

# Staff Learning and Career Development NEWSLETTER



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Dear colleague,

## **Welcome to the February Newsletter!**

We have several updates and exciting opportunities to share with you, as we move forward in 2025:

- Don't forget to complete your mandatory learning.
- Join us for a tour of the Headington campus to discover its unique features.
- Take advantage of our coaching and mentoring programmes to enhance your professional growth.
- The deadline for the Oxford Brookes International Teaching and Learning Conference 2025 submissions has been extended to Friday 28 February.
- Participate in Talking Teaching Across the Globe, an online event on Thursday 27 February.
- Drop in for personalised support and advice at our Academic Enhancement Surgery.

Stay tuned for more updates on how to make the most of these opportunities!

**Learning and Organisational Development and the  
Oxford Centre for Academic Enhancement and Development teams.**

## Keeping in touch

**Oxford Centre for Academic Enhancement and Development**

**Email:** [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk)

**Website:** <https://www.brookes.ac.uk/ocaed/>

**Learning and Organisational Development**

**Email:** [staff-learning@brookes.ac.uk](mailto:staff-learning@brookes.ac.uk)

**Twitter:** [@Staff\\_Learning](https://twitter.com/Staff_Learning)

**Website:** <https://www.brookes.ac.uk/staff/people/teams/organisational-effectiveness-and-development>

# Learning and Organisational Development

## Upcoming Workshops and Events

- [Wellbeing conversations in the workplace](#), Tuesday 4 February, 1.00pm - 2.00pm
- [Mental health - one day for line managers](#), Wednesday 5 February, and Monday 10 February (**fully booked** - next available session Wednesday 19 March)
- [VCG New Starter gathering events](#) - Wednesday 19 February, 10.00am - 11.00am
- [Credit rating](#), Monday 24 February, 10.00am - 11.00am

You can also find details via the [list](#) of upcoming workshops and events.

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## Online resources

Many of our learning and development resources are now online making them easier to access at a time and place that suits you. We have created dedicated areas on the Staff Learning platform to help you find the development that suits your needs:

- [Leadership and management](#)
  - [Wellbeing and personal resources](#)
  - [Equality, Diversity, and Inclusion](#)
  - [Essential skills](#)
  - [Risk and Compliance](#)
  - [Professional and career development](#) (including [apprenticeships](#))
  - [New starters](#)
  - [Customer service](#)
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## Professional and Career Development

We have added a range of new resources to our [Professional and Career Development Dashboard](#) in Staff Learning and will continue to update this area over the coming year.

We are hoping to run pilot workshops for colleagues and managers later in spring to support more effective career development conversations and provide practical guidance and tools to support career planning. We will provide more information in subsequent editions of the newsletter.

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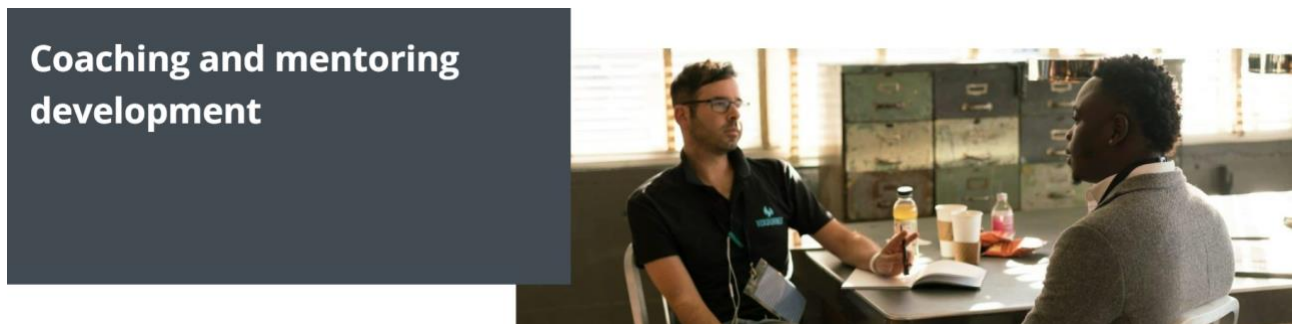
## Professional Services Mentoring Scheme Pilot

We had a great response to our Professional Services Mentoring Scheme pilot with 65 people signing up to request a mentor to help them prepare for their next career steps. The matching process is now underway.

