

# Staff Learning and Career Development

## NEWSLETTER | June 2024



### In this edition

#### 1. Learning and Organisational Development

- Upcoming workshops and events
- Staff Wellness Week
- Apprenticeship Application Process
- New Professional and career development area
- Aurora
- Mental Health First Aiders
- Join the Brookes Coaching Pool!
- Minute Taking eLearning
- Leadership and Management workshops
- Wellbeing and personal resources workshops
- Staff Learning Portal support

#### 2. Teaching, Learning, and Assessment

- Oxford Brookes University International Teaching and Learning Conference 2024 - Registration and programme available
- GenAI Update: Safe and secure use of AI
- We are seeking your views on the IDEAS Model
- EXPLORE workshops
- Are you completing a Senior Fellowship application?

- Important information for Senior and Principal Fellowship applicants
- Book a faculty partner drop-in session
- Brookes Briefings: guides to teaching, learning and assessment practice
- AdvanceHE
- Quality Assurance Agency for Higher Education (QAA)
- Staff and Educational Development Association (SEDA)

**3. [Keeping in touch](#)**

Dear colleague,

Hello and welcome to the June newsletter.

We are excited to launch our new **Apprenticeship** process and **career development** area in Staff Learning. A brief update on the **Aurora** programme is provided, as well as an introduction to the new eLearning **Minute Taking** workshop.

The **Oxford Brookes International Teaching and Learning Conference** is taking place on 18 June (in-person) and 19 June (online). Don't forget to book your free place.

Best wishes,

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

# Learning and Organisational Development

## Upcoming workshops and events

Please see the following links for:

- [All upcoming events](#)
- [Academic Enhancement and Development](#)
- [Health and Safety](#)
- [Leadership and Management](#)
- [Personal Effectiveness](#)
- [Skill Booster \(e-learning\)](#)



Please also see the [what's new dashboard](#) on Staff learning.

---

## Staff Wellness Week

**24 - 28 June 2024**

We are delighted to announce a [week of wellbeing activities](#) for all colleagues in June. We hope you enjoy the activities within the programme and where appropriate, check with your manager to agree that they are happy for you to attend activities during your working day.

---

## Apprenticeship Application Process



We are excited to launch our new pilot for the apprenticeship application process. This has been fully integrated into Staff Learning.

For more information about apprenticeships and the process, please visit the apprenticeship pages on [Staff Learning](#).

## New Professional and career development area



### **Professional & Career Development**

View to explore the professional and career development opportunities

We have a new area in Staff Learning called [Professional and Career Development](#).

Initially this contains information on Apprenticeships and different sections for academics, researchers, educational leaders and technicians. We will be continually developing this area.

---

## Aurora



The Aurora Programme is an Advance HE initiative designed to encourage more women to move into leadership positions in HE. It is aimed at those who identify as a woman up to senior lecturer level or professional equivalent, who are ambitious for a career in the sector and want to explore leadership as one option for progression. More information can be found on the [Advance HE website](#).

The specific cohort details for 2024-25 have yet to be finalised by Advance HE. We will provide further information about the programme and how to apply in future editions of the newsletter, via the Staff Update and our [Aurora web page](#). At this stage, anyone who might be interested in attending the programme is encouraged to discuss their interest with their line manager to see whether budget is available within their department.

---

## Mental Health First Aiders



We have trained another 15 Mental Health First Aiders at the end of April. We are working on ensuring that the Mental Health First Aiders are visible so please watch this space.

Would you like to be a Mental Health First Aider? Can you commit to providing support when someone needs it? We have released some further dates which will need your line managers approval. If you would like to sign up, please go to the [Mental Health First Aiders](#) course on Staff Learning.

