StaffUpdate

Exclusively for staff at The University of Manchester

It **pays** to go online with MyView

PAYSLIPS GO ONLINE

Payslips are to go online from Friday 13 April in a much quicker – and greener – service.

From that date, staff will need to log in to MyView to see their payslip information online.

Moving payslips online will mean:

- you can access your payslip quicker

- your info will be secure

- you will save the University printing 132,000 paper payslips each year

- you'll be able to see an archive of your payslips online

The first online payslips will be received by staff on the weekly payroll on Friday 13 April, by staff on the mid month payroll on Friday 13 April and those on the end of month payroll on Friday 27 April.

The online step-by-step guide to MyView is available at: **www.staffnet.manchester.ac.uk/ employment/myview/account**

FEEL GOOD AT WELLBEING WEEK

This year's Wellbeing Week – which features activities to help you be calm, active and healthy – runs from Monday 12 March to Friday 16 March.

To get the most out of the week, why not try an activity from each of these areas?

- Be Active includes gym sessions, pilates, salsa classes, self defence, yoga, Zumba and even Aqua Zumba.

- Be Calm includes mood managing techniques, coping with exam stress, the Alexander Technique and Shiatsu massage, as well as knitting and life drawing.

- Be Healthy includes cookery classes, information on nutrition or growing your own food, back busters advice from a physiotherapist…and singalongs!

Most of the sessions are free, unless stated, and must be booked online at:

www.sport.manchester.ac.uk/wellbeing

KEEP YOUR PERSONAL INFORMATION SECURE

If you're using MyView for the first time, here are some helpful tips from IT Services on keeping your information secure.

Do you have a strong password, in keeping with the University's Password Policy?

All University passwords must be at least ten characters long and contain at least two numbers and a special character to be classed as 'strong'.

Having a strong password makes it extremely difficult for anyone to gain access to your account,

helping to protect your own personal data and also that of others (which you may have access to via other University systems, such as Campus Solutions).

If your current password does not meet this requirement you should change it now. To do this, visit the IT Security section of the IT Services website: **www.itservices.manchester.ac.uk/secure-it**

A memorable phrase is an extra layer of security, beyond your password. Memorable phrases are common practice in online banking and credit card sites, to keep your sensitive personal details as safe

as possible. As MyView holds your bank account information, pay and National Insurance details, a memorable phrase is required as part of the log in process. You will therefore need to set a memorable phrase in order to access your payslip information via MyView. Memorable phrases will also start to be used in accessing other online University services too, in the future.

To set your memorable phrase, visit the IT Security section of the IT Services website: **www.itservices.manchester.ac.uk/secure-it**

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.

26 January

The President had a busy week meeting various stakeholders around the University, including the General Assembly, the Board of Governors Audit and Finance committees and Heads of Schools and Directorates/Units. She also enjoyed spectacular displays at the high voltage labs in the Ferranti Building where Professor Ian Cotton and his team provide one of the best examples of industrial collaboration, particularly with the National Grid.

2 February

The President welcomed £38 million funding from the Engineering and Physical Sciences Research Council for the development of a National Graphene Institute and a Biotechnology and Biological Sciences Research Council (BBSRC) Doctoral Training Partnership grant of £6.3 million to support 63 PhD students. She also visited the Alan Gilbert Learning Commons, describing it as "spectacular", and attended the unveiling of the portrait of alumnus, founding Co-Chancellor of the University and former Chief Executive of Tesco Sir Terry Leahy.

9 February

The President was appointed as the independent Co-Chair of the Council for Science and Technology (CST), whose remit is to advise the Prime Minister on strategic science and technology policy issues. In addition she approved proposals to strengthen our gift acceptance policies in light of the Woolf Report with the Policy and Resources Committee and attended her first Board meeting for the Manchester International Festival (MIF).

16 February

The President took The Duke of York, Prince Andrew, on a tour of the University in which he met Professors Andre Geim and Kostya Novoselov and their graphene research team and even produced some of the wonderstuff himself. The President also hosted a lively meeting to launch the Universities UK (UUK) report 'The Regional Impact of Universities'. Finally she asked final year students to complete the National Student Survey (NSS), assuring them that we are listening to their opinions and responding to last year's comments.

UMSS CONSULTATION RESULTS

The consultation exercise for proposals to change future benefits in UMSS closed on 6 January 2012. The University has considered all the feedback received from members and campus trade unions.

