

# Staff Learning and Career Development

## NEWSLETTER | January 2025



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Dear colleague,

January is a time for new beginnings, fresh resolutions, and opportunities waiting to be seized. We are kicking off the new year by bringing you a blend of inspiration, updates, and insights. Here are the headlines:

- We announce our colleagues recently awarded a Senior Fellowship from Advance HE.
- The Oxford Brookes University International Teaching and Learning Conference 2025 will take place on Wednesday 18 and Thursday 19 June 2025. The call for submissions closes on Friday 31 January 2025.
- We will offer a one-day Mental Health course for managers in January and February.
- Professional and career development will be improved through a review of PDR processes.

Embrace the new year with optimism, creativity, and determination. 2025 is going to be a great year!

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

# Teaching, Learning, and Assessment

## Congratulations to our new Senior Fellows

We are delighted to announce our colleagues who were recently awarded a Senior Fellowship from Advance HE:

Faculty of Arts, Humanities and Social Sciences

- **Helen Liddar SFHEA**
- **Clare Stephens SFHEA**
- **Rachel Wang SFHEA**
- **Jane Stevens Crawshaw SFHEA**

Faculty of Health, Science, and Technology

- **Ye Xu SFHEA**
- **Sarah Hennelly SFHEA**
- **Matthew Catterall SFHEA**
- **Charlie Simpson SFHEA**
- **Antonia Mackay SFHEA**
- **Julie Cooke SFHEA**
- **Mamdooh Alzyood SFHEA**

Learning Resources Directorate

- **Robert Curry SFHEA**

Senior Fellowship demonstrates a sustained record of effective practice, leadership, and influence in teaching and supporting learning. For more information on Advance HE Fellowships, see our [EXPLORE Experiential webpage](#).

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

### **Academic Advising: nurturing the will to learn**

The Oxford Brookes University International Teaching and Learning Conference, will take place on **Wednesday 18 and Thursday 19 June 2025** and the [call for submissions](#) is open.

We are interested in hearing from all members of the HE learning community, including staff, students, and stakeholders on the following themes. Staff-student collaborations are particularly encouraged.

- 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 31 January 2025.**

#### **Day one - Wednesday 18 June (in person)**

We welcome all colleagues teaching and supporting learning on an Oxford Brookes programme of study to a morning of in-person networking and knowledge sharing.

#### **Day two - Thursday 19 June (online)**

Keynote, papers, panel, and plenary.

For more information and details on submitting a proposal, please visit the [conference website](#).

## HE and Lifelong Learning Research Strategy

OCAED's first strategic ambition is to 'Increase engagement with the scholarship of teaching and learning (SoTL) and academic development'. The [HE and Lifelong Learning Research Strategy](#) supports this ambition, underpins much of our work for TEF 2027, and aims to further Brookes's position at the forefront of evidence-based, transformational academic practice.

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](#).

There are a number of disciplinary-specific pedagogic research groups across the university and we are interested to hear from you so we might learn from each other. The following activities and resources may be of interest to you and your community.

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## Evaluating and Evidencing Impact: Academic Enhancement Toolkit

The new [Evaluating and Evidencing Impact: Academic Enhancement Toolkit](#) will be launched at a pilot workshop 'Evaluation of Teaching Inquiries and Initiatives' on Wednesday 22 January, 2.00pm - 4.00pm. [Book via Staff Learning](#).

Phase two of the Academic Enhancement toolkit 'Designing and Delivering HE Inquiries for Impact' will be published in January and a further chapter 'Dissemination and Publication of HE Inquiries for Impact' will follow in the summer of 2025. Many thanks to Dr Andrea Macrea, SFHEA for chairing these phases of work.

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## Talking Teaching Across the Globe

**Ways to support student use of GenAI to enhance learning** with Alice Gerlach FHEA, School of Law and Social Sciences, Thursday 23 January, 12.00pm - 12.50pm. [Register here](#).

**Fostering student-staff trust in the age of GenAI** with David Nelson FHEA and Lucy Widdowson FHEA, Oxford Brookes Business School, Thursday 27 February, 13.00pm - 13.50pm. [Register here](#).

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

## EXPLORE 'Open Offer'

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

- [IDEAS: Digital Inclusion](#), Wednesday 8 January, 2.00pm - 4.00pm and Friday 10 January, 9.30am - 11.30am
- [IDEAS: Employability Learning](#), Wednesday 15 January, 2.00pm - 4.00pm and Friday 17 January, 9.30am - 11.30am
- [Evaluation of Teaching Initiatives](#), Wednesday 22 January, 2.00pm - 4.00pm
- [IDEAS: Sustainability Mindset](#), Tuesday 28 January, 2.00pm - 4.00pm and Tuesday 4 February, 9.30am - 11.30am

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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)

We will return to ELF in February:

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

You might also be interested in our [Leadership and Management workshops](#), available via [Staff Learning](#) to support and enhance your leadership.

