HELP SHAPE THE FUTURE OF OUR IT SYSTEMS

Your help is needed to deliver new and improved online services for staff and postgraduate research students.

Over the coming months, IT Services will be developing a whole range of online tools which are focused on helping us to do our jobs more effectively and efficiently.

To make sure that what's being developed is user-friendly and of real value, a group of staff and postgraduate research students are needed to test early versions of new systems and to get your ideas and feedback.

Professor Chris Taylor, who is Associate Vice-President for Research, is leading the team working on the IT improvements and said: "We've all experienced the frustrations of not being able to find the information we need easily, the inconvenience of logging in to numerous different systems daily, or having to manually do things that could easily be done online.

"In fact staff surveys and feedback clearly tell us that improvements are needed.

"We're looking to produce a collection of streamlined online tools which will focus on the actual task you're trying to do, instead of concentrating on the mechanics of how to do it.

"Some systems will be new, in other cases we'll be improving existing systems. So we need staff to get involved at the development stage, so that we can take your thoughts, needs and comments on board."

Staff from all parts of the University, doing a range of different jobs are needed. If you're interested in getting involved visit:
www.itservices.manchester.ac.uk/mwe

SOCIAL RESPONSIBILITY AND VOLUNTEER AWARDS

Nominations are open for the Social Responsibility and Volunteer of the Year Awards 2012. There are three categories:

• Staff Member of the Year

• Student of the Year

• Alumni of the Year

Each winner will receive a cash prize for their community organisation.

Nominations are now open and the closing date is Friday 23 March 2012.

For more information visit:

www.manchester.ac.uk/careers/volunteeroftheyear

REFLECTIONS ON LEARNING

The Alan Gilbert Learning Commons is starting to take shape with construction continuing apace.

At the moment, the new windows are being installed and the project is still on track to open this autumn.

Open 24 hours a day, seven days a week (with reduced hours over the summer according to student demand), students will be able to satisfy all their study needs under one roof.

Over 1,000 learning spaces will be available, including group study rooms (with plasma screens, movable white boards, IT equipment and soundproof walls) and open study areas (with a range of seating and tables), plus private spaces and quiet zones.

There will be a huge emphasis on technology, with over 400 computers, multiple areas to plug in laptops, phones and iPods, plasma screens, interactive whiteboards and wi-fi access.

For more images go to:
www.flickr.com/photos/jrul

FURTHER YOUR CAREER WITH

TrainingUpdate

PRESIDENT'S UPDATE

Each month in Staff Update we publish a summary of the President's weekly message, for staff that don't have access to email of the internet at work.

25 November

The President announced that the University had been awarded a Queen's Anniversary Prize for Higher and Further Education in the Queen's Diamond Jubilee Round (2010-12). The Prize was given for our: "World-leading applied research and skills training for the varied needs of the nuclear industry."

1 December

Two more awards were announced – both for the support we offer to young researchers – the Times Higher Education (THE) annual award and the SCOPUS award.

8 December

Manchester's cross-city bus scheme for Oxford Road has now been approved. This scheme aims to provide direct bus links across the city centre, supported by infrastructure to help cut journey times and improve reliability.

15 December

This message outlined the process for planning budgets for 2012/13 and five year forecasts. The

President said: "The change in the undergraduate fee structure means that we need a radical rethink of our budgeting within the University."

21 December

The President reported on a visit to Hong Kong to attend the inauguration of the Hong Kong Foundation of The University of Manchester. This is a formally constituted group of our senior alumni in Hong Kong, who are committed to supporting the University.

19 January 2012

This week's message talked about the latest meeting of the Greater Manchester Local Enterprise Partnership which discussed current funding initiatives - particularly funding from the European Development Fund, and how this can help Greater Manchester.

The meeting looked at how we can better promote the great history, current activity and potential for innovation for growth based on research in Greater Manchester.

EASY WAY TO PAY FOR HOSPITALITY

If you order hospitality from FoodonCampus, there's now a new way to pay.

