

SUPERVISOR TRAINING – QUICK REFERENCE GUIDE

OVERVIEW

This guide explains how to use Supervisor Development and answers some common questions.

APPLIES TO

- HDR Supervisors
- Researchers

SUPERVISOR DEVELOPMENT ACTIVITY

Supervisor Development activity allows HDR Supervisors and Researchers to:

- view their HDR Supervisor Development Program completion and compliance.
- find & book training and other activities
- record any previous development activity or training related to HDR Supervision that the Researcher has completed (at Flinders University, another institution or professional body) and would like to claim for the [HDR Supervisor Development Program](#).
- have an overview of all the development activities they have completed in Inspire.
- share their calendar of Inspire course bookings with external tools such as Outlook or Google Calendar.
- provide feedback on attended training courses as soon as it is completed.

COMMON QUESTIONS

1. What is the HDR Supervisor Development Program?


The Higher Degrees by Research (HDR) Supervisor Development Program is compulsory for academic staff members wishing to supervise HDR students. The program is offered by the Office of Graduate Research.

Visit the [HDR Supervisor Development Program](#) for more information.


The [HDR Supervisor Development Program](#) at Flinders will move you from compliance to excellence and from experience to expertise by providing the best international practice in research training the at Flinders. The provision of this program accords with the national requirements set out in the [Australian Code for the Responsible Conduct of Research, 2018 \(the Code\)](#), and the supporting Supervision Guide.

2. Where can I see my Supervisor Development Summary?

You can see your Supervisor Development Summary by logging in to Inspire, selecting **Researcher** in the role picker and clicking on to the **Supervisor Development** tab. Then click on the **Supervisor Development Summary**.


Sign Out

Welcome to Inspire Supervisor Development

TW


Program: Core

2/2

Program: Points

45/30

Ongoing compliance

45/15

Congratulations!
You have successfully completed the HDR Supervisor Development Program. Your training compliance is valid until 27 Jan 2022

Download Certificate

Supervisor Development Summary

This page shows your HDR Supervisor Development Program completion and compliance. Once you have completed the two Core workshops and 30 points, you will be able to download your HDR Supervisor Development Program Completion Certificate to demonstrate compliance to People and Culture.








To remain compliant with the Register of HDR Supervisors, you will need to update your training every two years, and keep your compliance points at a minimum of 15 points at all times. A reminder of your expiry date will be displayed on this page six months before your points expire to help you stay on track.

My completed activities

This table lists all completed and recorded supervisor development activities. All Core workshop completions and all supervisor development activities (Electives, Seminars and Steps) completed since January 2016 are listed below. For a full list of training completed at Flinders University refer to your iEnrol history. Use the headings to sort the content or select an activity title to review the details.


Search:

Show 10 entries

Course Title	Course Category	Points	Activity Date	Expiry Date	
PVT Change of Enrolment Location	Steps	5	11 Mar 20	11 Mar 22	
PVT 2601202	Seminars	10	27 Jan 20	27 Jan 22	
Supervisor Development Activity Form	Core	0	26 Jan 20		
Testing the Supervisor Training Patch	Seminars	10	26 Jan 20	26 Jan 22	
Supervisor Development Activity Form	Core	0	26 Jan 20		
Supervisor Development Activity Form	Elective	15	12 Jun 19	12 Jun 21	
Supervisor Development Activity Form - PVT	Steps	5	13 Feb 19	13 Feb 21	

Showing 1 to 7 of 7 entries Previous 1 Next

On this screen you will see your training summary, including the amount of Core Programs, Program Points and Ongoing Compliance points that you have. To complete the HDR Supervisor Development Program, you will need to complete 2/2 Core workshops and have 30/30 points. To remain compliant, you need to keep your ongoing points at 15.



Program: Core

0/2

Program: Points

5/30

Ongoing compliance

5/15

You need to complete two Core workshops and a total of 30 points to complete the HDR Supervisor Development Program.

The bottom section of the screen shows all the completed and recorded supervisor development training that you have completed.




My completed activities

This table lists all completed and recorded supervisor development activities. All Core workshop completions and all supervisor development activities (Electives, Seminars and Steps) completed since January 2018 are listed below. For a full list of training completed at Flinders University refer to your iEnrol history. Use the headings to sort the content or select an activity title to review the details.

[Print](#)

Search: Show entries

Course Title	Course Category	Points	Activity Date	Expiry Date	
Supervisor Development Activity Form - PVT	Steps	5	13 Feb 19	13 Feb 21	