For more information about the scheme see [Professional Services Pilot Mentoring in Staff Learning](#).

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## Coaching and mentoring resources



We have an exciting new [Coaching and mentoring development](#) area in Staff Learning with some short development resources.

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## Coaching for career development

Coaching can be a powerful tool for career progression and development, offering a structured, reflective space for individuals to explore their career goals, identify strengths and weaknesses, and work toward achieving personal and professional growth. For more information see [Coaching - Career Progression and Development](#).

You can access an experienced, qualified coach for free via the University's [Coaching Pool](#).

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## Are you red, amber, or green?



Many of us were assigned mandatory learning when we first started with the university, and periodically, a refresher is due. This ensures you have the correct knowledge, skills, and capabilities to carry out your role safely and support our ongoing commitment to legislative compliance.



### **My Learning**

Click here to view your learning log, essential learning and CPD areas

You can find all your mandatory learning in [My Learning](#) and then [Mandatory learning](#) within Staff Learning.

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## Headington campus tours



We are offering new [Headington campus tours](#) to help you find your way around. So if you are a new starter or new to the campus, sign up and have a tour. You'll get to meet a student ambassador and colleagues from across the university.

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## Occupational Health Awareness for Line Managers

With UKIM, our Occupational Health provider, and Paul Bradley, Director of Occupational Health and Safety.

This 1.5-hour session is designed to provide line managers with a greater awareness of the role of Occupational Health, how to make an effective referral and what needs to be considered when OH makes recommendations based on an employee's health, and what to do when the OH report doesn't answer your questions. Book a session via [Staff Learning](#).

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## LGBTQ+ History Month

Oxford Brookes is celebrating [LGBTQ+ History Month](#) with a range of events and activities, including flag-raising and a rainbow light-up on Tuesday 4 February, and a lecture on Wednesday 12 February that explores how LGBTQ+ communities have utilised craft processes to explore identities, bring communities together, and encourage social and political change.



[Book here](#) to attend the online lecture:  
Crafted with Pride: Queer Craft and Activism with  
Dr Daniel Fountain on Wednesday 12 February, 6.00pm - 7.30pm.

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## Teaching, Learning, and Assessment



Oxford Brookes International Teaching and Learning Conference 2025  
18 June and 19 June 2025

📢 **Call for submissions**  
Deadline: 28 February 2025



<https://bit.ly/bitlc25>

## Call for submissions: Oxford Brookes University International Teaching and Learning Conference 2025

### Academic Advising: nurturing the will to learn

The conference will take place on Wednesday 18 and Thursday 19 June 2025. We welcome submissions from all members of the HE learning community, including staff, students, and stakeholders on the following themes:

- Effective practice in academic advising
- Setting boundaries and working with professional services
- Content for advising tutorials
- Leading academic advising
- Training, professional confidence, and roles

**Proposal submission deadline:** Friday 28 February 2025.

For more information and to submit a proposal, please visit the [conference website](#).

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## Introducing Fellowship Badges



We are sending out an Advance HE-endorsed Fellowship badge accompanied by a letter from our Pro-Vice-Chancellor for Education, Gina Dalton SFHEA, to all who have gained a Fellowship (Associate Fellow, Fellow, Senior Fellow, or Principal Fellow) for you to wear on your lanyard with pride.

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## HE and Lifelong Learning Research (HEALL) Strategy

If you have an interest in or would like to share your Scholarship of Teaching and Learning or HE research at Brookes, or have pedagogic expertise (and evidence of positive impact) that might be useful to colleagues in other institutions please take a few moments to respond to our [HEALL Strategy questionnaire](#).

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## Evaluating and Evidencing Impact: Academic Enhancement Toolkit

The new [Evaluating and Evidencing Impact: Academic Enhancement Toolkit](#) has been launched.

This toolkit supports colleagues in the design and evaluation of education and student experience initiatives and interventions, drawing on Theory of Change. Resources are being piloted this semester ahead of a full launch in early summer. We are grateful to expert consultant Sarah Wilson-Medhurst for all her hard work on this project.