The Budget Account Card means you can use your staff ID card to pay for hospitality in any FoodOnCampus outlet so:

- it's more secure
- transactions are fast and simple
- all FoodOnCampus outlets accept it
- statements can be provided to help you keep track of spend

To sign up, you just need to complete a simple registration form by contacting:

- Jassentha Cotton on 275 2751 or jassentha.cotton@manchester.ac.uk

or

- Linda Wild on 306 4083 or linda.wild@manchester.ac.uk

A HELPING HAND

People aged 60 and over are being sought to help a University study aimed at ensuring visually impaired people remain independent.

Volunteers are needed to be 'peer mentors' to help a group of older people who are taking part in the VIP2UK study. The study wants to find the best ways to reduce falls amongst older people with poor eyesight.

Volunteer mentors will be expected to encourage and support people taking part in the study, through visits and telephone calls.

If you're interested, contact Caroline Brundle from the School of Nursing, Midwifery and Social Work on 306 7792 or caroline.brundle@manchester.ac.uk

HAVE YOUR SAY ON HEALTH AND SAFETY

2012 will see an in-depth review of the University's Health and Safety policy.

You can have your say on the current policy by visiting: **www.campus.manchester.ac.uk/ healthandsafety/policy2.htm**

Director for Health and Safety Dr Melanie Taylor said: "The existing University policy and the more detailed procedure have been in place since 2004 with relatively minor updates.

"This year the Safety Office is undertaking an in-depth review of whether it remains suitable."

If you have any comments you should send them to Melanie:

- by email to melanie.j.taylor@manchester.ac.uk (please put "H and S Policy Review" in the subject box)

or

- by internal post to the Safety Office, 180 Waterloo Place

Please submit all comments by 29 February 2012.

KEEP IT ON CAMPUS

More than 30 people involved in event organisation attended the first 'Keep It On Campus' day last month.

They were shown around a selection of campus venues and conference facilities and found out more about all aspects of booking and running events right here at the University.

The day was organised by the Conference and Events team and Ken Kerr, Head of Hotel and Conference Services said: "We were really pleased with the positive feedback and hope to run another event in the summer."

RE-GRADING POLICY

A new re-grading policy and procedure has been launched for all non-academic and non-research staff between grades 1 and 8.

Before you make an application, you should speak to your line manager. If you want to go forward, then complete the HERA Role Outline form and pass this to your manager with a copy of your job description.

Applications will be considered by a HERA Role Analyst and outcomes submitted to the University's HR sub-committee for approval that the policy has been applied correctly and consistently.

PAY DEDUCTION

The University is entitled to withhold pay for staff who took strike action on Wednesday 30 November 2011. Pay will be deducted at 1/260th of annual salary and the deduction will be made in the February payroll.

SEE YOUR PAYSLIP ONLINE

If you want to see your payslip online or update your personal details, you can do this using MyView.

MyView is an online system which is easy to use and you can be sure that the information held about you is safe, because there's an added level of security built into the system.

- You can use MyView to update your:
  - Home address
  - Phone numbers
  - Emergency contacts

You must make sure that you press 'submit' to make sure that the changes you make feed straight into the University's Human Resources system. This means that there's no need to contact HR, or fill in paper forms when you change your contact details.

- You can use MyView to look at:
  - Payslips
  - Bank details
  - Contact addresses

To start using MyView you'll need to create a passphrase which is different to your usual username and password. This added level of security has been built into MyView to make sure that your personal information is kept safe and secure.

You'll only have to create your passphrase the first time you use MyView. There's an online step-by-step guide to creating your passphrase on StaffNet:

www.staffnet.manchester.ac.uk/ employment/myview/account

ROONEY COMES TOP OF LEAGUE

The World Café in the Harold Hankins Building really got into the festive spirit by running a competition to create angels out of coffee cups!

The competition was the idea of Food Service Assistant Sue Bowie, who displayed all 23 entries so that customers could pick the winner.

And there are obviously plenty of Manchester United fans around, as the winning entry was the Wayne Rooney Angel created by Nooruddean Choudry, Research Development Co-ordinator, from the Directorate of Finance.