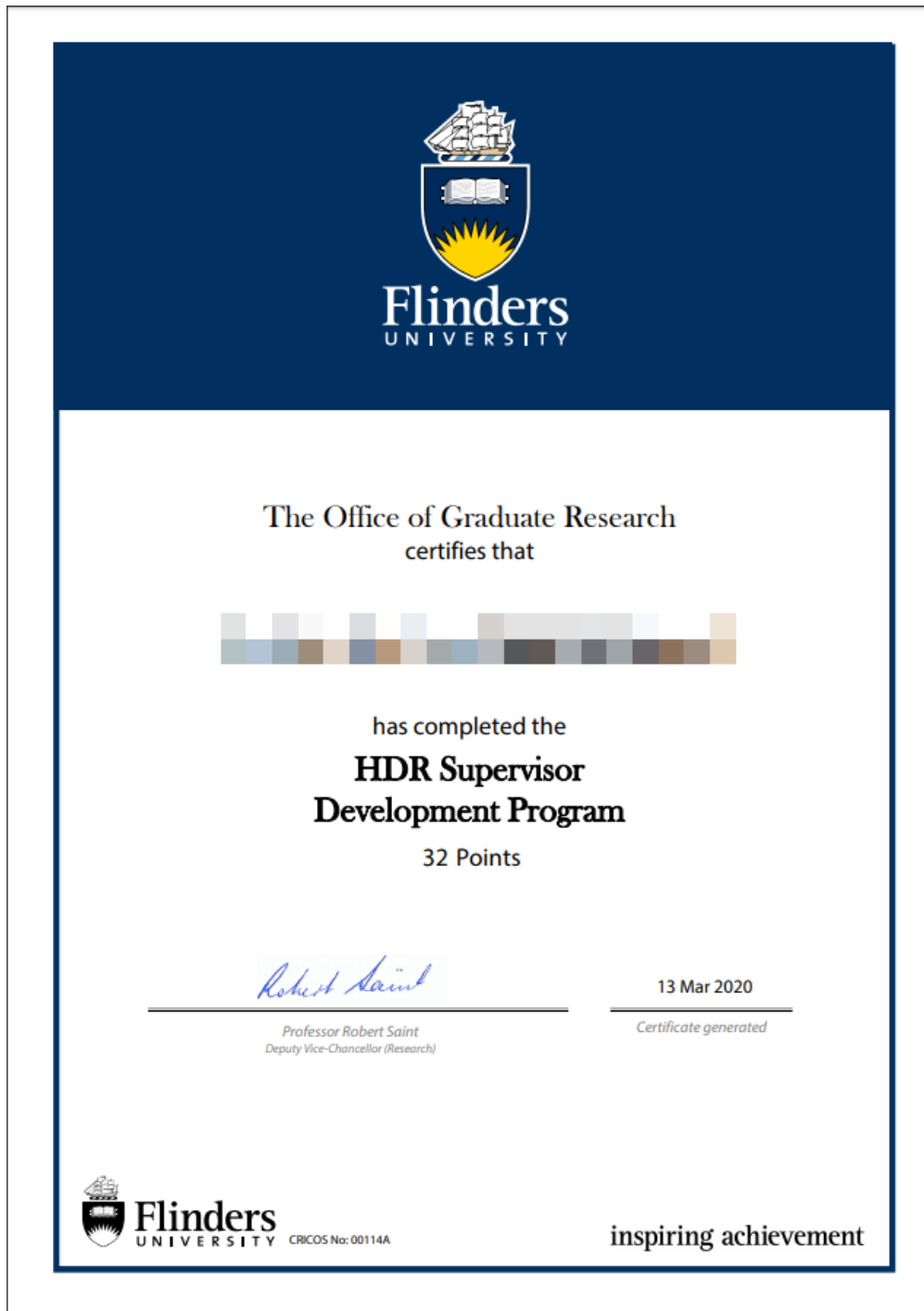
Showing 1 to 1 of 1 entries

Previous 1 Next

Finally, once you have obtained the mandatory 2 Core Programs and 30 Program Points, you will be able to download your HDR Supervisor Development Program certificate.

Congratulations!
You have successfully completed the HDR Supervisor Development Program. Your training compliance is valid until 28 Nov 2021

[Download Certificate](#)



3. I need to book into a course to remain/be compliant, what do I do?

To complete the HDR Supervisor Development Program, you will need to complete two core workshops and the choice/combination of lunchtime seminars or steps online training totalling 30 points.

HDR Supervisor seminars or steps online training are valid for 2 years. Core workshops do not expire and only need to be completed once. Once your compliant points drop below 15, you will need book into further training.

To book into seminars or steps training, log in to Inspire and select your **Researcher** role. Click on to the **Supervisor Development** tab, then click on the **Find & Book Supervisor Activities**. From there you will be able to find courses by using the Search Filter.



Welcome to Inspire [Supervisor Development](#) Researcher ▼ [Sign Out](#)

Find & Book Activities

Search Filters

By date

Finished

Ongoing/Future

Range: to X

[> By domain](#)

[> By sub-domain](#)

[> By skill](#)

[> By mode of delivery](#)

▼ By supervisor training

Core

Seminars

Steps

[> By training provider](#)

[Clear filters](#) [Apply filters](#)

Search

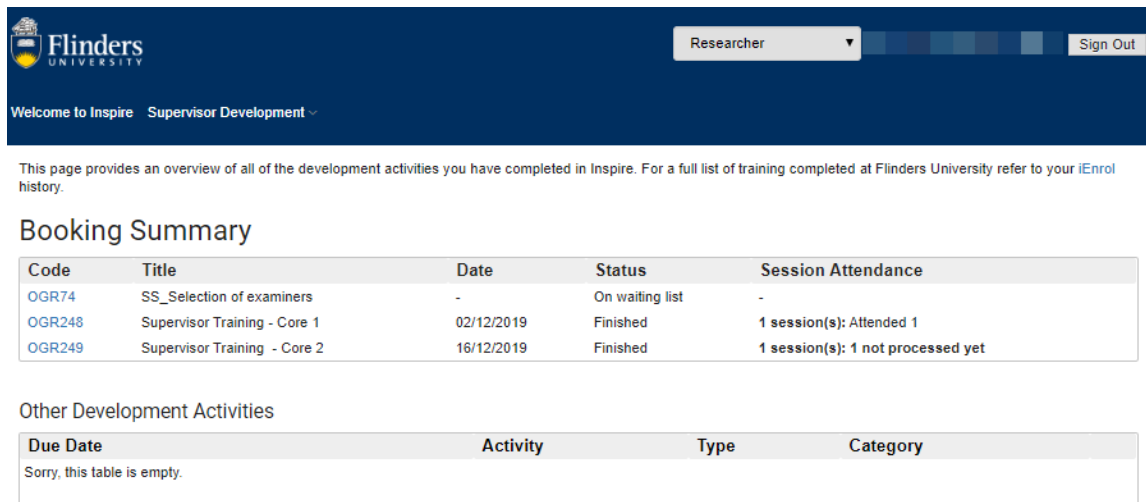
Display by: [Best Match](#) [Due Date](#)

