

# Staff Update

Exclusively for staff at The University of Manchester

## KEEP SMILING WITH SIMPLYHEALTH

The University offers a wide range of staff benefits and the latest to be introduced is from **Simplyhealth: special reduced rates on the Simply Cash Plan and Simply Dental Plan – affordable plans that can help you spread the cost of your healthcare.**

And if you join during June, you will receive a £10 John Lewis voucher.

The Simply Cash Plan gives you money back towards the cost of visits to the opticians, dentist, physiotherapist and more, whether it's for a check up, treatment or an emergency.

The Simply Dental Plan is an addition to the Simply Cash Plan if you spend a lot at the dentist or if you want to keep things simple and just claim back money towards your dental bills.

For more information call Simplyhealth on 0800 980 7890 or their sales team manager Tony on 07881 802 672. Or visit one of their road shows:

Tuesday 12 June, 12noon - 2pm  
Senior Common Room, Staff House, North Campus

Wednesday 13 June, 12.30pm - 2.30pm  
Committee Room E, Whitworth Corridor,  
John Owens Building

Thursday 14 June, 12noon - 2pm  
Arthur's Brew, Arthur Lewis Building

Thursday 14 June, 12noon - 2pm  
Potters, Simon Building

Thursday 14 June, 12noon - 2pm  
Atrium, Jean McFarlane Building

Monday 18 June, 12noon - 2pm  
Source Café, Owens Park

Tuesday 19 June, 12noon - 2pm  
Arthur's Brew, Arthur Lewis Building

Tuesday 19 June, 12noon - 2pm  
Potters, Simon Building

Tuesday 19 June, 12noon - 2pm  
Atrium, Jean McFarlane Building

Wednesday 20 June, 12noon - 2pm  
Committee Room E, Whitworth Corridor,  
John Owens Building

Thursday 21 June, 12noon - 2pm  
Senior Common Room, Staff House, North Campus

For full terms and conditions visit:

- [www.staffnet.manchester.ac.uk/employment/staff-benefits/health-fitness-and-wellbeing/simply-health](http://www.staffnet.manchester.ac.uk/employment/staff-benefits/health-fitness-and-wellbeing/simply-health)



## BRA-VO!

**Manchester Leadership Programme (MLP) students led a campaign asking staff and students to "get their kit off for poverty" and donate unwanted bras as part of the Oxfam Big Bra Hunt.**

The MLP team collected a 'bravellous' 1,000 plus bras which will be sent to developing countries, generating employment opportunities for local traders.

The students' marketing campaign included posters, a bra clothesline in the Students' Union and free teas and coffees provided by FoodOnCampus.

Project leader and Chemical Engineering student Maryvonne Ukachi said: "It was a great way to make a difference and contribute to people's sustainable livelihood in less-developed countries. The project has provided me with the key skills that will prove invaluable for my CV, like teamwork, communication and leadership."

Team-mate Harriet Jones, a Linguistics student, added: "I had the chance to see a new side of University through working with staff to create advertising materials for the campaign."

## COSTCO ROADSHOWS

**Costco is a membership warehouse club that provides their members with quality goods and services at low prices. University of Manchester staff qualify for Individual Membership.**

The annual membership fee for Standard Individual Membership is £25 (plus VAT) which

includes a complementary card for your spouse/partner.

Costco membership representatives will be at all the Simply Health roadshows in June (see dates - left) for new members and renewals.

If you are unable to join at this time, check out the Costco offer on the shopping discounts.

## 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 or the internet at work.



### 19 April

The President met Sir Mervyn King, Governor of the Bank of England, when he visited Manchester and discussed the UK's economic recovery and the radical changes to HE funding, requiring greater flexibility and more rigorous financial planning.

She discussed graphene and commercialisation of research generally with Sir Terry Leahy, who chaired the International Advisory Board of our Sustainable Consumption Institute, and Manchester City Council leader Sir Richard Leese. She also met with Sir Howard Bernstein, Chief Executive of Manchester City Council, to discuss the future of our estate and how it might fit with the City's master plan. She also met up with undergraduate students to discuss their experience at Manchester and picked up her new staff card.

### 26 April

The President visited our North American Foundation (NAFUM) Board, where each member not only donates funds to the University but also gives their valuable time and effort in seeking additional funders and advising on future philanthropic activities.

She also enjoyed the celebration to mark our University Challenge success - a light-hearted version of the quiz in which the victorious team beat a challenging team of staff by 175 to 85 - and attended an event for students from the Manchester Academy, who had been mentored in work experience by University staff.