Nooruddean won a month's supply of coffee.

LGBT HISTORY MONTH

To celebrate LGBT History Month a range of activities will be taking place across campus during February.

As it's Olympic year the theme is sport, and there will be several sporting events on offer, as well as theatre productions, film screenings and talks.

The University is showing its full support by flying rainbow flags on Sackville Street and the Manchester Museum.

More details and a full timetable of events are available at:

www.manchester.ac.uk/staffnet/ equalityanddiversity

MUMS SHARE BACK TO WORK EXPERIENCES

If you've just returned back to work after maternity leave, then there's a group been formed to help give you support.

Meetings of the maternity peer support group are a good opportunity to talk about issues you might be facing around balancing work and caring responsibilities.

Sessions take place from 12.30pm until 2.00pm in Room C25 in the Sackville Street Building on the following dates:

- 28 February
- 10 April
- 22 May
- 3 July

To reserve a place email your details to: courses-stdu@manchester.ac.uk

LATEST DISCOUNTS

Here's the latest on our staff discounts:

Perkz

Perkz offers you exclusive discounts at some of the UK's biggest and best known retailers.

If you're already planning your holidays there are some great travel deals on offer including a 5% discount on Easyjet Holidays; 6% off at Thomson and up to 30% off at Eurocamp and Keycamp.

Find out about all the latest deals and register with Perkz at:
www.staffnet.manchester.ac.uk/ employment/staff-benefits/discounts/ perkz

Free loyalty card for The Printworks

The Printworks loyalty card is available to all staff and can be collected from any of the HR offices located across campus. Once registered you can use it at outlets like TigerTiger, Café Rouge, Odeon and Chiquitos.

Orange

Staff are able to access corporate discounts at Orange. However, there has been some confusion around what iPhones are included in the offer.

Offer includes:

- iPhone 3gs (8gb) all tariffs
- iPhone 4 (8gb) all tariffs
- iPhone 4 (16gb) from £41 per month
- iphone 4s (32 and 64 gb) all tariffs

There are further terms and conditions on the Staff Benefits section of StaffNet:
www.staffnet.manchester.ac.uk/ employment/staff-benefits/discounts

THE SPIRIT OF CHRISTMAS

Kind-hearted University staff dug deep in December to support the Wood Street Mission's Christmas Project.

The Mission helped 3,360 local children by donating toys and gifts, and around 1,700 families also received a food hamper.

Jan O'Connor, who is manager of the Wood Street Mission said: "The families really do appreciate the support they receive. It is on their behalf that we thank you for your generosity and continued support."

To find out more visit:
www.woodstreetmission.org.uk

Isobel and Tracey
from 'Bone Matters'

BONE DENSITY SCREENING

'Bone Matters' will be holding bone density screening on Tuesday 28 February in the Wellbeing Rooms, Dover Street Building.

'Bone Matters' is a company which works with a number of universities offering screening for osteoporosis and advice on exercise and diet.

University staff will receive a reduced rate of £30 which is payable on the day, by cash or cheque.

Contact tracey@bonematters.co.uk for more information or to book an appointment or visit:
www.bonematters.co.uk

STATISTICAL SOCIETY

The Manchester Statistical Society is looking for new members.

The Society provides a venue to discuss matters of current economic, social or scientific concern illuminated by statistical evidence and argument.

Details of the programme of meetings for the current session are provided on the Society's website at: **www.manstatsoc.org**

Ruth with Professor Jeff Blackford

MOVEMBER MADNESS

More than 40 staff and students from the Arthur Lewis building took part in the Movember campaign – which encourages men to grow a moustache during the month of November to raise funds for men's cancer charities.

They raised £2,500, and even those unable to grow the required facial hair got involved. Like Ruth Molineux, Food Service Assistant in the Arthur's Brew café who was crowned Miss November after raising £40 from a collection tin on the café's counter.

And 24 staff from Estates and Facilities, aka: "The University of Manchester Security Amigos" raised £1,188 with their moustache growing exploits.