CILT67	HDR Supervision: Elective: Successful Mode...	Event finished
CILT68	HDR Supervision: Elective: Supporting Your...	Event finished
CILT69	HDR Supervision: Elective: Helping Doctora...	Event finished
CILT75	HDR Supervision: Elective: Providing Usabl...	Event finished
Library214	Copyright and your thesis - Drop in session	Event finished
OGR231	HDR Supervision: Seminar: Milestones - Ask... <small>Externally Booked, Workshop</small>	
OGR232	HDR Supervision: Seminar: Post-PhD Strateg... <small>Externally Booked, Workshop</small>	
OGR233	HDR Supervision: Seminar: Complaints about... <small>Externally Booked, Workshop</small>	
OGR235	Industry Engagement for HDR Students	Event finished
OGR236	HDR Online Induction <small>Externally Booked</small>	

[Get more results](#)

4. Where can I see my course bookings?

To review the courses that you have booked into is as simple as logging in to Inspire and clicking on to the **Supervisor Development** tab. Then click on the **My Booking History**.



This page provides an overview of all of the development activities you have completed in Inspire. For a full list of training completed at Flinders University refer to your [iEnrol](#) history.

Booking Summary

Code	Title	Date	Status	Session Attendance
OGR74	SS_Selection of examiners	-	On waiting list	-
OGR248	Supervisor Training - Core 1	02/12/2019	Finished	1 session(s): Attended 1
OGR249	Supervisor Training - Core 2	16/12/2019	Finished	1 session(s): 1 not processed yet

Other Development Activities

Due Date	Activity	Type	Category
Sorry, this table is empty.			

5. How do I record training courses that I completed outside of Flinders University?

The **Self-Record Development Activity** form will allow you to record training courses that you have done in the past at another institution or professional body and would like to claim for the HDR Supervisor Development Program. This is a simple form that allows you to type the **Course Title**, any **Comments** you may have and the date on when you completed the training (**Date of Activity**).

It is also important to attach any supporting documents that will allow the OGR team to validate your training.

Once Saved, the form will go to the Office of Graduate Research for verification and approval.

If approved, you will be credited points that will contribute to your compliance in the HDR Supervisor Development Program.

Supervisor Development Ac...

Save Close

History: Latest

Use this form to record any previous development activity or training relating to HDR Supervision you have completed and would like to claim.
The Office of Graduate Research will assess the claim and apply any relevant points.

Supervisor Details

Staff ID

Username

Supervisor Name

Supervisor Email

Activity Details

Course Title

Evidence
Please provide any supporting documentation [Choose a file to upload...](#)

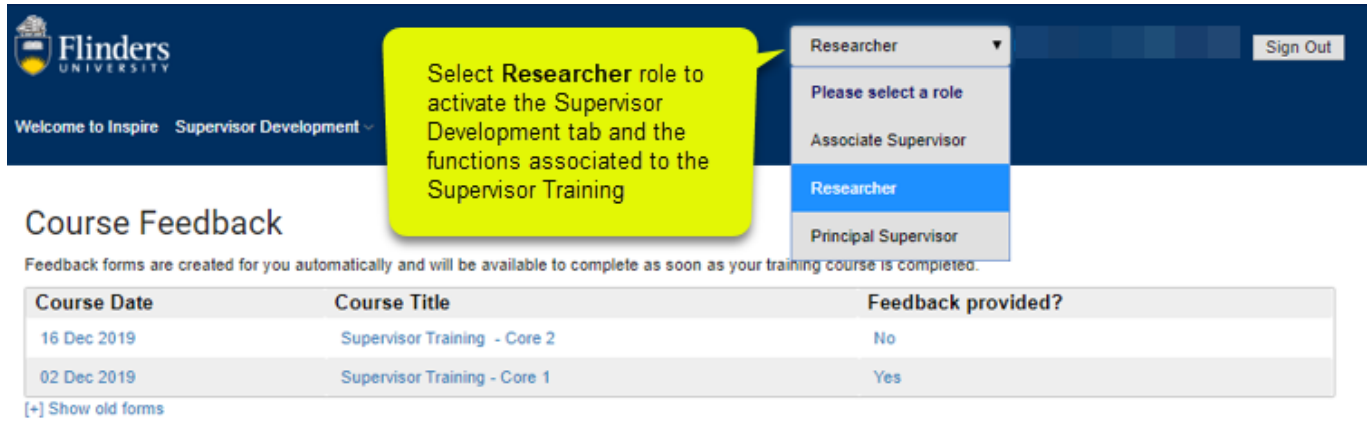
Comments
please include details of activity type and duration

Date of Activity

6. I'm a HDR supervisor and I can't see my Supervisor Development Activity.
Check that you have selected Researcher in the role switcher.

