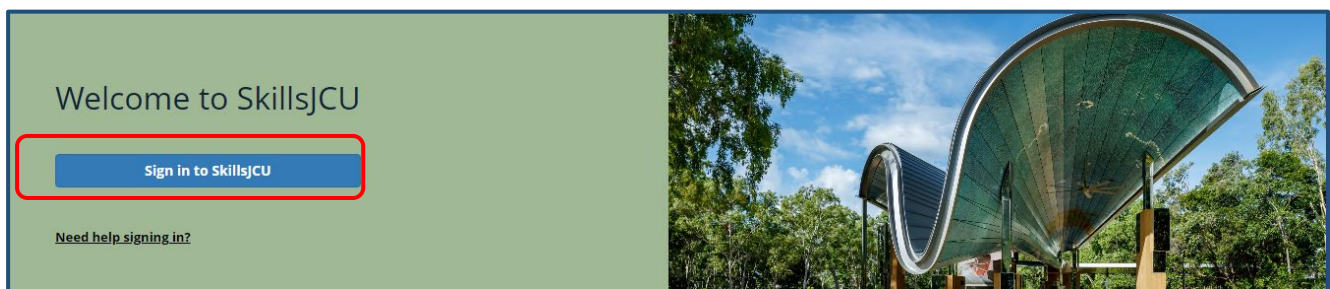
You will be able to use SkillsJCU to:

- ✓ 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



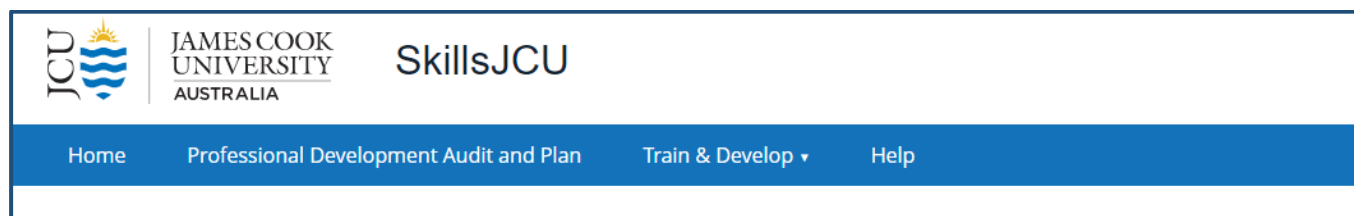
Note: you may be prompted by JCU SSO to accept the ForgeRock notification.

