# Skills Points System (SPS) User Guide

Doctoral College spdsupport@qmul.ac.uk

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### Introduction

Every doctoral student is expected to take part in approximately **210 hours** of development activities over the course of their studies. This is the quantity of training advised by the <u>UK Research Councils</u>, and is roughly equal to two weeks training and development for each full-time year of study.

To help you keep a record of all the training and development activities you take part in during your doctorate, you will be automatically registered on a database called Skills Points System (SPS) soon after you enrol as a doctoral student at Queen Mary. The SPS is part of the CPD system available to students and staff at QMUL.

Further information and training on how to log in and use CPD is available here : <u>https://www.qmul.ac.uk/doctoralcollege/skills-training/courses/using-the-cpd-training-system-/</u>

The SPS captures generic and discipline-specific developmental activities that doctoral students are involved in, through the allocation of points. Points are given for courses or workshops run by Researcher Development, Schools and Institutes, and external organisations. Points are also awarded for participation in other activities such as conference attendance, teaching and attending seminars. It is your responsibility to ensure that your training record is kept up to date.

#### Key facts

- Points can be accrued at any time during your doctorate until you submit your thesis for viva. Training undertaken prior to beginning your doctorate cannot be claimed for skills points.
- Any activity that has helped to develop your research, skills or knowledge can be added. This includes training courses and workshops run by the Doctoral College, other central university services, Schools and Institutes, and external organisations.
- The only activities that cannot be claimed are things that are integral parts of the doctoral process (eg your research, meetings with your supervisors, writing your 9-month report and your thesis, mandatory Health & Safety training, etc).
- Most recurring activities (such as conference or seminar attendance and teaching) will have a maximum cap of points that can be gained, either per year or over the course of the doctorate.
- Points gained are mapped against the four domains of the <u>Vitae Researcher</u> <u>Development Framework</u> (RDF) in order to assist students and supervisors in planning individual personal development; the <u>Development Needs Analysis</u> (<u>DNA</u>) tool is available to support these discussions.

#### How many points do I need to get?

Students are expected to accrue 210 points across the course of their doctorate. These points should be spread across all four domains, and there are a minimum number of points required in each domain:

Domain	Minimum number of points
Domain A: Knowledge and intellectual abilities	60
Domain B: Personal effectiveness	20
Domain C: Research governance and organisation	15
Domain D: Engagement, influence and impact	30

All Queen Mary doctoral students who log 210 hours of researcher development activities on the Skills Point System by the time they submit their thesis for viva will be awarded the <u>Queen Mary Diploma of Researcher Development (Q-Dip)</u> by the Doctoral College upon successful completion of their doctorate.

## Activity Classes and Caps

Activity types are listed as Class 1 or 2.

**Class 1:** points are given per hour, e.g., statistics training, teaching, public engagement. You will be asked to enter the length of time you spent on that activity.

**Class 2:** there is a fixed number of points for that activity, e.g., attending conferences, presentations, publishing.

One of the underlying aims of the Skills Points System is to ensure that research students graduate with a wide variety of skills that will be useful to them in academic or non-academic environments. Therefore, for most activities that you might undertake on a regular basis (e.g., attending seminars, teaching) we have put a limit (a cap) on the number of points that can be earned in order to encourage you to do a wide range of training and development activities.

#### Additional help

This guide provides step-by-step guidance on how to use the SPS. If you need any further help, please contact <a href="mailto:spdsupport@gmul.ac.uk">spdsupport@gmul.ac.uk</a>.

## How to log in

Full step by step instructions are available via Scribe (screenshots below): <u>https://scribehow.com/shared/How\_To\_Log\_Into\_CPD\_Training\_Portal\_Vytj4iLFQ\_mKOOzOtwur-DQ</u>

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# How to add an activity

All Doctoral College and Research Careers courses booked via the CPD system will be automatically added to your skills points record.

You will need to manually claim all other courses or activities through the Skills Points record in the CPD system.

Full step by step instructions are available via Scribe (screenshots below): https://scribehow.com/shared/How\_To\_Submit\_Evidence\_For\_Career\_Training\_App roval\_\_uMZxR4TSTnexv1P\_44Pt\_w

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# Adding manually approved activities

If you cannot find the relevant activity type you can select 'Other', which will require manual approval. Please follow steps 1-12 as above and complete the required

information. Once you save the changes, the SPS administrators will be notified and will review your activity. They can either approve, edit, or reject the activity.

If approved, you will receive a notification email and the activity will be added to your record.

If rejected, you will receive a notification email with a link to view the reasons for the rejection. To view this please follow the steps below.

Detail Approved Pending	Rejected				
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Skills Points learner dashboard	Evidence details for PGRTest 03			
	Title	External course		
	Status	Rejected		
	Submitted	9 May 2025		
	Approved on			
	Туре	Other		
	Provider	British Library		
	Description	A one-day course at British Library.		
	Evidence files			
	Date from	1 May 2025		
	Date to	1 May 2025		
	Rejection reason	Further details and evidence for attendance required for approval.		
	Date of rejection	12 May 2025		

## How to view and download your record

You can view your current record, including all pending and rejected activities, and download your record.

Full step by step instructions are available via Scribe (screenshots below): https://scribehow.com/shared/How\_to\_Download\_Skills\_Points\_from\_CPD\_Training pU8EsmBdSiyTA-AY-PnKFA





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Dashboards	Skills Points				
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	Domain A points				
	Knowledge and intellectual abilities	0.0 / Minimum required = 60			
	Domain B points	0 0 / Minimum required = 20			
	Personal effectiveness	oto / Minimum required = 20			
	Domain C points Research powernance and organisation	0.0 / Minimum required = 15			
	Domain D points				

Your pdf copy of your training record will be saved to your 'Downloads' folder.