# 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.
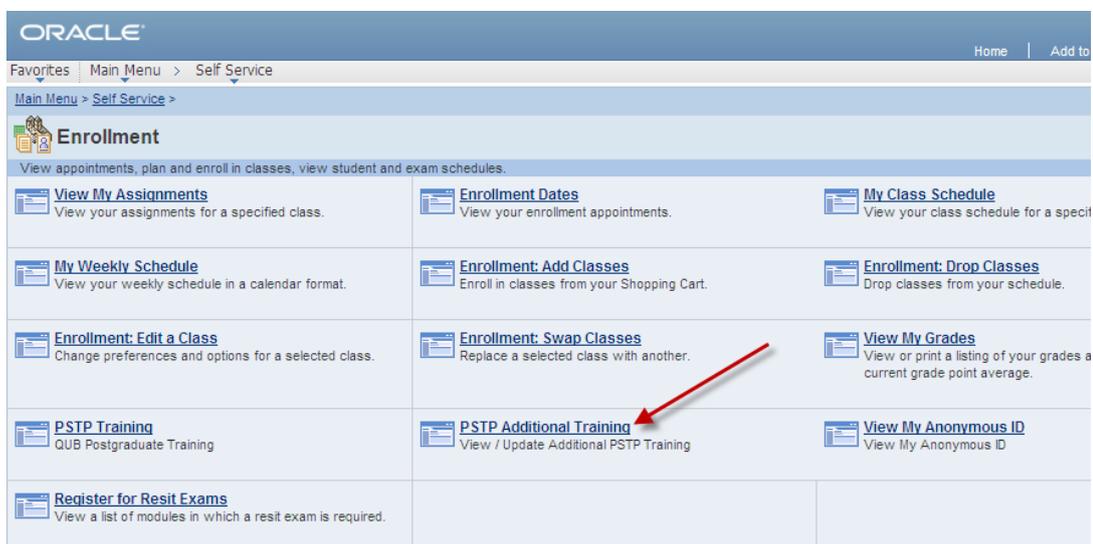
Figure

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.

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.

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.