A newsletter containing full details about the outcome of the consultation has been sent internally to all affected employees. The newsletter can also be found on the UMSS changes section of StaffNet:

www.staffnet.manchester.ac.uk/employment/pensions/umsschanges

Contribution increase

All the original proposals are being introduced with effect from 1 April 2012; however there is one amendment to the increase in contributions. Concerns were raised by some employees and the trade unions about the impact on personal finances of the proposed increase in contributions to 7.5% of earnings. It has therefore been agreed to phase in the increase to contributions in the Final Salary section as follows:

1 April 2012   contributions will increase to 7% of earnings

1 April 2013   contributions will increase to 7.5% of earnings

Last chance to join the Final Salary section of UMSS

The Final Salary section will no longer admit new members after 31 March 2012. Existing members will continue with their membership on the modified final salary basis. After 31 March 2012, all new members will earn benefits in the CARE (Career Average Revalued Earnings) section.

If you have previously opted out of membership of UMSS, or did not join when first eligible, you may still apply to become a member. UMSS members are predominantly drawn from staff in grades 1-5. If you wish to join the Final Salary section, your application must reach the Pensions Office in the John Owens building, **no later than Friday 30 March 2012.**

The UMSS Late Joiner Form is available to download from StaffNet or on request from the Pensions Office.

http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12161

LUNCH HOUR HOCKNEY

See the work of the some of the biggest names in the contemporary art world on a "behind-the-scenes" lunchtime tour exclusively for University staff led by Mary Griffiths, Curator of Modern and Contemporary Art at The Whitworth Gallery.

Booking for the tour – on Wednesday 14 March 12.30pm – 1.15pm – is essential. email whitworth@manchester.ac.uk

THUMBS UP FOR NEW STYLE WELCOME

The Faculty of Medical and Human Sciences enjoyed positive feedback for its new style Welcome Events for new students.

Evaluations of the events, one for each School, have recently been completed and rated very well by those students who attended.

The events – which included formal speeches and students reciting an Affirmation which reflected the professional aspects of their course as well as informal networking – provided an excellent opportunity for Heads of School, other key staff and current and past students to welcome the new intake and formally mark the beginning of their studies at our University.

The new students' comments included "inspirational, encouraging, interesting and memorable" and "made me realise how important my role and actions would affect the public as a whole". They also recommended that other Schools should consider similar types of events and even contributed ideas to a range of enhancements for future years.

MARKET VALUE

University staff and students can now advertise free of charge in all categories on The Marketplace, the University's online advertising site.

External advertisers will continue to pay for their ads on the University's online advertising site, which can be submitted only to Property (for sale or to let), Services and Holiday Accommodation, by credit or debit card via e-Store, the University's Online Store: **http://themarketplace.staffnet.manchester.ac.uk**

GIRLS JUST WANNA HAVE FUNDS

Female post docs can now apply for this year's L'Oréal-UNESCO UK and Ireland For Women In Science fellowships.

The fellowships, each worth £15,000, are awarded to outstanding female postdoctoral scientists to assist them with their research over a 12-month period for anything from buying equipment, to paying for childcare, to funding travel costs to an overseas conference.

Closing date for applications is midnight (BST) Friday 23 March 2012.

For more information visit:
www.womeninscience.co.uk

NEW PROJECT FINANCE SERVICE

Project Finance – a new web-based application which will support researchers in the financial management of external research grants and contracts – is available as part of the programme to improve the staff online experience and continuing work of the Review of Research Finance and Administration Implementation (RORFA).

The service will allow Principal Investigators, Co-Investigators and their project managers to monitor financial transactions within their portfolios of projects. As well providing summaries of expenditure, budgets and commitments to date at overall and task level, the system also allows 'drill down' to individual transaction level. All results can be exported to Microsoft Excel.

The service is accessed via a link in the Teaching and Research tab of My Manchester: **https://my.manchester.ac.uk**

Further details and step by step instructions can be found in the Project Finance Handy Guide on the Programme website: **http://app.manchester.ac.uk/projectfinance**

As part of the wider programme to help improve online working at the University, IT Services are also looking for staff and PGR student volunteers to take part in surveys, focus groups and demonstrations. To register your interest visit: **www.itservices.manchester.ac.uk/mwe**

GOOD SPORTS!

Edith Toth and Rob Sugg from the Income Office, John Owens Building, are holding a cake sale in support of the Sport Relief run on Friday 16 March 2012.

ZUMBATHON RAISES CHARITY CASH!