You will not be able to see the Supervisor Development tab if you have anything other than Researcher in the role switcher and if you cannot see the Supervisor Development tab then you won't be able to see your Supervisor Self-Record Development Activity, your Supervisor Development Summary or your booking history.

You will not be able to find and book training or give feedback to training that you have attended.



Welcome to Inspire Supervisor Development

Feedback forms are created for you automatically and will be available to complete as soon as your training course is completed.

Course Date	Course Title	Feedback provided?
16 Dec 2019	Supervisor Training - Core 2	No
02 Dec 2019	Supervisor Training - Core 1	Yes

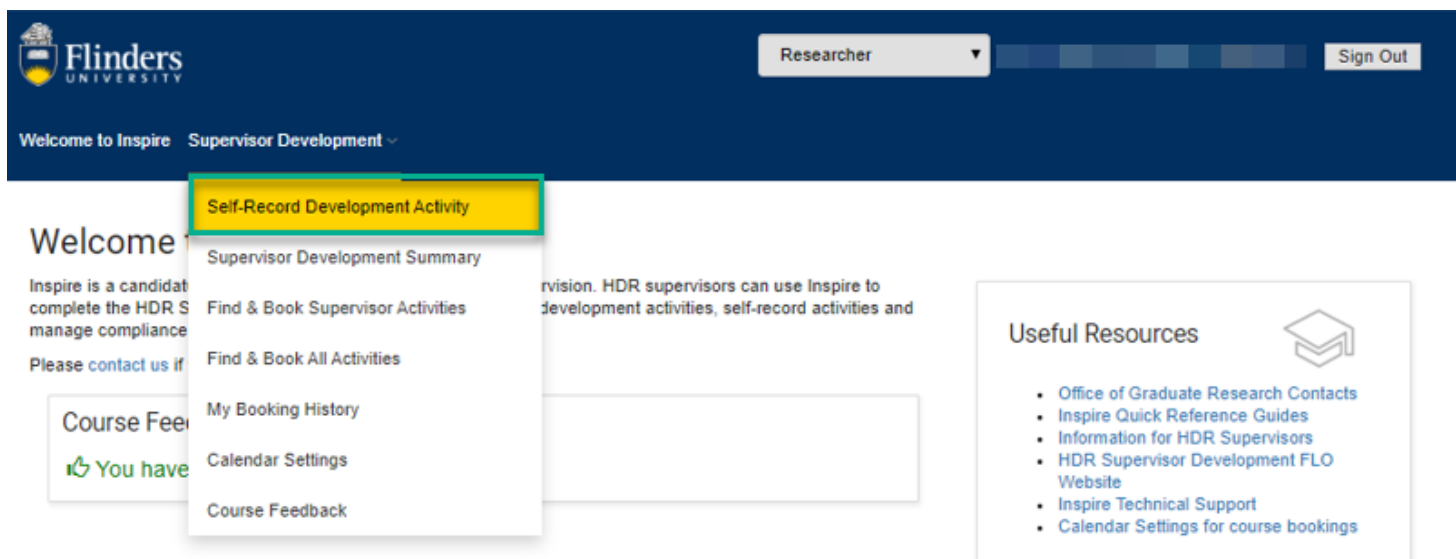
[+] Show old forms

7. I've previously completed training and it's not showing on my Supervisor Development Summary.

If you have booked onto training through Inspire but your attendance has not been updated in your Summary, please get in touch with HDR.Development@flinders.edu.au with the details.

If you've registered your previously completed training via the **Self-Record Development Activity** function and it's still not showing in your Supervisor Development Summary, first check the Status in the **Self-Record Development Activity** function. If it's **In progress** it means that it is in the queue and will be addressed as soon as possible.

If it's not in the Self-Record Development Activity and not in the Supervisor Development Summary, then contact the Office of Graduate Research via email at hdr.development@flinders.edu.au.



Welcome to Inspire Supervisor Development

Researcher Sign Out

Welcome

Inspire is a candidate complete the HDR S manage compliance Please contact us if

Course Fee You have

- Self-Record Development Activity
- Supervisor Development Summary
- Find & Book Supervisor Activities
- Find & Book All Activities
- My Booking History
- Calendar Settings
- Course Feedback

Useful Resources

- Office of Graduate Research Contacts
- Inspire Quick Reference Guides
- Information for HDR Supervisors
- HDR Supervisor Development FLO Website
- Inspire Technical Support
- Calendar Settings for course bookings

