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SkillsJCU

# A step-by-step guide for HDR Advisors



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SkillsJCU

Emma Advisor [Sign Out](#)

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## Welcome to SkillsJCU

Announcements

### Shortcuts

- [Your students' skills](#)
- [Your students' Fixed Training requirements](#)
- [View the training catalogue](#)
- [View your students' completed development activities](#)

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## Introduction

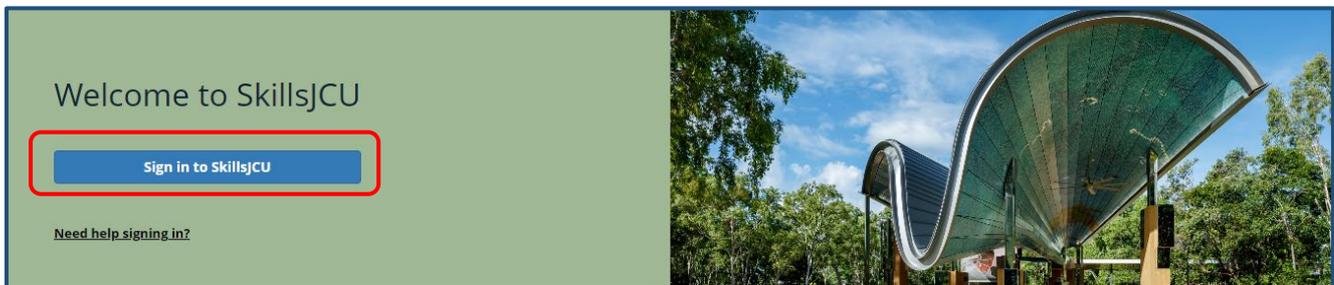
As a Primary Advisor of an HDR Candidate you will have access to SkillsJCU. You will be able to view your candidate's:

- ✓ Professional Development Audit and Plan (PDAP)
- ✓ Record of completed Professional Development activities

## 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



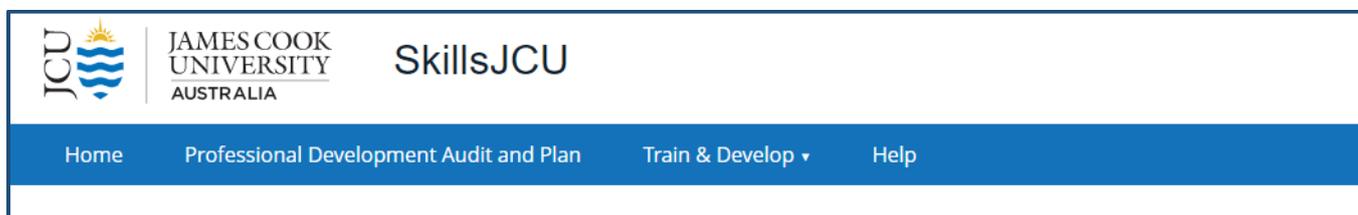
**Note:** you may be prompted by JCU SSO to accept the ForgeRock notification.

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

## Navigating your way around SkillsJCU

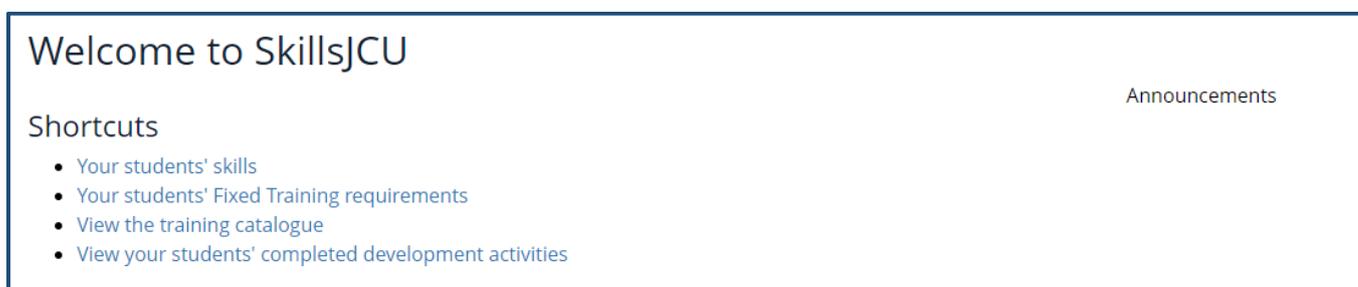
### The Tabbed Menu

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, and links to your candidates' skills and training.



### Professional Development Audit and Plan Tab

The Professional Development Audit and Plan (PDAP) enables HDR candidates to record their current skills and forecast the ones they plan to obtain during candidature. Candidates are asked to discuss the Audit and Plan with their Advisory Panel at commencement to determine PD needs not only for the HDR project but for their 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 PD goals are achieved.