---

## Join the Brookes Coaching Pool!

Do you have a coaching qualification? Would you like to join our volunteer Oxford Brookes coaching pool? Our pool of expert coaches are Brookes employees who volunteer to provide a safe listening space to work through challenges and plan next steps with a trusted thinking partner. Coaches are provided CPD and supervision throughout the year. We are looking to expand the pool capacity so if you have a coaching qualification the equivalent of an ILM Level 5 or above (ILM Level 5 is equivalent to a Diploma of Higher Education, Year 2 of an undergraduate degree, Higher National Diploma (HND), or a BTEC Diploma. ILM Level 7 is equivalent to Postgraduate Certificates, Diplomas, or Masters degrees) and are interested in joining the pool please get in touch at [coaching@brookes.ac.uk](mailto:coaching@brookes.ac.uk) or find out more on the [Coaching webpage](#).

---

## Minute taking eLearning

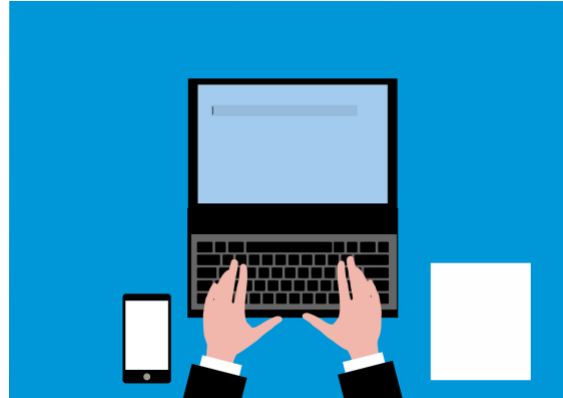
Do you struggle with deciphering incomplete meeting notes? Our e-learning course, Mastering [Committee Minute Taking](#), will transform your minute-taking skills.

### What you'll learn

- Preparation
- Active listening
- Note-taking strategies
- Organising minutes
- Follow-up

### Outcomes you can expect

- Enhance efficiency
- Boost accuracy
- Improve communication
- Build confidence



### Why it matters

Accurate note-taking ensures transparency, accountability, and productivity. Well-documented meetings are essential for informed decisions and tracked actions.

### Ready to transform your minute-taking?

Enrol in our mastering [Committee minute taking](#) the e-learning course today!

Take the first step towards mastering committee minute-taking and watch your productivity soar. Let's make every minute count!

---

## Leadership and Management workshops

- [Managing conflict in a team](#), Thursday 4 July, 1.30pm - 4.00pm
- [Good day at work](#), Monday 22 July, 9.30am - 12.30pm

## Wellbeing and personal resources workshops

### Managing Stress

- [Managing stress and overwhelm](#), Thursday 13 June, 1.30pm - 4.00pm

## Mental Health

- [Mental health aware](#), Thursday 27 June, 9.30am - 2.00pm

## Personal resources and self-care

- [Goal setting for career development](#), Thursday 20 June, 9.30am - 12.00pm
- [Personal time management](#), Tuesday 25 June, 10.00am - 12.30pm
- [Reframing negative thoughts](#), Thursday 27 June, 2.00pm - 3.00pm
- [Better report writing](#), Tuesday 2 July, 9.30am - 12.30pm
- [Discovering and using your strengths](#), Tuesday 9 July, 10.00am - 12.30pm
- [Communicating assertively](#), Wednesday 17 July, 9.30am - 12.00pm

## Financial wellbeing

- [Maximising income](#), Monday 24 June, 10.00am - 11.00am
- [Financial products & services](#), Wednesday 26 June, 10.00am - 11.00am

---

## Staff Learning Portal support

Do you need help navigating the Staff Learning portal? Let us know if you would like assistance by filling in the [help with Staff Learning request form](#), and we'll be happy to schedule an appointment to guide you through some of the key features of the platform and answer any questions you might have.

---



# Teaching, Learning, and Assessment



## Oxford Brookes University International Teaching and Learning Conference 2024 - Registration and programme available

**Academic Ambition for Social Justice: the challenges and possibilities of leading authentic change in higher education**

**Day 1 - Tuesday 18 June 2024, Harcourt Hill FULLY BOOKED**

We welcome Brookes colleagues to a morning of in-person networking and knowledge sharing.