2011/12 PAY OFFER

The 2011/12 pay offer of £150 uplift to each pay point across the single spine is being implemented.

At the national negotiating level, the UCU and GMB trade unions have reluctantly accepted the offer from the employers; Unison has 'noted' the offer and Unite has confirmed its position of neither noting nor agreeing the offer.

Against this background, the University is advised by the national employers association (UCEA) that the 2011/12 pay round has concluded as far as it is possible to do so, and it is our intention to implement the consolidated increase of £150 on each spine point.

The New JNCHES settlement document which sets out the revised single pay spine is available on StaffNet at:
www.staffnet.manchester.ac.uk/ employment/paypensions/salary

Staff will receive the award in their February salary and their arrears in March.

CONTACT US

If you have any news or story ideas, you can contact us via:
uninews@manchester.ac.uk or 275 2112.

OPT OUT OPTION

If you wish to opt out of receiving a printed copy of Unilife/Staff Update each month you can do this by completing the online form at:
www.staffnet.manchester.ac.uk/optout

If you wish to keep up with the news, you can still view the magazines online at:
www.staffnet.manchester.ac.uk/news/unilife
www.staffnet.manchester.ac.uk/news/staffupdate

Training Update

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME FEBRUARY 2012 – APRIL 2012

The following Staff training courses are now available at University of Manchester. Courses are delivered by Staff Training and Development (**STDU**), IT Services Training (**ITS**) and Research Computing Services (**RCS**).

For more information on courses please go to: **www.manchester.ac.uk/training.** Enquiries and course places can be booked online via the appropriate links below.

ITS - email: **its.training@manchester.ac.uk**

RCS - please see: **www.manchester.ac.uk/researchcomputing** or email: **rcs-training@manchester.ac.uk**

STDU - email: **courses-stdu@manchester.ac.uk**

FEBRUARY 2012

CCCINT: Introduction to Campus Solutions
01 February 2012
10am - 12noon

CDDP7FND1: Microsoft - Powerpoint 2007 Foundation Day 1
01 February 2012
9.30am - 12noon

RMATLABINT: Introduction to MATLAB
01 February 2012
10am - 5pm

CCCAC: Campus Solutions - Academic Advisement
02 February 2012
9.30am - 12noon

CCDADM: Discoverer - Admissions
02 February 2012
1pm - 4pm

FO-AR001: Oracle Financials - Sales Invoices and Credit Memos
02 February 2012
9.30am - 12.30pm

THS42: Laser Safety Training
02 February 2012
1.30pm - 4.30pm

CCCAP1: Campus Solutions - A&P 1 - Gradebook
06 February 2012
2pm - 4pm

CCRINC: Remedy ARS - Submitting Incidents
06 February 2012
10am - 12noon

FO-PA006: Oracle Financials - Research Project - Introduction to Projects06 February 2012
10am - 12noon

CDDSTART1: Getting Started with Computers (Part 1)
07 February 2012
9.30am - 12.30pm

CDDW7FND1: Microsoft - Word 2007 Foundation Day 1
07 February 2012
1pm - 4pm

RUNIX: Introduction to UNIX
07 February 2012
10am - 4pm

TBF46: Writing in a Clearer Style
07 February 2012
2pm - 3.30pm

CCCAP2: Campus Solutions - A&P 2 Exam Grids and Re-sits
08 February 2012
1.30pm - 4pm

CCCUGGTG: Campus Solutions - Getting to Grips with UCAS
08 February 2012
9.30am - 12.30 pm

CDDP7FND2: Microsoft - Powerpoint 2007 Foundation Day 2
08 February 2012
9.30am - 12 noon

CCCUGAD: Campus Solutions - UCAS Admissions
09 February 2012
9.30am - 12.30pm

CCDSR: Discoverer Student Records
09 February 2012
9.30am - 12.30pm

CDDE7FND1: Microsoft - Excel 2007 Foundation Day 1
09 February 2012
9.30am - 12.30pm