A Zumbathon at the Armitage Sports Centre, Fallowfield, has been hailed a huge success after raising not only spirits and fitness levels, but also £449.00 for Teenage Cancer Trust.

STAFF 'CAKE A DIFFERENCE' FOR CHARITY

A mum and her colleagues have raised almost £300 for the charity that supported her when her daughter was born prematurely.

Sarah Moxon – whose daughter Isabella spent the first month of her life in North Manchester General Hospital's Special Care Baby Unit when she was born nine weeks early – and the team at the Centre for Educational Leadership, sold homemade cakes and biscuits to raise £295.37 for Bliss, which supports the families of babies born premature, poorly or small.

Sarah, who has launched a new Bliss support group in North Manchester, Little Stars, said: "I was overwhelmed when so many of my friends offered to bake cakes for Bliss and when we counted how much we had raised I was amazed."

For more details email blisslittlestars@yahoo.co.uk

PROTECT YOUR UNIVERSITY IDENTITY FROM 'PHISHERS'

Beware of 'phishing' scam emails to staff and students.

Email phishing is an attempt to collect usernames and passwords, or bank account details, from unsuspecting computer users by sending an email pretending to be from a trusted support group. They ask for this information using a carefully prepared message that appears to be genuine.

The email may mention the names of IT support people that you know, and seem to be from a familiar IT support email address. The email messages all ask you to reply, enclosing information such as your username, password, and sometimes other personal information, indicating that lack of response will result in your account being deleted or disabled.

Phishing scams targeted at students are also common at the three main instalment payment dates in September, January and April, whereby students are asked to verify personal and bank details in order to receive their student loan.

These messages are all fake and NEVER originate from any customer services group at the University.

For more information on how to stay safe from phishing scams, and how to report these should you receive any suspect emails, please refer to the IT Services Secure-IT web pages:

www.its.manchester.ac.uk/secure-it/phishing

SKY'S THE LIMIT

Student Affairs Manager Bev Craig is flying high for a good cause…but not for long! She is jumping 10,000ft out of a plane to raise money for the Alzheimer's Society.

Bev said: "When my friend Jackie suggested that I jump out of a plane to raise money for them, it seemed like a great idea. I know a lot of people who have lost their parents and grandparents to this cruel disease so it struck a chord.

"It would mean a lot to me if colleagues would consider donating to help fund research, awareness raising and support for those affected. "

To make a donation for Bev's plane jump, on 28 April, visit **www.justgiving.com/bev-craig**

JUST THE JOB

JAMES ROBINSON AND GWEN JONES

Senior Photographers

Centre for Heritage Imaging and Collection Care (CHICC), The John Rylands Library

James Robinson digitising a printed book using the Traveller's Conservation Cradle

For photographers James and Gwen, there isn't a typical day's work at The John Rylands Library. One day they could be digitising Latin manuscripts originally housed in the Sistine Chapel, and the next training a photographer from the National Library of Egypt.

The Centre for Heritage Imaging and Collection Care is rapidly gaining a reputation for its painstaking attention to detail, and James and Gwen have already worked on manuscripts and historic documents for institutions such as Tatton Park and the People's History Museum.

Says James: "It's very important to us to capture an image exactly as it would appear in the original form – so we spend a lot of time ensuring that we get a true representation of every colour. We use top of the range digital cameras with a resolution of 80 million pixels."

Gwen is currently working on the 'Rylands Haggadah', a 14th Century service book containing full-page colour illustrations of the story of Exodus. The images will be used to create an eBook Treasure for sale on iTunes which will be launched in the spring. The manuscript itself will be on loan to the Metropolitan Museum of Art, New York, and will feature in an exhibition for six months.

One of the most striking examples of their work is the complete facsimile of Sharpe's Birds of Paradise, digitised for the Folio Society. James and Gwen have managed to capture the birds' radiant colours, but also the subtlety and precision of the original lithographic plates.

What is unique about the unit is the commitment to attracting commercial work. James adds: "External funding is very important, as this in turn helps to fund projects for our academics, in line with the Library's Digitisation Strategy."

Working in The John Rylands Library provides a rich source of inspiration, as James recently discovered when working on some glass plate negatives which were donated to the Library in the 1980s. Both James and Gwen have worked with colleagues in Collection Care to clean, re-house and digitise the plates. The collection has revealed some extraordinary insights into everyday life in the Edwardian era.