### 3 May

At Senate, the President discussed many aspects of teaching and learning, including degree

regulations, the Student Charter and a policy on time-tabling.

She visited Manchester Business School for an open meeting with students and staff, before viewing the MBS Masters students' posters. At the Finance committee meeting she agreed that we are in a strong position financially, but face significant challenges, costs and uncertainties in the next and future years. She also met Dr Hamid Mughal, Executive Vice-President of Rolls Royce, to discuss our many current partnerships with the company and future opportunities.

### 10 May

The President was pleased to see our University commended for our work in supporting student employability in a report published by the Higher Education Funding Council for England (HEFCE).

She also delivered the annual Imperial College Athena public lecture marking Athena Swan's support for women in science, technology, engineering and maths. At the Planning and Resources Committee she agreed our plan and budget for fair access for undergraduate students that we will need to submit to the Office of Fair Access (OFFA), which needs to approve our activities and expenditure on access.

### 17 May

The President enjoyed the moving stories behind the winners of the 'Social Responsibility and Volunteer of the Year Awards', before handing them their certificates and medals and saying how she was extremely proud of what our staff, students and alumni had achieved in our local, national and international communities.



## ALL IN THE BEST POSSIBLE TASTE

This summer the Whitworth Art Gallery is the place to go to inspire the taste buds as well as the eyes.

The Real Food Fair – a celebration of local and seasonal produce – will be held at the gallery on Saturday 21 July. Stalls from local suppliers selling regional foods will complement the Whitworth's own locally sourced menu.

The Whitworth's cafe, run by local foodies, Modern Caterers – who also operate the new cafe at the University's Jodrell Bank Observatory – is included in this year's Good Food Guide. It said: "The Whitworth, dubbed the Tate of the north, is renowned for its collections of British watercolours, but also draws visitors with its unusually good cafe, owned by local food champion Peter Booth."

This Olympic summer the cafe will also have a Senegalese inspired menu for We Face Forward, the citywide celebration of art and music from West Africa happening in venues, museums, galleries, parks and public spaces all over Manchester for the London 2012 Festival.

## VIRUS ALERT

There has been an increase in infections by a particularly nasty virus that encrypts all your files on a Windows PC - to get them back you will be asked to pay a sum of money and for that you will receive a key that will unlock your files.

**IT Services advises that you do not pay as this will compromise your personal banking details. Instead report the incident immediately to the IT Services Desk on extension 65544 or 0161 306 5544 if calling from outside the University.**

The virus is spread via links on sites and social media. Do not click on links from remote friends, emails or anything that looks suspicious.

## FAMILY FUN IN THE SUN

**The University of Manchester Staff Association (UMSA) is celebrating summer with two days out.**

One is a family trip to Drayton Manor Theme Park and Zoo on Sunday 15 July. Drayton Manor features exciting thrill rides, Thomas Land – where you can shake hands with the Fat Controller – and a 15-acre zoo that is home to over 100 species from all across the world.

The trip includes return coach travel from the University on Oxford Road, leaving at 8.30am, and costs £16 for anyone over four, £8 for those aged two to three and £3 for the under two's.

The other is a family fun day out at Chester Races on Sunday 5 August. Back by popular demand, the day starts at 10.30am with a champagne breakfast at the Kro Bar on Oxford Road before the coach sets off for Chester Racecourse at 11.30am. Tickets are for the County stand and there is a smart dress code.

The trip costs £31 per person.

For both events contact [lynn.howarth@manchester.ac.uk](mailto:lynn.howarth@manchester.ac.uk) for further details.

## WOMEN IN IT

**The annual Women in IT event – where female members of staff can meet others with varying IT career backgrounds from across the University – will be held on 10 July.**

To register for the event, in G107 Alan Turing Building from 11.30 to 1.30pm visit: <http://tinyurl.com/ctwdzdy>

## MATTHEW SAVES THE DAY

Associate Vice-President for Research **Matt Lambon-Ralph** has run the **BUPA 2012 London 10k** in a bid to raise enough money for one day of care at the **East Cheshire Hospice** – a whopping **£6,000**.

Matt, who ran in memory of his father-in-law Frank Darlington, said: "The hospice has to fundraise almost £6,000 every single day of the year simply to keep going as UK hospice care receives minimal direct grant income and relies on donations and fundraising.

"Frank passed away in September 2010 from malignant mesothelioma. Deaths from this very unpleasant disease have increased 15 fold in the UK over the last 40 years due to exposure to asbestos during the 1950s and 1960s.