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

## Navigating your way around SkillsJCU

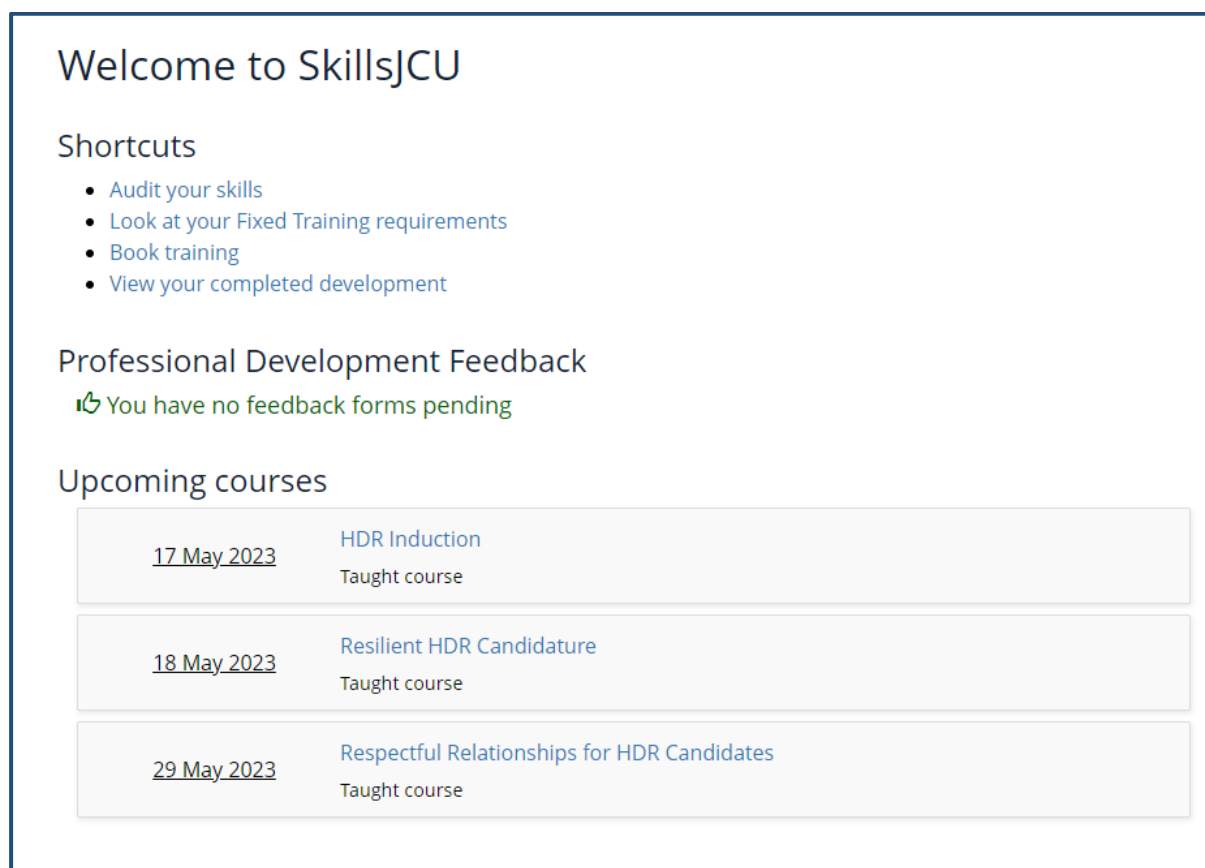
### The Tabbed Menu

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; or you already possess this skill

### Audit

#### Discipline Expertise

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

## Plan

- Answer Question by clicking Yes or No button

### Plan

#### Discipline Expertise

Do you feel you have obtained these skills?

☐ Yes  
☒ No

- 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?

- 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.

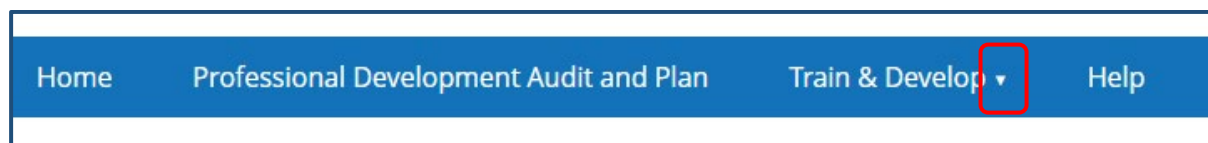


Continue with the remaining categories. If you enter something incorrectly, select the discard button to remove the record.

## 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.

A screenshot of the "Fixed Training" page. It includes a search bar, a donut chart showing training progress, and a table of training sessions. The search bar and the "Booking Link" column in the table are highlighted with red rectangles.

**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. You can book and access Fixed Components from this page.

**Search:**

**Fixed training**

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.

Note this will not be displayed for candidates who completed Confirmation of Candidature prior to the SkillsJCU implementation.

## 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

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

<a href="#">GR106</a>	<b>Respectful Relationships for HDR Candidates</b>	Places available
	Taught course	

## 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: <input type="text"/>			Show <input type="text" value="10"/> entries	
Date	Title	Status	Attendance	Credits
05/05/2023	<a href="#">CDP-F101</a> - Research Conduct & Ethics	Finished	1 session(s) Attended: 1	5
06/06/2023	<a href="#">CDP-F100</a> - Writing a Literature Review	Booked	-	0
10/05/2023	<a href="#">GR-F104</a> - 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 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 these 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.