Programme to include:

- Stories of Programme Leadership
- The road to PLESE and Professor of Education & Student Experience
- Discussion of the priorities for meaningful change in Higher Education
- A celebration of professional recognition for new Fellows
- Poster displays of effective teaching and learning innovation
- Speed Dating activity
- Plenary feedback
- Lunch!

**Day 2 - Wednesday 19 June 2024, online SPACES AVAILABLE**

The online day of the conference welcomes colleagues from Brookes and across the sector, it will include a Keynote, by **Professor Kalwant Bhopal, Professor of Education and Social Justice, University of Birmingham**, presentations and workshops from colleagues at Brookes and the wider sector, a panel discussion

between educational leaders, and playful plenary hosted by Dr Rowena Senior (University of Hertfordshire).

### **Using GenAI in teaching, learning, and assessment: inclusive, ethical and sustainable pedagogic practice and innovation**

The conference includes a parallel session exploring a host of approaches to using GenAI higher education from across the globe, launching a [SEDA/Routledge international collection](#), an [Association of National Teaching Fellows](#) funded OER and opening the floor to discussion with editors and contributing authors. Look for [parallel session \(F\)](#).

To register for the conference and view the programme, please visit the [conference website](#).

---

## GenAI Update: Safe and secure use of AI

AI models and software tools offer exciting time-saving affordances for academic practice and professional service. However, they might store, use or distribute data uploaded to them. This means they are not safe and secure, or [GDPR compliant](#).

When using AI tools, beware of uploading any sensitive, confidential or protected data.

### **Ask yourself these guiding questions:**

1. Do I fully understand the data protection and privacy settings on this AI tool?
2. What data, in my prompts and in what I upload, am I giving them?
3. Do I have the right to give it to them, is it my information and not someone else's?
4. Am I happy for them to store, use and share this data with others?
5. Will sharing this data lead to harm or impact on mine or someone's freedoms and rights?

For the latest information about the use of specific GenAI tools such as Microsoft Co-Pilot and Google Gemini, please see the [GenAI web pages](#).

---

## We are seeking your views on the IDEAS Model

The [IDEAS Model](#) is a student-centered model designed to support programme teams in developing inclusive pedagogic practices and programmes of study: from the very conception of a new programme, through the design stage, during teaching and at critical review points. OCAED has supported over 50 programmes in using the model in curriculum redesign and Faculties use it as a reference point in programmed review.

We would like to understand staff's perception of the IDEAS model, and evaluate our resources and activities that support engagement with, and understanding of it.

We appreciate it's a busy time, but we would be very grateful if you could find the time to complete this brief [anonymous survey](#) so that we have a representative understanding of how we are doing as an institution. Findings will be analysed and used in a University-wide review, which will be circulated at various University committees, enabling us to continually improve our offerings and the Brookes teaching community.

**This survey will remain open until 5.00pm on Friday 14 June 2024.**

If you have any questions about this survey, please contact Kike Ladipo, Educational Researcher, OCAED [k.ladipo@brookes.ac.uk](mailto:k.ladipo@brookes.ac.uk)

---

## EXPLORE workshops

Excellence in Promoting Leadership of Research and Education ([EXPLORE](#)) is a portfolio of workshops and activities to support teacher, leader and researcher development. You can register on a pathway leading to Fellowship in your first three years at Brookes (email: [ocaed@brookes.ac.uk](mailto:ocaed@brookes.ac.uk)), or attend an individual workshop.

Click on the workshop title to be taken to the staff learning portal where you can book a place.

### Upcoming workshop, EXPLORE Week 10

[Next rung of the ladder: developing your career trajectory](#), Tuesday 18 June, 2.00pm - 4.00pm (in-person)

---

## Are you completing a Senior Fellowship application?

Our [PSF Pathway Programme](#) supports applications for Senior Fellowship (SFHEA). If you need the time and support to make progress on your application, you are warmly invited to attend our workshops and writing retreats.