"The JustGiving page is easy and secure and also allows East Cheshire Hospice to claim GiftAid."

[www.justgiving.com/  
East-Cheshire-Hospice-2012-London-10k](http://www.justgiving.com/East-Cheshire-Hospice-2012-London-10k)



## FOSSIL FROLIC

Leave the hustle and bustle of campus for a moment to explore The Manchester Museum's fossil stores.

David Gelsthorpe, Curator of Earth Sciences, is hosting the 45-minute 'Behind the Scenes' tour featuring some of the stars of the palaeontology collection, demonstrating how the collection has helped shape science and our understanding of the world.

Booking for the tour – at The Manchester Museum, 12.30pm to 1.15pm, Wednesday 13 June – is essential on [museum@manchester.ac.uk](mailto:museum@manchester.ac.uk)

## FIRST EVER HEALTH AND SAFETY WEEK

The University is hosting its first ever **Health and Safety Engagement Week from Monday 11 to Friday 15 June 2012 with a variety of interesting and fun activities for staff and students across the whole of the University campus.**

The free event will include live demonstrations by Greater Manchester Fire and Rescue Service; visits to Jodrell Bank and the High Voltage Laboratory to see how we manage some of the riskier things we do; individual MOTs with the University Occupational Health Department or

a one-to-one taster session on the Alexander Technique; and for the very brave - a chance to abseil off University Place for charity!

Associate Vice-President for Compliance, Risk and Research Integrity Professor Nalin Thakker said: "The emphasis will strongly be on learning through fun. Understanding how we all contribute towards healthy and safe ways of working enables us to make well-informed and responsible decisions about what we do."

More details on the Training Update page.

## THE GUIDE UPDATED

The **Guide to Professional Support Services (PSS)** (usually referred to as 'The Guide') has been updated to reflect restructuring in **Estates and Facilities, HR and Student Experience, as well as changes in personnel in other parts of the PSS.**

This online resource contains details of each office function, location, contacts, services and related policies, forms and other documentation for the PSS.

The Guide enables managers of PSS areas to make available all the information you may want

to access through the web. It is their responsibility to ensure that the information on The Guide (and elsewhere on StaffNet) is up to date.

You can search The Guide for information using keywords, service categories or organisational structure. Where necessary, you can change your own details using the simple online form.

You can access The Guide index from the StaffNet home page or visit:

[www.staffnet.manchester.ac.uk/theguide](http://www.staffnet.manchester.ac.uk/theguide)

## IT NOW AVAILABLE 24/7

**An Out of Hours Service Desk for both the IT Service Desk and Library Enquiries has been launched.**

The new service is available to both students and staff and runs in conjunction with the existing Library and IT Service Desks to provide telephone support 24 hours per day, 365 days of the year.

The contact numbers for both the IT Service Desk and Library Enquiries are as follows:

- IT Services: 0161 306 5544
- Library Enquiries: 0161 275 3751

## TOUCH VIP CARD DISCOUNT

**From 1 June to 30 June, University staff can buy or renew their Touch VIP Card for £12 instead of the usual £35 fee, for a full 12 month membership.**

With a Touch Card you'll be able to access over 100 unlimited offers at a range of bars, salons, spas, entertainment venues and days out across Manchester and the North West including:

Different to 'voucher' websites you can use your card time and time again! With many offers of 50% and unlimited two for one offers, a Touch membership can realistically save you over £20 with each use. So you will get your £12 back straight away!

[www.staffnet.manchester.ac.uk/employment/staff-benefits/discounts/](http://www.staffnet.manchester.ac.uk/employment/staff-benefits/discounts/)

## KAYLA BARLOW

**eLearning Support Officer,  
Faculty of Engineering and  
Physical Sciences (EPS)**

**Kayla has only been working with the EPS eLearning team since December 2011 – but since starting, she's been involved in a variety of different projects. As well as supporting Blackboard, the team works with academic members of staff on online course content, support distance learning students, including Continuing Professional Development courses and offer bespoke training services to staff.**

In particular, Kayla has been providing eLearning support for the Msc in Communication Engineering, led by Dr Daniel So within the School of Electrical and Electronic Engineering. Kayla says: "I recently developed an online quiz for students, to test their knowledge before they took a practical laboratory experiment. Following that, they then had to complete a report. The feedback we've received so far indicates the students found this approach really helpful, and academic members of staff reported a significant improvement in student performance. I'm now looking at ways to further this approach developing quizzes suitable for exam preparation and revision."

Although good technical skills are important, the ability to work with both academics and students ensures Kayla gets a good understanding of different needs. She says: "It's great that I get to find out about the innovative research being carried out within the School, while supporting students and finding out how they learn best."