### Search for your candidate

Showing PDAP for:

1. Click into the Showing PDAP for: box and you will received a drop down list
2. Click on the required candidate from the drop down list
3. You are now viewing the PDAP for your candidate
4. Click on the required category in the pie graph to view the Audit and Plan

## Professional Development Audit and Plan

This page enables HDR candidates to record their current skills and forecast the ones they plan to obtain during candidature. Candidates should discuss the Audit and Plan with their Advisory Panel at commencement to determine PD needs not only for the HDR project but for their 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 PD goals are achieved.

Showing PDAP for:



### 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](#)
- [Social, environmental, cultural, gender and philosophical perspectives](#)
- [Respect for diverse cultural perspectives](#)
- [Truth, accuracy, and social and environmental responsibility](#)
- [Personal attributes](#)

[Print the PDAP](#)

## Audit and Plan

The candidates Audit and Plan will be displayed:

### Professional Development Audit and Plan

History:

---

#### Audit

##### Innovation and Impact

<input type="checkbox"/> Solving problems in field of study	<b>Confidence</b> <input type="range"/>	<b>Priority</b> <input type="radio"/> High Priority <input type="radio"/> Medium Priority <input type="radio"/> Low Priority
<input type="checkbox"/> Impact and knowledge exchange	<b>Confidence</b> <input type="range"/>	<b>Priority</b> <input type="radio"/> High Priority <input type="radio"/> Medium Priority <input type="radio"/> Low Priority
<input type="checkbox"/> Life-long learning	<b>Confidence</b> <input type="range"/>	<b>Priority</b> <input type="radio"/> High Priority <input type="radio"/> Medium Priority <input type="radio"/> Low Priority

---

#### Plan

##### Innovation and Impact

Do you feel you have obtained these skills?

Yes  
 No

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

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

[Save](#) [Close](#)

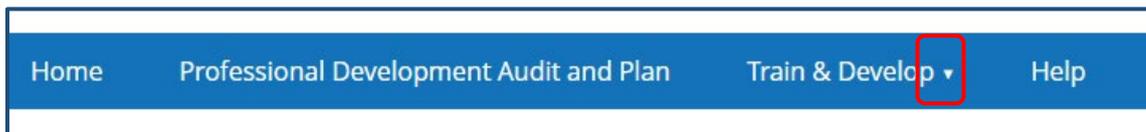
Candidates select their current confidence level in each category by sliding the blue dot. A low confidence setting is appropriate if the candidate is yet to acquire professional-level skills in this area. Confidence levels can be moved as skills develop.

- a. **High Priority:** acquiring this skill is at the top of the candidate’s list and the skill is needed in the immediate future
- b. **Medium Priority:** this skill will be useful for the candidate’s 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 the candidate already possesses this skill

### 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



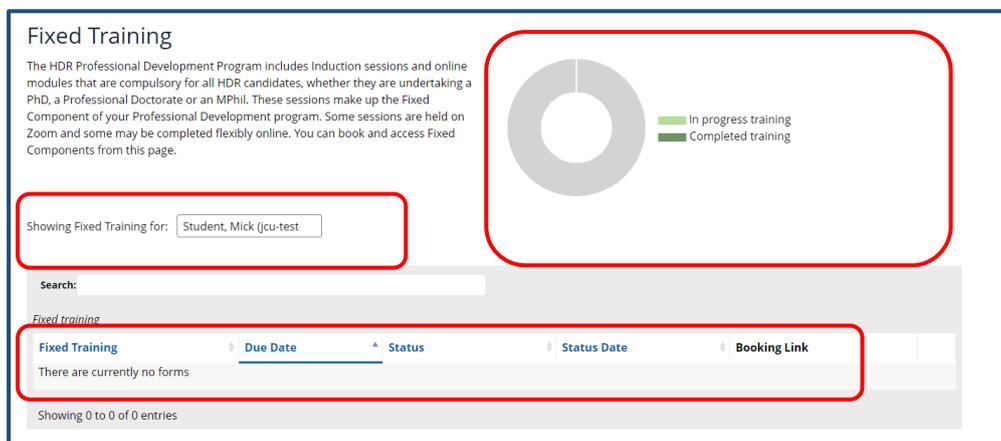
### Fixed Training

SkillsJCU displays a graphic representation of where your candidate is up to with the Fixed Component of the HDR Professional Development program. Note this will not be displayed for candidates who completed Confirmation of Candidature prior to the SkillsJCU implementation.