***Do not miss this opportunity for some space, time and support to complete and submit your application!***

We are running three online events on **24, 25, and 26 June 2024**. The mornings are tailored to the stage you are at with your application and the afternoons provide protected writing time (with support available). For more details and to book your place, please visit the [Senior Fellowship workshops and writing retreats page](#).

---

## Important information for Senior and Principal Fellowship applicants

Following a sector review, Advance HE launched the [PSF 2023](#) in January 2023, and the existing [PSF 2011](#) is being gradually phased out. Oxford Brookes will use the new framework (with new associated paperwork) from September 2024 (more information for all relevant staff will be forthcoming).

If you are registered and applying for Senior or Principal Fellowship, the next submission date is **Friday 26 July 2024** at 12 noon. Please check your latest submission date. If it is after this (for example February 2025), and you and your mentor feel you have made sufficient progress on your application, it would be beneficial to submit by July 2024.

If you have yet to make progress with your current application and are unlikely to complete it before July, you can make a fresh start from September 2024.

The PSF Pathway Coordinator has sent all current candidates an email with further information and can be contacted at [bwalker@brookes.ac.uk](mailto:bwalker@brookes.ac.uk)

---

## Book a faculty partner drop-in session

Faculty partners support Brookes' learning community to be ambitious, agile, and authentic leaders of transformational academic practice. They offer information, advice and guidance on academic enhancement and development to all four Faculties. You can book an informal conversation with your OCAED faculty partner by clicking the links below:

- Oxford Brookes Business School, [Pollyanna Magne](#)
- Technology Design and Environment, [Mary Kitchener](#)
- Humanities and Social Sciences, [Nik Beer](#)
- Health and Life Sciences, [Sue Morón-García](#)

---

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

Brookes Briefings are scholarship-led and evidence-based essential guides to teaching, learning, and assessment.

Recently revised Briefings include:

- [Assessment and Learning](#)
- [Creating engaging digitally enabled teaching and learning experiences](#)



Find the full selection of our Brookes Briefings on the [OCAED webpage](#).

---

## AdvanceHE

Advance HE is a member-led charity of and for the sector 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](#). There is a wide range of exclusive projects and resources including the [Collaborative Development Fund](#), [Student Success Frameworks](#). Take a look at the Member Project 2023-24 on [Generative AI: Beyond Assessment](#).

## Quality Assurance Agency for Higher Education (QAA)

The Quality Assurance Agency for Higher Education (QAA) works to benefit students and higher education, and is one of the world's experts in HE quality assurance. They offer a portfolio of [online events](#), free to Oxford Brookes University staff, as we are institutional members.

---

## Staff and Educational Development Association (SEDA)

SEDA is the professional association for staff and educational developers in the UK, promoting innovation and good practice in higher education. As Institutional members, all Brookes staff have access to member [benefits](#) including exclusive discounts on SEDA conferences and workshops and a 20% discount on Routledge higher education texts. The latest issue of [Educational Developments magazine](#) (25.2) is available.

A SEDA blog [Using Generative AI Effectively in HE: sustainable and ethical practices for teaching, learning and assessment](#), co-authored by Jenny Lawrence (Oxford Brookes), Sue Beckingham (Sheffield Hallam), Peter Hartley (Edge Hill), and Stephen Powell (independent) has recently been published.

SEDA papers, on various academic development topics, are also available:

- [Our Days Are Numbered: Metrics, Managerialism and Academic Development](#)
- [Ten Ways to Investigate Research Supervision Practice](#)
- [Transitions Into, Throughout and Out of Higher Education: Supporting Students](#)
- [Wellbeing in Higher Education](#)
- [Student Evaluation of Teaching: From Performance Management to Quality Enhancement](#)

---

## Keeping in touch

Oxford Centre for Academic Enhancement and Development

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

Twitter: [@oxfordcaed](https://twitter.com/oxfordcaed)

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

Staff Learning and Development team, Organisational Effectiveness and 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/organisational-development/>