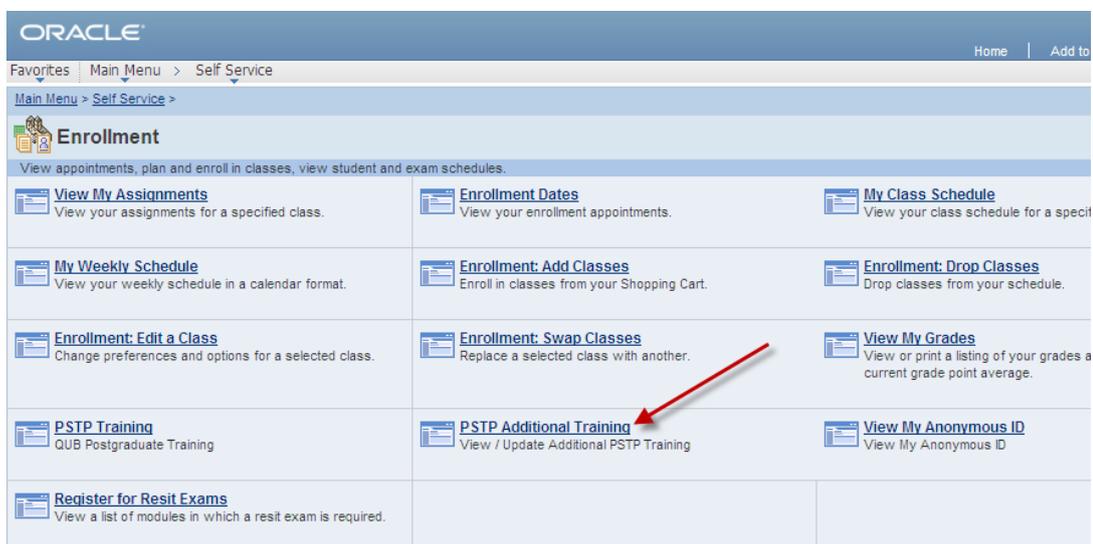


How to record Additional Training & Development

Your training record will automatically be updated, upon completion of all PSTP training courses attended. However, research students can record other instances of training and development. If you are unsure as to whether some form of training activity can be warranted as 'developmental' please contact the Postgraduate Training team on pg.training@qub.ac.uk . Further information is also available on the PSTP website www.qub.ac.uk/prdp.

Maintaining your record of additional training

- Log into Qsis.
- Select Self Service
- Select Enrollment
- Select PSTP Additional Training (figure 1), arriving at the "Update Additional Training" screen. This will allow you to enter new examples of additional training and development using the [ADD TRAINING] and/or to review your record of additional training.



Figure

1: PSTP Additional Training

Adding new instances of additional training

Pressing the [ADD TRAINING] button presents the 'Update Additional Training' screen (see Figure 2 below) from which new examples of additional training can be added.

ORACLE

Favorites Main Menu > Self Service > Enrollment > PSTP Additional Training

Update Additional Training

Training Detail

*Category of Training

*Type of Training

Training Location

Date From 31

Date To 31

Days

Description

Training Description

[SAVE](#) [Return to Training Summary](#)

[Save](#) [Return to Search](#) [Notify](#)

Figure 2: Updating additional training screen

In this screen you may enter a number of values to describe the type, dates, duration and description of your additional training, as follows:

- a) **Category of Training (RDF Domain):** is a drop down list, allowing you to choose from the four domains.
- b) **Type of Training:** is a drop down list, allowing you to choose from Additional Training or Development.
- c) **Location of training:** allows free text to indicate where the training took place.
- d) **Date from:** is entered manually or via a drop down calendar to let you indicate the first training date.
- e) **Date To:** is entered manually or via a drop down calendar to let you indicate the last training date.

- f) **Days:** are entered as whole or fractions of days. Acceptable fractions are .25 .5 and .75 only.
- g) **Description (short):** is a field limited to 30 characters. The text entered here will describe the activity and will appear in the Short Description area of the summary table so you'll probably want to make it something meaningful as far as possible.
- h) **Training Description:** is a free text area for you to supply greater detail on the training.

When you are happy with the record you have entered click on the [Save] button to save your changes and then click on the link [Return to Training Summary](#) to go to the 'Training Detail' screen.

If you have already entered additional training then the screen will show a summary table similar to Figure 3. Each row is an instance of additional training.

Update Additional Training

Student ID

Additional Training 18.25 days (11.5 days Developmental Training plus 6.75 days Additional Training.)

Below is a list of your Additional training. To view more details for a row, click on the short Description of the training. To add training, click on the Add Training button. To Edit or Delete a row click on the corresponding button on that row.

Other Training									
Customize Find [] []									
First 1-18 of 18 Last									
	PSTP Subject	Training Type	Short Description	Date From	Date To	Days	Approved		
1	RST	Developmnt	Child Care Research Forum Conf	26/11/2008	26/11/2008	1.00	<input type="checkbox"/>	Edit	-
2	RST	Training	Attended Stan Houstons cours	13/10/2008	14/10/2008	1.50	<input type="checkbox"/>	Edit	-
3	RST	Developmnt	School Seminars Oct Dec 08 8t	08/10/2008	08/10/2008	0.25	<input type="checkbox"/>	Edit	-
4	RST	Training	ARC Training Complex Trauma	22/06/2009	23/06/2009	2.00	<input type="checkbox"/>	Edit	-
5	RST	Developmnt	School Seminars 18 02 09 Jane	25/03/2009	25/03/2009	0.25	<input type="checkbox"/>	Edit	-
6	RST	Training	Careers with your PhD and CV W	04/12/2009	04/12/2009	0.50	<input type="checkbox"/>	Edit	-
7	RST	Developmnt	Poster Presentation at the ACA	09/09/2008	09/09/2008	1.00	<input type="checkbox"/>	Edit	-
8	RST	Training	Good Clinical Practice NHS ru	24/03/2010	24/03/2010	0.25	<input type="checkbox"/>	Edit	-

Figure 3: Additional training screen.

There are 10 columns in the summary table. Most reflect your entries from the 'Update Additional Training' screen (see above). The additional columns include:

Row No: Sequence number referring to the row in the grid.

Approved: Currently this function is not being used but may be introduced at a later date.

Edit: A button to allow you to change the record. Clicking on this button allows you to navigate to a screen similar to the 'Update Additional Training' screen. Note that once approved, the Start Date, End Date and Duration fields cannot be changed except by an administrator from the PSTP Training team. If the Edit button is not appearing, hover your mouse over the end of the record and the edit and minus button will appear.

Minus Symbol: Used to delete the corresponding row.