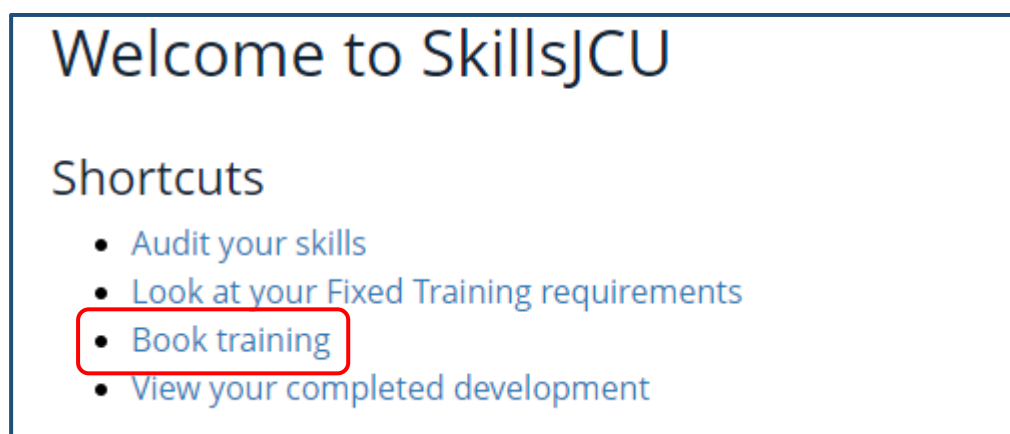


For further information about the requirements for PhD, Professional Doctorate and MPhil candidates, please go to: <https://www.jcu.edu.au/graduate-research-school/Workshops-and-training>



## Book training

1. Click on Book training on the home screen



2. Search for the required course using the various filters

Search Filters

▼ By Session Date

Date options

☐ Finished Sessions

☒ Ongoing/Future Sessions

☐ Date Range

By Training Provider

By Graduate Attribute

By Skill

Other categories

Clear filters Apply filters

Search

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

GR-F104	HDR Induction - ZOOM Bookable - Live videolink	Places available
GR-F110	Resilient HDR Candidature Bookable - Live videolink, Bookable - Face to face	Places available
GR-F111	Respectful Relationships Workshop for HDR Candidates Bookable - Live videolink	Places available
GR1	Academic Writing and Editing (AWE) Bookable - Live videolink	Places available
GR10	The Thesis Examination Process Bookable - Live videolink	Booked
GR11	Identifying and Promoting HDR Graduate Generic Skills to Employers Bookable - Live videolink	Places available
<b>GR12</b>	<b>Introduction to EndNote</b> Bookable - Live videolink	Booked

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

5. You will receive a success message and an email to confirm your booking
6. Select OK

### 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

4. The following page will display:

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

Note that you must provide evidence of your completion of all external training (that is, training that is not bookable through SkillsJCU). In most cases this evidence will be a certificate of completion from the training provider or an email message from the provider giving details of what you completed and how many hours were involved.

### 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 SkillsCU.

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:

- Select from Activity Types
- Select a date when the activity was completed
- Complete reflection
- Attach evidence by clicking the Choose a file to upload button
- Save

Note that, as for external training activity, all Leadership and Initiative activities require evidence to be attached. The kind of evidence suitable for Leadership and Initiative depends on the activity itself but could be, for example, in the case of a published article, a pdf of the article.

## Cancel a booking

- Go to the Train and Develop Tab
- Select Booking Summary
- 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
09/10/2023	<a href="#">GR67</a> - GRS - Introduction to Professional Writing and Editing	Finished	1 session(s) Attended: 1	5
17/08/2023	<a href="#">GR10</a> - The Thesis Examination Process	Booked	-	0
21/07/2023	<a href="#">GR68</a> - GRS - Copyright and Open Access	Finished	1 session(s) Attended: 1	5
25/07/2023	<a href="#">GR12</a> - Introduction to EndNote	Booked	-	0

Showing 1 to 4 of 4 entries

Previous

1

Next

#### 4. The following screen will display:

GR12

Introduction to EndNote

Summary

This event has been organised by Graduate Research. For any enquiries please contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au).

Learn the basics of creating a personal library of references for articles, books, etc. you find in your research; inserting references from your EndNote library into Word documents; creating in-text citations; generating reference lists for your assignments; outputting citations in the style your course requires. Includes time for Q&A.

Available Dates

You have a booking:

**25 Jul 2023 10:00 - 11:00**  
Bookable - Live videolink  
Venue: Online - Zoom  
**Facilitators**

- [Graduate Research School](#)

**Extra Information**  
**Zoom:** <https://jcu.zoom.us/j/86815570764?pwd=UmtzNmMlajkdOSXpob1BzUnRjd2NWQTO9>  
**Meeting ID:** 86815570764  
**Password:** 785343

Cancel this booking

Edit this booking

#### 5. Click on Cancel this booking

#### 6. You will be prompted to confirm

#### 7. Select Cancel Booking

#### 8. Click OK

We ask that you always cancel a booking if you know that you will not be able to proceed with it. If you make more than 10 bookings but do not participate in the training, you will be contacted for an explanation.