RINTRO: Introduction to Research Computing
09 February 2012
10am - 1pm

TP30: Presentations for Beginners
10 February 2012
9.30am - 4.30pm

CCDSR: Discoverer Student Records
13 February 2012
0930am - 12.30pm

CDDA7FND1: Microsoft - Access 2007 Foundation Day 1
13 February 2012
10am - 4pm

CCCSRM1: Campus Solutions - Student Records Maintenance - Day 1
14 February 2012
1.30pm - 4pm

CDDSTART2: Getting Started with Computers (Part 2)
14 February 2012
09.30 - 12.30pm

CDDW7FND2: Microsoft - Word 2007 Foundation Day 2
14 February 2012
1pm - 4pm

FO-PA007: Oracle Financials - Intro to Projects for Project Managers
14 February 2012
1pm - 4pm

TBF50: Higher Education Institution Seminars - Mike Gibbons and the Student Visa System
14 February 2012
12.30pm - 1.45pm

TMS71: Coaching Skills for Middle Managers
14 February 2012
09.30 - 4pm

RFORTRAN: Introduction to Fortran
15 February 2012
10 am - 5pm

CCCSRM2: Campus Solutions - Student Records Maintenance Day 2
16 February 2012
1.30pm - 4pm

CCDHTMINT: Introduction to XHTML
16 February 2012
9.30am - 12noon

CDDE7FND2: Microsoft - Excel 2007 Foundation Day 2
16 February 2012
9.30am - 12.30pm

TP30: Presentations for Beginners
17 February 2012
9.30am - 4.30pm

CCDSR: Discoverer Student Records
20 February 2012
9.30am - 12.30pm

CCLBAS: Livelink Basics
20 February 2012
2pm - 4pm

CDDA7FND2: Microsoft - Access 2007 Foundation Day 2
20 February 2012
10am - 4pm

CCCPGAD: Postgraduate & Direct Entry Admissions
21 February 2012
9.30am - 12.30pm

CDDGSDROP: Getting Started Practice Workshop
21 February 2012
9.30am - 12.30pm

CCCPGDEP: Campus Solutions - Postgraduate & Direct Entry Processes
22 February 2012
9.30am - 12noon

TP11: Essential Guide To Successful Interviews
22 February 2012
12noon - 1.30pm

TP48: Copywriting
22 February 2012
10am - 1.30pm

CDDA7INT1: Microsoft - Access 2007 Intermediate Day 1
23 February 2012
10am - 4pm

FO-PA005: Project Journals Course
23 February 2012
10am - 12pm

RTECH: Programming Techniques for Research Computing
23 February 2012
10am - 4pm

THS75: Safe UV Practice: A users guide
23 February 2012
10am - 11am

TAP6: PDR - A Briefing for Reviewees (all)
24 February 2012
10am - 12noon

CDDE7INTER: Microsoft - Excel 2007 Intermediate
27 February 2012
9.30am - 12.30pm

TP46: Writing for the Web
27 February 2012
12.30pm - 2pm

CDDW7INTER: Microsoft - Word 2007 Intermediate
28 February 2012
1pm - 4pm

TAP8: PDR Reviewer (Academic Related+Support)
28 February 2012
9.30am - 1pm

TP60: Peer Support Group - Maternity Leave
28 February 2012
12noon - 2.30pm

TTL32: Organising Intros to Academic Articles
28 February 2012
2pm - 3.30pm

FO-PA003: Oracle Financials - Project Invoicing Course
29 February 2012
10am - 12noon

RMPIINTRO: Intro to Message Passing Interface
29 February 2012
10am - 5pm

TMS61: Dignity at Work & Study Policy Briefing
29 February 2012
10am - 11am

TBF25: Project Management
29 Feb & 1 Mar -12
9.30am - 4.30pm

MARCH 2012

CDDA7INT2: Microsoft - Access 2007 Intermediate Day 2
01 March 2012
10am - 4pm

RSCIVIZ: Introduction to Scientific Visualization
01 March 2012
10am - 4pm

THS42: Laser Safety Training
01 March 2012
13.30pm - 4.30pm

THS98: Laser Awareness
01 March 2012
11am - 12noon

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME
FEBRUARY 2012 – APRIL 2012