## Talking Teaching Across the Globe

**Fostering student-staff trust in the age of GenAI** with David Nelson FHEA and Lucy Widdowson FHEA, Oxford Brookes Business School, Thursday 27 February, 1.00pm - 1.50pm. [Register here](#).

**Uncovering and addressing the Placements and Internships “Sustainability Gap”** with Dr Karen Cripps SFHEA and Dr Jonathan Louw SFHEA, Oxford Brookes Business School, Tuesday 18 March, 12.00pm - 12.50pm. [Register here](#).

More information can be found on the [Talking Teaching Across the Globe](#) webpage.

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## EXPLORE ‘Open Offer’

*Did you know - you can attend many of the workshops labelled EXPLORE? You don't have to be an EXPLORER!*

Excellence in Promoting Leadership of Research and Education (EXPLORE) aims to inspire transformational academic practice. The open offer of workshops is available to anyone teaching or supporting learning on an Oxford Brookes programme of study. Come and join us.

- [Student voice and partnership](#), Friday 7 February, 9.30am - 11.30am and Tuesday 11 February, 2.00pm - 4.00pm
- [IDEAS: Assessment of, for, and as learning](#), Wednesday 12 February, 2.00pm - 4.00pm and Friday 14 February, 9.30am - 11.30am
- [Effective practice in academic advising](#), Wednesday 19 February, 2.00pm - 4.00pm
- [Building learning communities in the digital era](#), Wednesday 26 February, 2.00pm - 4.00pm

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## Programme Leaders: Join us at the Educational Leaders Forum

The [Educational Leaders Forum \(ELF\)](#) aims to enable and sustain Programme Leaders in their crucial role. If you would like to join our community of practice, please email [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk)

Wednesday 5 February, 9.15am - 10.00am, Adrienne Hopkins, Director of Equality, Diversity and Inclusion, will speak about the EDI Strategy.

## GenAI Thinkspace

This informal forum offers a supportive space to discuss challenges, share ideas, and address opportunities afforded by GenAI for your modules and programmes.

You can add the Zoom events to your calendar by clicking the link below:

- [Wednesday 12 February, 12.00pm - 1.00pm](#)

Please ensure you are logged in to your Oxford Brookes [Zoom account](#) before joining the session.

The SEDA publication [Using Generative AI Effectively in Higher Education, Sustainable and Ethical Practices for Learning, Teaching, and Assessment](#) is available in the Oxford Brookes Library and Routledge.

See also [Oxford Brookes GenAI guidance](#).

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## IDEAS Programme Design Sprites

[Programme Design Sprites](#) are a set of three 90 minute in-person workshops to facilitate the use of the [IDEAS inclusive curriculum model](#) through Design Thinking.



Participants work with student curriculum consultants to identify challenges and generate solutions to improve programmes, modules, or individual teaching practices. Suitable for individuals or small teaching teams.

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## IDEAS: Paid training for Associate Lecturers

Are you an Associate Lecturer? The Oxford Centre for Academic Enhancement and Development (OCAED) invites you to a one-hour online course, [IDEAS: An Introduction](#)

[for Associate Lecturers](#). Learn about the Oxford Brookes [IDEAS Inclusive Curriculum Model](#) and its relevance to your role. Upon completing the assessment task, you will be compensated in the next payroll period.



## Academic Advising

In Semester 2 of 2024/25, we have the following sessions:

- [Effective Practice in Academic Advising](#), Wednesday 19 February, 2.00pm - 4.00pm
- [Academic Advising Q & A Forum](#), Thursday 27 March, 9.30am - 11.30am

### Stay current in your academic advising

- All staff with advising responsibilities must complete an online asynchronous [Academic Advising course](#) on Staff Learning. Year 1 EXPLORE participants who attended the "Introduction to Academic Advising" workshop in October 2024 are exempt.
- Advisors might use our [email templates](#) to welcome students, direct them to resources and services, and pre-empt enquiries. These templates should be sent at specific times during Semester 2.

We are delighted to announce the following staff have been appointed as Senior Faculty Academic Advisors: Matt Lawson (AHSS), Dan Butcher SFHEA (HST), Deborah Carpenter FHEA (in a new University-wide role). They will join Adam Lonsdale FHEA (HST).

Further information can be found on the [Academic Advising](#) web pages.