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## 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 links below:

- [Tuesday 14 January, 12.00pm - 1.00pm](#)
- [Tuesday 28 January, 12.00pm - 1.00pm](#)
- [Wednesday 12 February, 12.00pm - 1.00pm](#)

In January's Thinkspaces we are encouraging staff to bring an anonymised extract from students' work that they believe may have been generated by GenAI. We will think about the challenges of marking these pieces of work, the implications for our assessment practices, and how we can move forward.

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

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

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## IDEAS Programme Design Sprints



[Programme Design Sprints](#) are a set of three in-person workshops to facilitate the use of the [IDEAS inclusive curriculum model](#). They use the Design Thinking methodology to identify rapid, impactful changes that can be made to improve a programme, module, or individual teaching practice.

During the workshops, you will work with student curriculum consultants to identify one challenge you would like to solve and collaboratively generate solutions you can put into practice. The Sprints are suitable for individuals or small teaching teams wishing to review their curriculum, assessment, and/or teaching practice.

The dates are:

- Wednesday 29 January, Tuesday 4 February, and Friday 7 February from 1.30pm - 3.00pm
- Thursday 1 May, Thursday 8 May and Thursday 15 May from 2.30pm - 4.00pm



To book your place on one of these three 90-minute workshops, visit the IDEAS: Programme Design Sprites course via [Staff Learning](#).

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## Design thinking



At Brookes, we use Design Thinking to help us implement the [IDEAS inclusive curriculum model](#). Here, our **OCAED Curriculum Consultants** explain what Design thinking is and why we use it:

This method is an intersectional approach to designing a curriculum, centred around the student experience and prioritising disadvantaged students who have historically been excluded or deprived by the education system. This process is split into 5 steps: Empathise, Define, Ideate, Prototype, and Test, to critically evaluate the deliverance and method of teaching a specific subject. True inclusivity can only be achieved through change, a continuous, active process that demonstrates to students that they are welcome at Brookes.

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## IDEAS: An introduction for Associate Lecturers



Are you an Associate Lecturer? The Oxford Centre for Academic Enhancement and Development (OCAED) invites you to complete a new one-hour online course: [IDEAS: An Introduction for Associate Lecturers](#), which will introduce you to the Oxford Brookes [IDEAS Inclusive Curriculum Model](#) and how it is relevant to you in your role as Associate Lecturer.

After you complete the assessment task, we will arrange for you to be paid for this time in the next payroll period.

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## 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

[Academic Advising: nurturing the will to learn](#) is our 2025 Oxford Brookes International Teaching and Learning Conference theme. The conference will be on Wednesday 18 and Thursday 19 June ([see above](#)).

### 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 (the next one is due in week 1, the week commencing 27 January).

Further information about Academic Advising can be found on the [Academic Advising webpages](#).

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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.
- Finding 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 slot:

- [Wednesday 22 January](#), between 1.00pm - 3.00pm with Adrian Wallbank SFHEA
- [Monday 3 February](#), between 2.00 - 4.00 pm with Ben Walker, SFHEA
- [Tuesday 18 February](#), between 12.00pm - 2.00pm with Sue Morón-García SFHEA

- [Monday 3 March](#), between 2.00 - 4.00 pm 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 range of Brookes Briefings - scholarship-led and evidence-based teaching, learning, and assessment guides - are available to support your academic practice.

During this busy assessment period, find out about effective practices to help you provide valuable feedback for your students.



- [Feedback for Learning](#)

Prepare your academic practice for Semester Two

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

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

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## 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.

Free events:

- [Student Perspectives on the use of Generative AI in Assessment](#), 15 January 9.30am - 3.00pm (King's College, London)
- [Conversations with Quality Leads](#), 30 January, 12.30pm - 1.30pm

QAA is inviting expressions of interest from academic communities to join the Subject Advisory Groups for the review of six [Subject Benchmark Statements](#).

More information on how to submit an expression of interest is available on our [expressions of interest web page](#).

The deadline for submissions is midday on **Friday 10 January 2025**. For enquiries relating to Subject Benchmark Statements, please contact [membership@qaa.ac.uk](mailto:membership@qaa.ac.uk).

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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 including [Development, Training, and Events](#). Take advantage of a time-limited early booking discount of 5%, in addition to your [25% member discount](#).

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 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.

SEDA is currently inviting applications for [Research and Evaluation Small Grants](#). There are five grants available, each up to £1,000. The deadline for applications is **noon on Monday 24 February**.

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.