8. Teaching Specialist* Supervisors

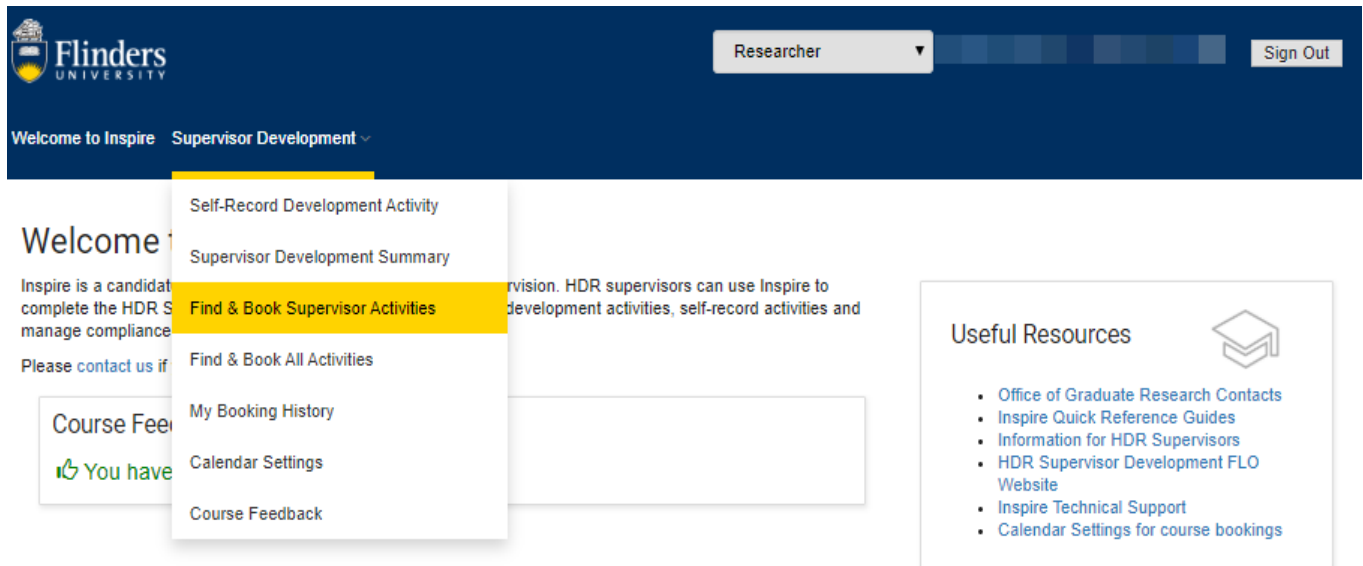
Teaching Specialist* staff are welcome to complete the program, but it is not compulsory. Completing the program may benefit your current HDR supervisory expertise.

The Flinders University [HDR Policy](#) and [HDR Supervisor Policy](#) sets out the requirements for supervisory teams and inclusion on the register of the HDR supervisors. This advises that for new supervisors, a teaching specialist* can only hold an adjunct position.

**Exception to this rule: In November 2018, during the academic restructure negotiations it was determined that teaching specialist staff could continue their supervision of current HDR students if they have completed their confirmation of candidature at the time of the teaching specialist appointment.*

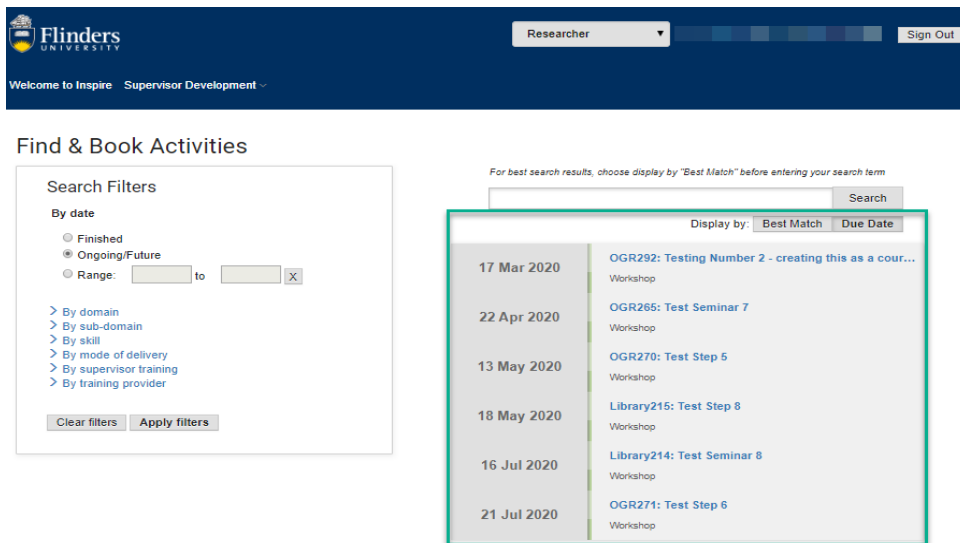
9. How to search for Supervisor development courses

Click on the Supervisor Development tab and select **Find & Book Supervisor Activities**.



The screenshot shows the Flinders University Inspire interface. At the top right, there is a user profile dropdown set to 'Researcher' and a 'Sign Out' button. Below the navigation bar, the 'Supervisor Development' menu is open, with 'Find & Book Supervisor Activities' highlighted in yellow. Other menu items include 'Self-Record Development Activity', 'Supervisor Development Summary', 'Find & Book All Activities', 'My Booking History', 'Calendar Settings', and 'Course Feedback'. On the right side, there is a 'Useful Resources' section with a list of links: Office of Graduate Research Contacts, Inspire Quick Reference Guides, Information for HDR Supervisors, HDR Supervisor Development FLO Website, Inspire Technical Support, and Calendar Settings for course bookings.

This will show the training activities related to Supervisors in Due Date order.