Gwen says: "We are used to seeing formal portraits from this period, but these are photos that any modern day family would recognise – children in fancy dress, pets, even funeral photos. What is particularly interesting is a self-portrait of a woman who we believe to be the collection photographer – not a traditional female role in those times. We've enlisted the help of other Library staff to help identify locations and houses – so it's got everyone here involved in the creative process!"

James says: "It's great to work with such varied and wide collections – I could be photographing a taxidermy elephant one day for The Manchester Museum, and Renaissance art the next! It's very rewarding – and we are constantly looking at ways to develop new practices working together with our colleagues in Collection Care."

Images are available to view online, and a selection are available as eBooks for iPads and iPhones via the iTunes store.

You can find out more about the Centre's work at: **www.manchester.ac.uk/library/chicc**

CHICC also document their work on a blog: **http://chicccmanchester.wordpress.com**

TrainingUpdate

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME
MARCH 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**

MARCH 2012

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

CCCINT: Introduction to Campus Solutions
1 March 2012
2pm – 4pm

RSCIVIZ: Introduction to Scientific Visualization
1 March 2012
10am – 4pm

CDDW7FND1: Microsoft - Word 2007 Foundation Day 1
1 March 2012
9.30am – 12.30pm

THS42: Laser Safety Training
1 March 2012
13.30pm – 4.30pm

THS98: Laser Awareness
1 March 2012
11am – 12noon

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

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

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

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

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

CCRINC: Remedy ARS - Submitting Incidents
5 March 2012
10am – 12noon

FO-PA006: Oracle Finance - Research Proj Admin - Intro to Projects
5 March 2012
10am – 12noon

THS17: DSE Assessment / Workplace Assessment
5 March 2012
1pm – 4pm

THS18: Manual Handling Risk Assessment
5 March 2012
9.30am – 12.30pm

RMATLABINT: Introduction to MATLAB
6 March 2012
10am – 5pm

CCDTRA: Discoverer - Training Administration
6 March 2012
1pm – 4pm

CDDP7FND1: Microsoft Powerpoint 2007 Foundation Day 1
6 March 2012
9.30am – 12noon

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

TP53: Intro to Myers Briggs Type Indicator
7 March 2012
12noon – 2pm

CCCCC: Campus Solutions - Course Catalogue & Class Scheduling
7 March 2012
9.30am – 12.30pm

CDDE7FND1: Microsoft Excel 2007 Foundation Day 1
7 March 2012
1pm – 4pm

CCCAP1: Campus Solutions A&P 1 - Gradebook
8 March 2012
2pm – 4pm

CDDW7FND2: Microsoft Word 2007 Foundation Day 2
8 March 2012
9.30am – 12.30pm

FO-AR001: Oracle Finance -Sales Invoices and Credit Memos
8 March 2012
9.30am – 12.30pm

RHTC: Research Computing using Condor
8 March 2012
10am – 4pm

TMS9: Training in Equality & Diversity Issues
8 March 2012
9.30am – 1pm

CCCAP2: Campus Solutions A&P 2 - Exam Grids and Re-sits
9 March 2012
9.30am – 12noon

CDDA7FND1: Microsoft Access 2007 Foundation Day 1
12 March 2012
10am – 4pm

FO-PA007: Oracle Finance - Intro to Projects for Project Managers
12 March 2012
9.30am – 12.30pm

CCCUGAD – Campus Solutions - UCAS Admissions
13 March 2012
9.30am – 12.30pm

CDDP7FND2: Microsoft Powerpoint 2007 Foundation Day 2
13 March 2012
9.30am – 12noon

FO-PA003: Oracle Finance - Project Invoicing
13 March 2012
2pm – 4pm

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

CCCUGGTG: Campus Solutions - Getting to Grips with UCAS
14 March 2012
9.30am – 12noon

CCDADM: Discoverer - Admissions
14 March 2012
9.30am – 12.30pm

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
9.15am - 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

FO-PA005: Oracle Finance - Project Journals Course
15 March 2012
10am – 12noon

CDDE7FND2: Microsoft Excel 2007 Foundation Day 2
16 March 2012
9.30am – 12.30pm

CDDA7FND2: Microsoft Access 2007 Foundation Day 2
19 March 2012
10am – 4pm

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

CCCPGAD: Campus Solutions - Postgraduate & Direct Entry Admissions
21 March 2012
9.30am – 12.30pm