LATEST TRAINING NEWS

TP13: How to Win At The CV & Application Game
01 March 2012
1pm - 4pm

TP62: Manchester Gold - Mentees
01 March 2012
12noon - 2pm

TP62B: Manchester Gold - Mentors
01 March 2012
12noon - 2pm

TAP8: PDR Reviewer (Academic Related+Support)
02 March 2012
9.30am - 1pm

TAP6: PDR - A Briefing for Reviewees (all)
05 March 2012
10am - 12noon

THS17: DSE Assessment / Workplace Assessment
05 March 2012
1pm - 4pm

THS18: Manual Handling Risk Assessment
05 March 2012
9.30am - 12.30pm

RMATLABINT: Introduction to MATLAB
06 March 2012
10am - 5pm

TMS5E: Recruitment & Selection - Academic Exp.
06 March 2012
9.30am - 1pm

TP53: Intro to Myers Briggs Type Indicator
07 March 2012
12noon - 2pm

RHTC: Research Computing using Condor
08 March 2012
10am - 4pm

TMS9: Training in Equality & Diversity Issues
08 March 2012
9.30am - 1pm

RMULTICORE: Intro to OpenMP & Multicore Computing
13 March 2012
10am - 5pm

TAP5: PDR Reviewer Briefing (Academic)
13 March 2012
9.30am - 1pm

TMS55: Managing in the Round
13 March 2012
9.30am - 12noon

TTL43: Writing Discussion Sections
13 March 2012
2pm - 3.30pm

RIBM: Image Based Modelling
14 March 2012
10am - 5pm

THS35: Accident Investigation
14 March 2012
9.30am - 12.30pm

TIC1: University Staff Welcome Event
14 March 2012
09.15am - 11am

TMS5C: Recruitment & Selection PSS - Exp.
14 March 2012
9.30am - 1pm

TP56: Intro Transactional Analysis
14 March 2012
12noon - 2pm

TBF50: Higher Education Institution Seminars - Teresa Anderson and Goal 3 - Social Responsibility
15 March 2012
12.30pm - 1.45pm

RMATLABPRO: Programming in MATLAB
20 March 2012
10am - 5pm

TBF45: Achieving Flow in Writing
20 March 2012
2pm - 3.30pm

TP48: Copywriting
20 March 2012
1.30pm - 4.30pm

TTL45: PASS Demystified
21 March 2012
12.30pm - 3.30pm

TBF61: Having Difficult Conversations
23 March 2012
9.30am - 1pm

ROPENCL: Introduction to OpenCL
27 March 2012
10am - 5pm

TMS9: Training in Equality & Diversity Issues
27 March 2012
9.30am - 1pm

TBF55: Managing Small Projects
28 March 2012
9.30am - 4.30pm

TMS56: Making the Right Start
29 March 2012
9.30am - 4.30pm

APRIL 2012

RAVIZO: Introduction to AVIZO
03 April 2012
10am - 4pm

TP60: Peer Support Group - Maternity Leave
10 April 2012
12noon - 2.30pm

TIC1: University Staff Welcome Event
11 April 2012
1.15pm - 3pm

THS7: Compressed Gases Workshop
12 April 2012
9am - 12 noon

THS7A: Croyogenic Gases Workshop
12 April 2012
1pm - 3pm

THS7B: Practical Sessions Workshop
12 April 2012
3.15pm - 4.30pm

THS42: Laser Safety Training
16 April 2012
13.30pm - 4.30pm

THS98: Laser Awareness
16 April 2012
11am - 12noon

TMS61: Dignity at Work & Study Policy Briefing
16 April 2012
10am - 11am

TP55: Intro to Emotional Intelligence
16 April 2012
12noon - 2pm

THS14: Portable Appliance Testing
17 April 2012
9.30am - 4.30pm

TMS9: Training in Equality & Diversity Issues
17 April 2012
9.30am - 1pm

TBF50: Higher Education Institution Seminars - Paula Barrow - Marketing the UoM Brand
18 April 2012
12.30pm - 1.45pm