The latest free issue of [Educational Developments magazine](#) (25.4) is available. 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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## Learning and Organisational Development

### Upcoming Workshops and Events



#### January:

- [New starter welcome tour](#), Tuesday 14 January, 1.00pm - 2.00pm
- [Reframing negative thoughts](#), Wednesday 15 January, 9.30am - 10.30am
- [Mental health - one day for line managers](#), Friday 17 January, 9.00am - 5.00pm
- [Debt awareness training](#), Wednesday 22 January, 2.00pm - 3.00pm
- [Mental health aware workshop](#), Wednesday 29 January, 1.00pm - 4.30pm

#### February:

- [Wellbeing conversations in the workplace](#), Tuesday 4 February, 1.00pm - 2.00pm
- [Mental health - one day for line managers](#), Wednesday 5 February, 9.00am - 5.00pm or Monday 10 February, 9.00am - 5.00pm
- [VCG New Starter gathering events](#) - Wednesday 19 February 2024, 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:

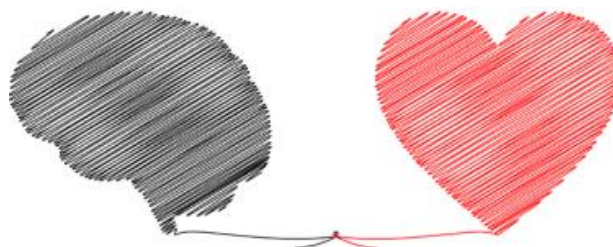
- [Leadership and management](#)
- [Wellbeing and personal resources](#)
- [Equality, Diversity, and Inclusion](#)
- [Essential skills](#)
- [Risk and compliance](#)
- [Professional and career development](#) (including [apprenticeships](#))
- [New starters](#)
- [Customer service](#)

You can find the links to all these areas and more on [Staff Learning](#).

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## \*New\* Mental Health for Line Managers

We are pleased to announce that we are delivering a one-day [Mental Health course](#) specifically for managers. This course will explore what mental health first aid is, as well as touch on some of the mental health illnesses. The course will give you a model to help you start a discussion about Mental Health.



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## Mental Health First Aid

In March 2024, we published an article on [Mental Health First Aider training](#). In 2024, we will have trained a total of 75 Mental Health First Aiders.

Mental Health First Aiders are trained to identify, understand, and help someone who may be experiencing a mental health issue.

Mental Health First Aiders are not therapists. They will be able to listen, reassure, and respond, even in a crisis - and potentially stop a crisis from happening. They are trained to recognise the warning signs of mental ill health and have developed the skills and confidence to approach and support someone whilst keeping everyone safe.

If you would like to speak to a Mental Health First Aider, you can find a list with contact details in our [Mental Health First Aiders](#) section on Staff Learning. If you are interested in becoming a Mental Health First Aider you can find [details](#) of the upcoming courses on Staff Learning.

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## Professional Services Mentoring Scheme Pilot

A reminder that we have launched a brand new initiative *the Professional Services Mentoring Scheme* to support career development conversations, specifically to help Professional Services Staff prepare for their next career steps.

### **What is mentoring?**

Mentoring in the workplace describes a relationship in which a more experienced colleague shares their greater knowledge to support the development of a less experienced individual.

### **Where can I find out more?**

For more information about the scheme including how to join as a Mentee, Mentor or both concurrently see [Professional Services Pilot Mentoring in Staff Learning](#). Please note the deadline for expressions of interest is **noon, Friday 10 January 2025**.

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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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## Performance and Development Review (PDR)

The PDR process should provide an opportunity to focus on career development. However, in addition to only 29% of people feeling satisfied with career development opportunities, according to the Staff Survey, only 59% of people feel their manager supports their career development.

A review of the PDR process is planned for this calendar year. This provides a good opportunity to understand how it could better support professional and career development as well as other aspects of the process. In the last edition we shared a link to a short survey. You can see the [interim results here](#). We will be using this information to help

inform the PDR review and how we support professional and career development more widely. We will provide further updates over the coming months.

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## Change and Project Management

A reminder that following the introduction of the new [Change Toolkit](#) Google site there are two new courses in Staff Learning:

- [Introduction to supporting people through change](#)
  - [Project management for non-project managers](#)
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## Want to know more about what's on offer to support Career and Professional Development?

Over the last year we have added quite a few new resources to our learning and development portfolio, from leadership and management to wellbeing and personal resources, and most recently focusing on career development. We would be delighted to come to your departmental, school, or faculty update meetings to provide an update about what we have in the pipeline. It would also be a great opportunity for you to tell us what works, what doesn't, and what you'd like to see more of.

If this is of interest to you please contact [Abigail Reilly](#), Director Organisational Effectiveness and Development.

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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

- Thursday 16 January, 10.00am - 11.30am
- Monday 20 January, 2.00pm - 3.30pm
- Monday 10 February, 10.00am - 11.30pm
- Thursday 13 March, 10.00am - 11.30pm
- Thursday, 10 April, 1.00pm - 2.30pm
- Friday 9 May, 10.00am - 11.30am
- Friday 6 June, 11.00am - 12.30pm

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. The session will allow for line managers to ask questions but do be aware - it would not be appropriate to discuss individual cases in this session. [Book a session via Staff Learning](#).

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## 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>