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

CCCAA: Campus Solutions - Attendance and Absence
22 March 2012
2pm – 4pm

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

CDDW7INTER: Microsoft Word 2007 Intermediate
22 March 2012
9.30am – 12.30pm

CCLBAS: Livelink Basics
23 March 2012
2pm – 4pm

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

CCDSR: Discoverer Student Records
26 March 2012
1pm – 4pm

CDDE7INTER: Microsoft Excel 2007 Intermediate
26 March 2012
9.30am – 12.30pm

CCCSRM1: Campus Solutions - Student Records Maintenance Day 1
27 March 2012
9.30am – 12noon

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

CCCPP: Campus Solutions - Programmes and Plans
28 March 2012
9.30am – 12noon

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

CCCSRM2: Campus Solutions - Student Records Maintenance Day 2
29 March 2012
9.30am – 12noon

APRIL 2012

CDDW7FND1: Microsoft Word 2007 Foundation Day 1
2 April 2012
1pm – 4pm

CDDP7FND1: Microsoft Powerpoint 2007 Foundation Day 1
3 April 2012
9.30am – 12noon

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

CDDSTART1: Getting Started with Computers (Part 1)
3 April 2012
9.30am – 12.30pm

RAVIZO: Introduction to AVIZO
3 April 2012
10am – 4pm

CCCINT: Campus Solutions - Introduction to Campus Solutions
4 April 2012
2pm – 4pm

CCDADM: Discoverer Admissions
5 April 2012
1pm – 4pm

CDDA7FND1: Microsoft Access 2007 Foundation Day 1
10 April 2012
10am – 4pm

CDDSTART2: Getting Started with Computers (Part 2)
10 April 2012
9.30am – 12.30pm

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

CCCUGGTG: Campus Solutions - Getting to Grips with UCAS
11 April 2012
9.30am – 12noon

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

CCCUGAD: Campus Solutions - UCAS Admissions
12 April 2012
9.30am – 12.30pm

CCDSR: Discoverer Student Records
12 April 2012
9.30a, - 12.30pm

CDDE7FND1: Microsoft Excel 2007 Foundation Day 1
12 April 2012
1pm – 4pm

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

CDDW7FND2: Microsoft Word 2007 Foundation Day 2
13 April 2012
1pm – 4pm

CDDA7FND2: Microsoft Access 2007 Foundation Day 2
16 April 2012
10am – 4pm

CDDW7INTER: Microsoft Word 2007 Intermediate
16 April 2012
1pm – 4pm

FO-PA006: Oracle Finance - Research Proj Admin Intro to Projects
16 April 2012
10am – 12noon

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

CCCAC: Campus Solutions - Academic Advisement
17 April 2012
1.30pm – 4pm

CDDGSDROP:Getting Started Practice Workshop
17 April 2012
9.30am – 12.30pm

CDDP7FND2: Microsoft Powerpoint 2007 Foundation Day 2
17 April 2012
9.30am – 12noon

FO-PA007: Oracle Finance - Intro to Projects for Project Managers
17 April 2012
1pm – 4pm

CCCPGAD: Campus Solutions - Postgraduate & Direct Entry Admissions
18 April 2012
1.30pm – 4.30pm

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

CCCPGDEP: Campus Solutions - Postgraduate & Direct Entry Processes
19 April 2012
9.30am – 12noon

CDDE7FND2: Microsoft Excel 2007 Foundation Day 2
19 April 2012
1pm – 4pm

FO-AR001: Oracle Finance - Sales Invoices and Credit Memos
19 April 2012
9.30am – 12.30pm

CCCPPC: Campus Solutions - Publishing Plans
20 April 2012
9.30am – 12noon

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

CCCAP1: Campus Solkutions - A&P 1 Gradebook
23 April 2012
2pm – 4pm

CDDE7INTER: Microsoft Excel 2007 Intermediate
23 April 2012
9.30am – 12.30pm

CCCSRM1: Campus Solutions - Student Records Maintenance Day 1
24 April 2012
1.30pm – 4pm

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

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

CCCAP2: Campus Solutions - A&P 2 Exam Grids and Re-sits
25 April 2012
1.30pm – 4pm

FO-PA005: Oracle Finance - Project Journals
25 April 2012
10am – 12noon

CCCSRM2: Campus Solutions - Student Records Maintenance Day 2
26 April 2012
1.30pm – 4pm

CDDA7INT1: Microsoft Access 2007 Intermediate Day 1
26 April 2012
10am – 4pm

FO-PA003: Oracle Finance - Project Invoicing
26 April 2012
10am – 12noon

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

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

CCLBAS: Livelink Basics
30 April 2012
2pm – 4pm

LATEST TRAINING NEWS

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