Are you sure?

Cancel Booking

[Take me back](#)

Your booking has been cancelled.

OK

### Edit 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 edit

## Booking Summary

### Training and Courses

Search: <input type="text"/>					Show 10 entries
Date	Title	Status	Attendance	Credits	
09/10/2023	GR67 - GRS - Introduction to Professional Writing and Editing	Finished	1 session(s) Attended: 1	5	
17/08/2023	GR10 - The Thesis Examination Process	Booked	-	0	
21/07/2023	GR68 - GRS - Copyright and Open Access	Finished	1 session(s) Attended: 1	5	
25/07/2023	GR12 - Introduction to EndNote	Booked	-	0	
Showing 1 to 4 of 4 entries					Previous 1 Next

4. The following screen will display:

GR12

## Introduction to EndNote

### Summary

This event has been organised by Graduate Research. For any enquiries please contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au).

Learn the basics of creating a personal library of references for articles, books, etc. you find in your research; inserting references from your EndNote library into Word documents; creating in-text citations; generating reference lists for your assignments; outputting citations in the style your course requires. Includes time for Q&A.

### Available Dates

You have a booking:

**25 Jul 2023 10:00 - 11:00**

Bookable - Live videolink

Venue: Online - Zoom

**Facilitators**

- Graduate Research School

**Extra Information**

**Zoom:** <https://jcu.zoom.us/j/86815570764?pwd=UmtzNmJlakdOSXpob1BzUnRjd2NWQTO9>

**Meeting ID:** 86815570764

**Password:** 785343

Cancel this booking

Edit this booking

5. Click on Edit this booking

6. Another option will be displayed if available:

GR12

## Introduction to EndNote

### Summary

This event has been organised by Graduate Research. For any enquiries please contact [grs@jcu.edu.au](mailto:grs@jcu.edu.au).

Learn the basics of creating a personal library of references for articles, books, etc. you find in your research; inserting references from your EndNote library into Word documents; creating in-text citations; generating reference lists for your assignments; outputting citations in the style your course requires. Includes time for Q&A.

### Available Dates

This course is delivered in single session. To make a booking, please ensure one of the available dates is selected below.

#### Session 1

**25 Jul 2023 10:00 - 11:00**

Bookable - Live videolink

BOOKED

Venue: Online - Zoom

[Details](#)

**01 Nov 2023 14:00 - 15:00**

Bookable - Live videolink

PLACES

Venue: Online - Zoom

[Details](#)

[Cancel this booking](#)

[Update booking](#)

7. Click on a different option
8. Select Update Booking
9. Booking confirmation will be displayed:

## Booking confirmation

Please review your booking below and confirm

**01 Nov 2023 14:00 - 15:00**

Bookable - Live videolink

Venue: Online - Zoom

#### Facilitators

- [Graduate Research School](#)

#### Extra Information

**Zoom:** <https://jcu.zoom.us/j/87545252978?pwd=ait4YjI3ekZBRUh1TW1aNi95Z2Urdz09>

**Meeting ID:** 87545252978

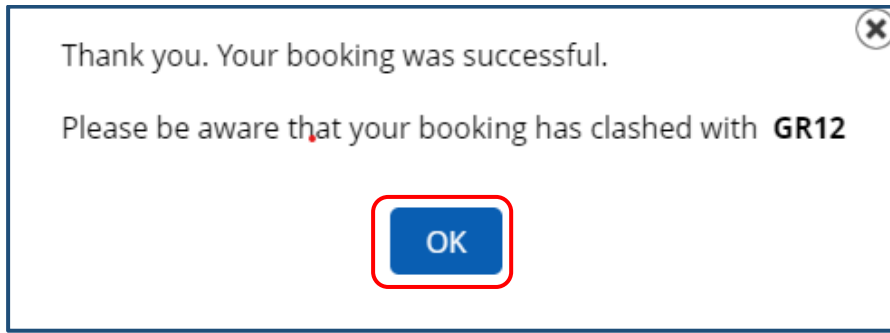
**Meeting ID:** 87545252978

**Password:** 039199

[Cancel](#)

[Book](#)

10. Select Book
11. The following confirmation message will display:



12. Select OK

If you require assistance please email [grs@jcu.edu.au](mailto:grs@jcu.edu.au)