TMS5D: Recruitment & Selection - Academic Inex.
18 April 2012
9.30am - 1.30pm

THS78: IOSH Working Safely
20 April 2012
9am - 5pm

TMS5B: Recruitment & Selection PSS - Inex.
24 April 2012
9.30am - 1.30pm

TBF60: Improve Your Writing Skills
25 April 2012
12noon - 2pm

THS2: Manual Handling
27 April 2012
9.30am - 12.30pm

TMS85: Middle Management Development Conference
27 April 2012
9am - 4.30pm

HEALTH AND SAFETY – COURSES AVAILABLE

Nothing is more important than our health and wellbeing. With this in mind there are a host of Health and Safety courses available that cover a range of topics from H&S good practice to First Aid workshops and recognised qualifications.

First Aid Training courses include:

- **First Aid Awareness with Basic Life Support (half day introductory workshop)**
- **First Aid for Specialised burns (half day training session)**

Other first aid workshops can be arranged on a bespoke basis if required

There are also **H.S.E. approved training courses and qualifications** for staff that are going to provide first aid cover for their area:

- **H.S.E. approved Emergency First Aid at Work (EFAW) (1 day)**
- **H.S.E. approved First Aid at Work (FAAW) (3 days)**

If you would like to receive first aid training, please contact Janet Makin at: Janet.makin@manchester.ac.uk or telephone 0161 275 8910 to discuss your requirements.

Janet will then arrange for you to receive an application form for the appropriate course.

You can also find information about all Health and Safety training courses at:

www.staffnet.manchester.ac.uk/employment/training/health-and-safety

ILM LEVEL 3 CERTIFICATE IN FIRST LINE MANAGEMENT

ILM Level 3 Certificate in First Line Management is aimed at extending the skills and knowledge of university first line managers and supervisors and is an ideal next step for anyone who has already completed the ILM Level 3 Award (although this is not a pre-requisite).

The ILM level 3 certificate covers essential management and leadership topics such as solving problems and making decisions; planning and managing change; leadership and team building; coaching skills and time management. In addition to input on the various topics participants will undertake a range of activities including a team challenge; delivering a presentation on a subject of interest; practising chairing meetings and coaching staff.

Subject to numbers the course will commence in March 2012 and be completed in 2013.

For more information please contact: courses-stdu@manchester.ac.uk

RESEARCH COMPUTING COURSES - NEW SCHEDULE

Research Computing have released a new schedule for their highly subscribed courses. Book early as these sessions fill up very quickly!

Training dates and times can be found in the training schedules and further information is available at:

www.rcs.manchester.ac.uk/education/skills

Any queries should be directed to: rcs-training@manchester.ac.uk

ECDL ONLINE PORTAL - REMINDER

If you are currently undertaking the internationally recognised qualification ECDL (European Computer Driving License) you can now book tests via our new ECDL online portal. The portal allows you to see your ECDL details, book tests and add test credits to your account.

If you are interested in undertaking ECDL then please see our web pages for more information, including how you might be eligible for full funding to cover the course and associated tests.

More information can be found on the ECDL University of Manchester web pages at: **www.its.manchester.ac.uk/trainingcourses/ecdl**

The ECDL Web Portal can be accessed via:
http://my.manchester.ac.uk/portlet/MAN-Portlet-ECDL (log in with your University details when prompted).

CONTACTS / USEFUL LINKS

BAS Access Request

This is an online facility whereby you are able to request access to any of the Corporate Applications. When you submit an Access Request a BAS Access Request ID will be generated for you – this is usually a string of zeros with 4 digits at the end. You will need to have been granted access to systems such as Discoverer, LiveLink and Oracle Financials prior to taking training.

http://helpdesk.man.ac.uk/cgi - bin/BASUserAccess/controlpanel.cgi