The screenshot shows the 'Find & Book Activities' page. On the left, there is a 'Search Filters' panel with options for 'By date' (Finished, Ongoing/Future, Range), 'By domain', 'By sub-domain', 'By skill', 'By mode of delivery', 'By supervisor training', and 'By training provider'. There are 'Clear filters' and 'Apply filters' buttons. On the right, there is a search bar and a 'Display by' dropdown set to 'Best Match'. Below this is a table of activities:

Date	Activity Name	Type
17 Mar 2020	OGR292: Testing Number 2 - creating this as a cour...	Workshop
22 Apr 2020	OGR265: Test Seminar 7	Workshop
13 May 2020	OGR270: Test Step 5	Workshop
18 May 2020	Library215: Test Step 6	Workshop
16 Jul 2020	Library214: Test Seminar 8	Workshop
21 Jul 2020	OGR271: Test Step 6	Workshop

Alternatively, courses can be searched for using 'By supervisor training', 'By Date', combination of the 2 or by Text.

By supervisor training

- **Core.**
- **Seminars.**
- **Steps.**

By Date

- **Finished.** All courses that have finish dates in the past
- **Ongoing/Future.** Courses with start dates in future or currently in progress
- **Range date.** Courses with a start date between certain dates ranges.

By mode of delivery

- Blended learning
- Face to Face
- Online course
- Video conference link
- Webinar

Text Search

Any course ID or course title can be searched using text. Note that the course ID needs to be entered exactly.

Find & Book Activities

Search Filters

By date

Finished

Ongoing/Future

Range: to

> [By domain](#)

> [By sub-domain](#)

> [By skill](#)

> [By mode of delivery](#)

By supervisor training

Core

Seminars

Steps

> [By training provider](#)

For best search results, choose display by "Best Match" before entering your search term

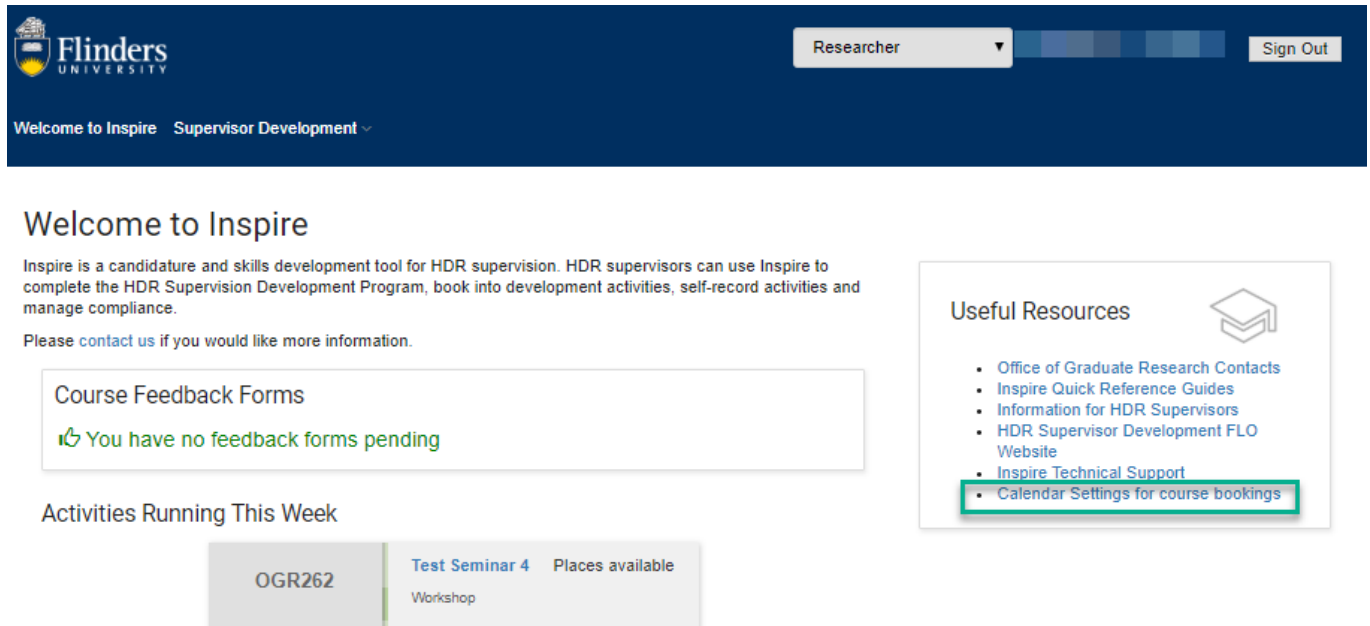
Display by:

17 Mar 2020	<p>OGR292: Testing Number 2 - creating this as a cour...</p> <p>Workshop</p>
22 Apr 2020	<p>OGR265: Test Seminar 7</p> <p>Workshop</p>
13 May 2020	<p>OGR270: Test Step 5</p> <p>Workshop</p>
18 May 2020	<p>Library215: Test Step 8</p> <p>Workshop</p>
16 Jul 2020	<p>Library214: Test Seminar 8</p> <p>Workshop</p>
21 Jul 2020	<p>OGR271: Test Step 6</p> <p>Workshop</p>

All other activities including Student activities, can be searched for under the Development tab and select **Find & Book All Activities**.

10. How to sync course bookings with your Outlook calendar

On the **Welcome to Inspire** page, locate *Calendar Settings for course bookings* under the **Useful Resources** section and click on it.



Welcome to Inspire Supervisor Development

Welcome to Inspire

Inspire is a candidature and skills development tool for HDR supervision. HDR supervisors can use Inspire to complete the HDR Supervision Development Program, book into development activities, self-record activities and manage compliance.