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## Help us redesign our website

Please complete the [google form](#) and let us know the following:

- Why would you visit the OCAED webpages?
- What would you expect to find on the OCAED website - top 5 things that come to mind.

We would be really grateful to hear your views.

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## Drop-ins: Academic Enhancement Surgeries

All staff who teach and support learning are welcome to meet with a [member of OCAED](#) to discuss an aspect of academic enhancement and development. Your discussions can include, but are not limited to:

- Teaching and learning strategies, module design, or programme development.
- Find out about our academic continuing professional development portfolio.
- Providing insights into assessment and evaluation methods.
- Finding out about Fellowships and getting recognition for your teaching.
- Getting ideas about IDEAS.
- Exploring EXPLORE.

Click the date below to book a half-hour online slot

- [Monday 3 February](#), between 2.00pm - 4.00pm with [Ben Walker](#), SFHEA
- [Tuesday 18 February](#), between 12.00pm - 2.00pm with [Sue Morón-García](#) SFHEA
- [Monday 3 March](#), between 2.00pm - 4.00pm with [Sam Folley](#), FHEA

If slots are full, contact [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk) for alternate arrangements.

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## Brookes Briefings: guides to teaching, learning and assessment practice

Our [Brookes Briefings](#) offer scholarship-led, evidence-based teaching, learning, and assessment guides.

Refreshing your teaching can be a great way to keep both you and your students engaged. For ideas on how to promote active and inclusive learning, try:

- [Promoting active learning: designing dynamic teaching](#)
- [Creating engaging digitally enabled teaching and learning experiences](#)
- [Inclusive Learning](#)



## Quality Assurance Agency for Higher Education (QAA)

The Quality Assurance Agency for Higher Education (QAA) benefits students and higher education as a global expert in HE quality assurance. As institutional members, Oxford Brookes University staff have free access to [QAA's online events](#).

Free online events:

- [Getting it right: the UK Quality Code Advice and Guidance, February 2025](#), 10 February, 2.00pm - 3.45pm
- [Quality in practice](#), 10 March - 20 March

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## Wonkhe Mondays

Wonkhe is the home of the UK higher education debate. As Oxford Brookes subscribes to Wonkhe you can [sign up](#) for their weekly or daily briefings.

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## Advance HE

Advance HE is a member-led charity that works with partners across the globe to improve higher education for staff, students, and society. Log in to [My AdvanceHE](#) to access [Membership](#) benefits and [Development, Training, and Events](#). Take advantage of a time-limited early booking discount of 5%, in addition to your [25% member discount](#).

You can read their most recent edition of [‘In Partnership’](#) and access resources such as new [podcasts](#) on ‘Doing Leadership Differently’.

Free online workshops:

- [Developing learning and teaching strategies in times of change and challenge](#), Thursday 13 February, 9.30am - 10.30am
- [Securing student outcomes - using the Student Needs Framework - HEIs session](#), Thursday 27 February, 12.00pm - 1.15pm

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## Staff and Educational Development Association (SEDA)

SEDA, the UK's professional association for staff and educational developers, promotes innovation and good practice in higher education.

SEDA is inviting applications for [Research and Evaluation Small Grants](#). Five grants of up to £1,000 each are available. Application deadline: noon, Monday 24 February.

SEDA has many benefits available and as institutional members, these include:

- The quarterly free publication, [\*Educational Developments magazine\*](#) (25.4).
- Free hard copies of new titles in the Routledge/Taylor & Francis [\*SEDA Series\*](#) and [\*SEDA Focus\*](#) book series.
- [\*\*20% discount\*\*](#) on Routledge higher education texts.
- Free electronic access to SEDA's peer-reviewed journal [\*Innovations in Education & Teaching International\*](#) and the [\*International Journal for Academic Development\*](#).
- Access to the SEDA [\*\*Programme Leader Toolkit\*\*](#).
- The opportunity to attend [\*\*SEDA's events\*\*](#) at a discounted price.
- 25% discount on applications for [\*\*Student Partnership Impact Awards\*\*](#).
- Voting Rights at SEDA's Annual General Meetings.

In addition please find [\*\*SEDA papers\*\*](#) on academic development, research supervision, supporting students, wellbeing, and student evaluation available to all staff.

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