### Search for your candidates Fixed Component

Showing Fixed Training for:

1. Click into the Showing Fixed Training for: box and you will received a drop down list
2. Click on the required candidate from the drop down list
3. The Fixed Training for the selected candidate is displayed

A screenshot of the 'Fixed Training' interface. At the top left, there is a search box labeled 'Showing Fixed Training for:' with the text 'Student, Mick (jcu-test)'. To the right is a donut chart with a legend: a light green segment for 'In progress training' and a dark green segment for 'Completed training'. Below the search box is a 'Search:' input field. Underneath is a table with the following columns: 'Fixed Training', 'Due Date', 'Status', 'Status Date', and 'Booking Link'. The table content shows 'There are currently no forms'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. Red boxes highlight the search box, the donut chart, and the table area.

## 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** Places available  
Taught course

## Booking Summary

The Booking Summary page will display Training and Courses attended and booked, for the selected candidate, including Fixed Component training.

## Search for your candidate

Showing Booking Summary for:

1. Click into the Showing Booking Summary for: box and you will received a drop down list
2. Click on the required candidate from the drop down list
3. You are now viewing the Booking Summary for your candidate

### Booking Summary

Training and Courses

Showing Booking Summary for:

Date	Title	Status	Attendance	Credits
09/10/2023	<a href="#">GR67</a> - GRS - Introduction to Professional Writing and Editing	Finished	<b>1 session(s)</b> 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	<b>1 session(s)</b> 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 a candidate is in terms of meeting the requirements of RD/RM7003 Professional Development, whether they choose to do so via the hours metric that applies to training programs or the points metric used for Leadership and Initiative.

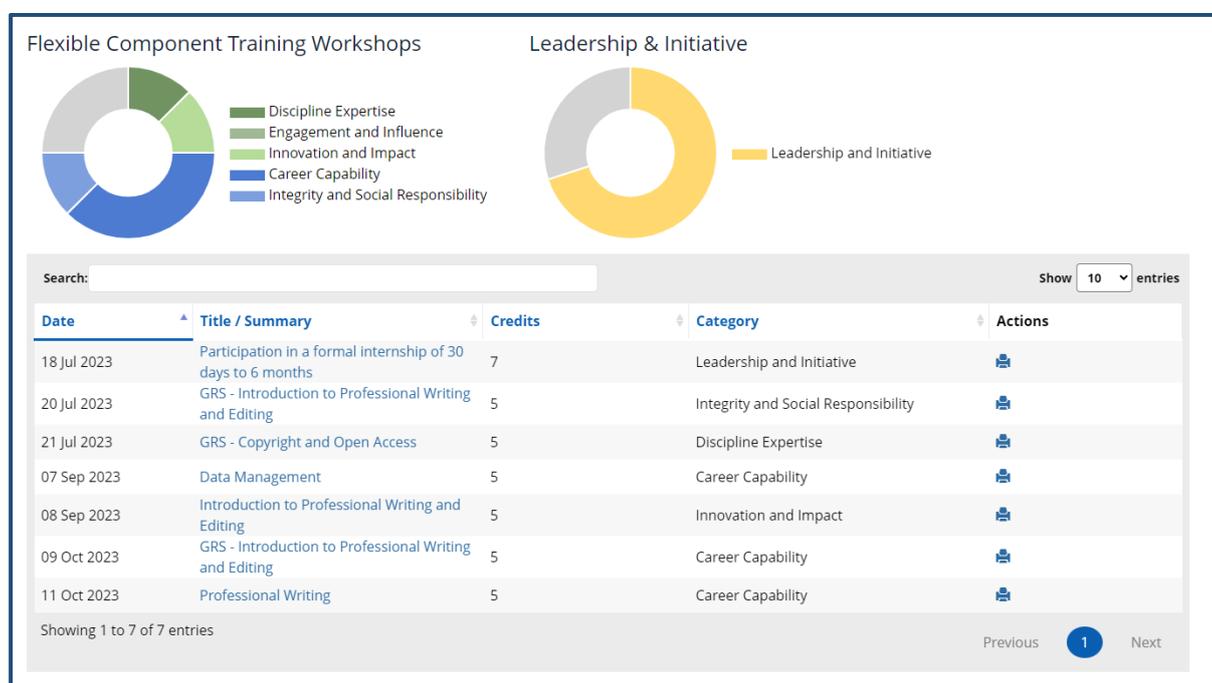
Please note that the two graphical elements do not reflect the Fixed Component (which does not use either an hours or points metric). Therefore, this page will enable you to track the completion of the Flexible Component.

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>

Search for your candidate

Showing Completed Activities for: Student, Amber (jcu-te)

1. Click into the Show Completed Activities: box and you will received a drop down list
2. Click on the required candidate from the drop down list
3. You are now viewing the Completed Activities for your candidate



For help please email: [grs@jcu.edu.au](mailto:grs@jcu.edu.au)