Please [contact us](#) if you would like more information.

Course Feedback Forms

You have no feedback forms pending

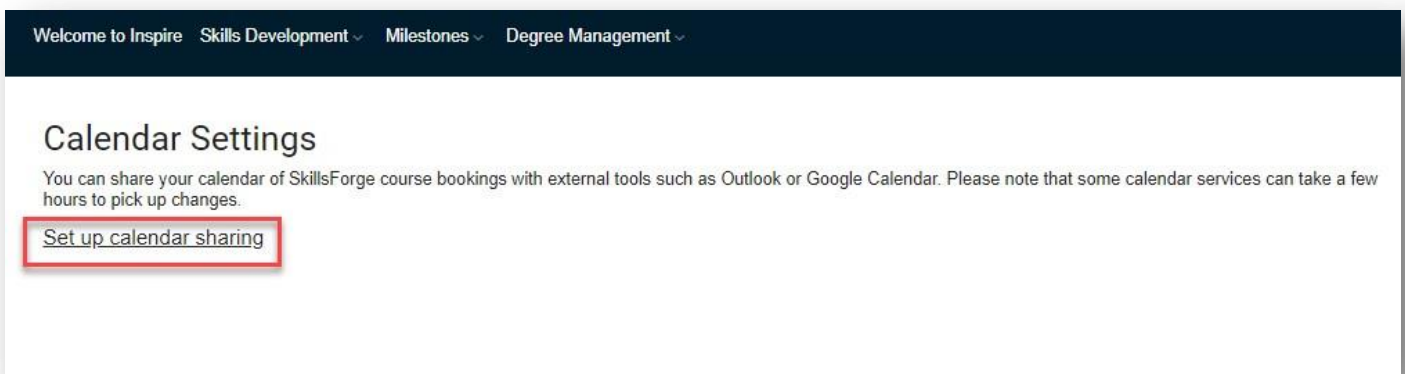
Activities Running This Week

OGR262 Test Seminar 4 Places available
Workshop

Useful Resources

- Office of Graduate Research Contacts
- Inspire Quick Reference Guides
- Information for HDR Supervisors
- HDR Supervisor Development FLO Website
- Inspire Technical Support
- Calendar Settings for course bookings**

Click **Set up calendar sharing**



Welcome to Inspire Skills Development Milestones Degree Management

Calendar Settings

You can share your calendar of SkillsForge course bookings with external tools such as Outlook or Google Calendar. Please note that some calendar services can take a few hours to pick up changes.

Set up calendar sharing

Select **Other (iCAL)** Calendar type and give the Share name **Inspire Calendar**



Calendar type:

Share name:
This is just for you to identify the share within SkillsForge

Copy the URL

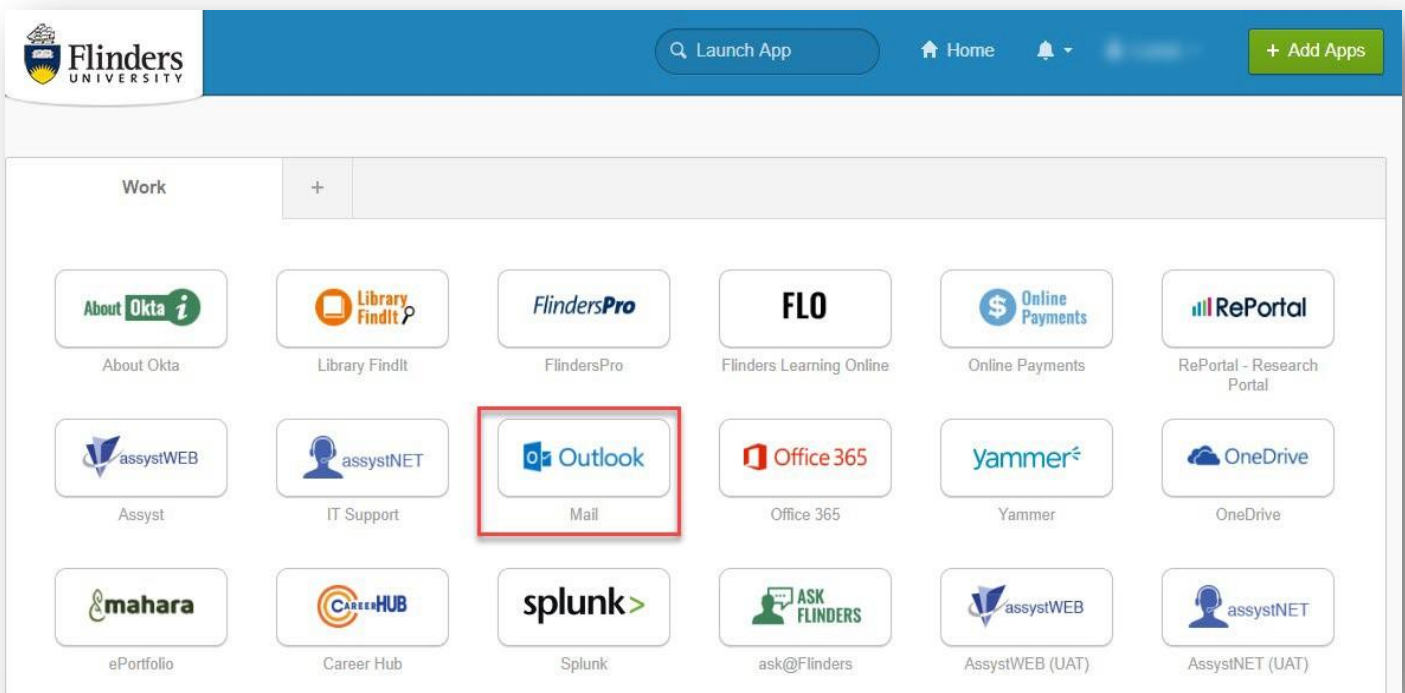
Your new calendar share has been created

What to do next:

- 1** **Copy the URL** *Hint: Press **Ctrl** then **C** together*
URL <https://staging.flinders.skillsforge.net/flinders/c/>
- 2** Consult your calendar tool documentation to find out how to add or subscribe to a calendar by URL
- 3** Copy and paste the URL shown above into your calendar tool

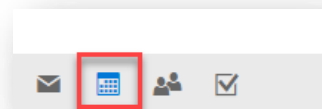
OK

Log onto to OKTA - <https://flinders.okta.com/app/UserHome> and select your Outlook App.

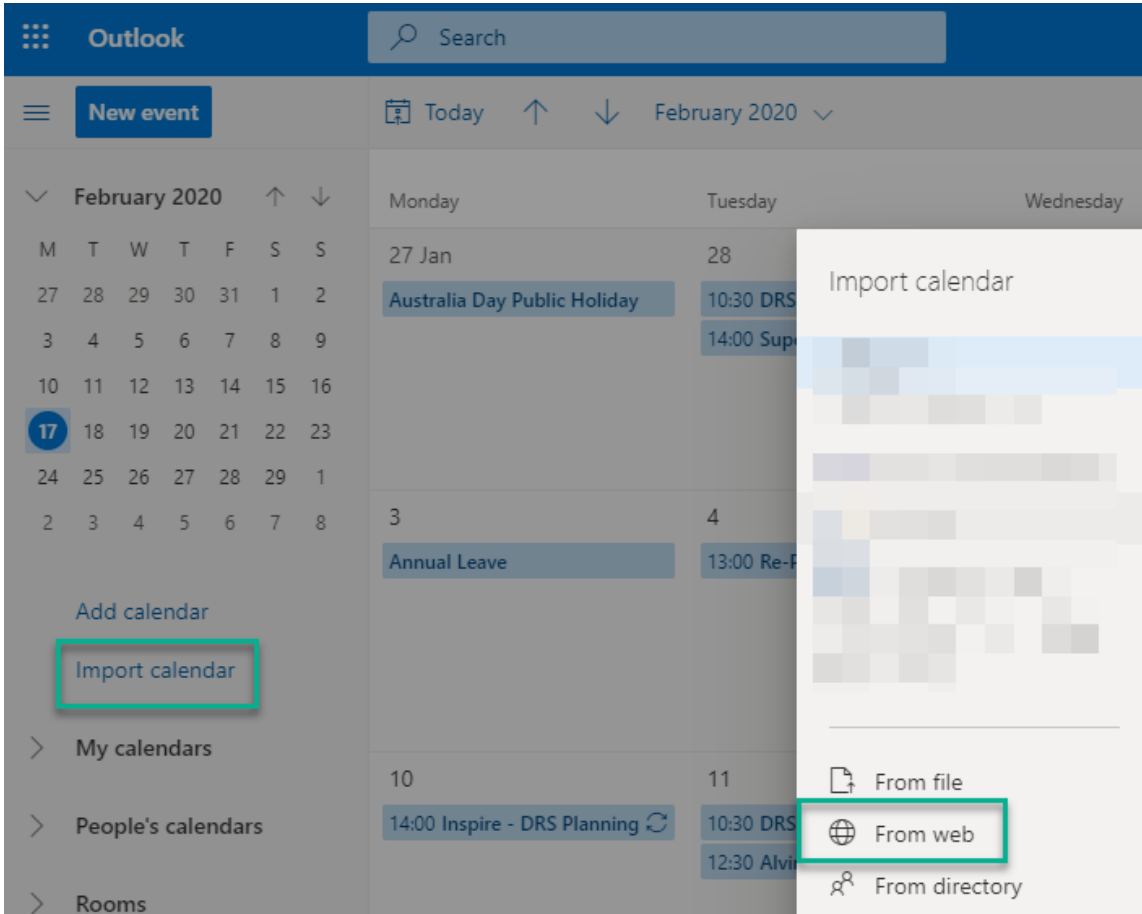


The screenshot shows the Okta dashboard for Flinders University. The top navigation bar includes the Flinders University logo, a search bar labeled "Launch App", a "Home" button, a notification bell, and a "+ Add Apps" button. Below the navigation bar, there is a grid of application tiles. The "Outlook" tile, labeled "Mail", is highlighted with a red box. Other visible tiles include "About Okta", "Library FindIt", "FlindersPro", "FLO", "Office 365", "Online Payments", "RePortal", "Assyst", "assystNET", "Yammer", "OneDrive", "mahara", "Career HUB", "splunk", "ASK FLINDERS", "AssystWEB (UAT)", and "assystNET (UAT)".

Select your calendar icon in the bottom left corner of outlook



Select **Import Calendar** and **From Web**



Paste in the URL in the Link to the calendar field, Name the Calendar **Inspire Bookings** and select **Import**