Kayla is currently developing online resources for international students starting a Masters degree. She explains: "Sometimes students' travel plans are disrupted so these resources enable them to start their studies at a distance so they don't get left behind. Currently the project is at the pilot stage, but we are hoping eventually it could be extended to other courses."

Another area for development is bPortfolios – blogging portfolios that students could use as an integral learning tool and evidence of their academic achievements and soft skills, enhancing their employability after graduation. These could also help students who have



industrial placement years to put together a record of their work.

The team recently hosted a conference on the use of social media for STEM subjects (science, technology, engineering and mathematics), which was simultaneously broadcasted online. This attracted a lot of interest, and they even had a delegate from France taking part. They hope to offer more online seminars or conferences over the summer.

Kayla has settled quickly into the University environment, which she says was helped by the inductions she received from her line manager and

the University when she started. "It was better than I expected it to be, and I found it really useful. It's been quite challenging learning all the different department responsibilities, but the team I work with have all been really helpful and extremely welcoming."

The eLearning team offer training sessions as an opportunity for EPS staff to learn about and use software such as Blackboard 9, Turnitin and Screenflow, as well as learning skills such as how to use communication and collaboration tools and producing video or podcasts. If you'd like more information on upcoming events and sessions, please visit:

**[www.elearning.eps.manchester.ac.uk](http://www.elearning.eps.manchester.ac.uk)**

### CONTACT US

If you have any news or story ideas, you can contact us via:  
**[uninews@manchester.ac.uk](mailto: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](http://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](http://www.staffnet.manchester.ac.uk/news/unilife)**  
**[www.staffnet.manchester.ac.uk/news/staffupdate](http://www.staffnet.manchester.ac.uk/news/staffupdate)**

# Training Update

Exclusively for staff at The University of Manchester

## HEALTH AND SAFETY ENGAGEMENT WEEK 2012

Below is an overview of the activities which will take place during 11 June – 15 June.

For more information and to book please visit:  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

## COME AND HAVE YOUR SAY, AND BE ENTERED INTO A PRIZE DRAW TO WIN AN IPOD SHUFFLE

During the H&S Engagement Week, members of staff will be given the opportunity to participate in the survey designed to help measure employee perception of health and safety, as well as giving an insight into the safety culture of an organisation as a whole. Survey participants will be entered into a prize draw to win an iPod Shuffle. The link to the survey website, and information on how to access it will be communicated widely during the week - so come and have your say!

### MONDAY, 11 JUNE 2012

#### Live Demonstration: GMFRS - Fire Safety Session 10am - 2pm

Area between Alan Turing and Kilburn Buildings

Greater Manchester Fire and Rescue Service will be running a number of events to raise awareness of the risks and dangers of fire. These will include live demonstrations on the dramatic effect of a chip pan fire, an information stall where advice on kitchen fire safety can be sought, as well as the opportunity to sign up for a Home Safety Check.

No need to book, so just come along.

#### Seminar: Case law and what it means in practice 10am - 11am

Course code: HSF13

Case law interpretations are vital to our understanding of phrases like "so far as is reasonable practicable", "foreseeable risk", "competent person", "significant findings", etc. Iram Kiani, University Lawyer will examine these phrases in respect to key case law and Melanie Taylor, Head of Safety Services, will discuss the implication of what these terms mean in practice.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

### TUESDAY, 12 JUNE 2012

#### Live Demonstration: GMFRS - Fire Safety Session 10am - 2pm

Area between Alan Turing and Kilburn Buildings

Greater Manchester Fire and Rescue Service will be running a number of events to raise awareness of the risks and dangers of fire. These will include live demonstrations on the dramatic effect of a chip pan fire, an information stall where advice on kitchen fire safety can be sought, as well as the opportunity to sign up for a Home Safety Check.

No need to book, so just come along.

#### Visit: Jodrell Bank 8.45am - 2pm

Course code: HSF7

Come and join us for a tour of Jodrell Bank Observatory and learn about the arrangements in place to ensure the health & safety of the engineers and scientist who work at the site, as well the large number people who visit for various events.

Transportation to and from the site will be arranged.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)  
Limited places available

#### Seminar: Would You Make a Good Witness? 11.30am - 12.30pm or 1pm - 2pm

Course code: HSF9

Do you want to test your observational skills, find out about security on campus and discover what type of

crime happens and why? Ian Halliwell, Crime Reduction Adviser, will be presenting this interactive session and there will be the chance to win a bike and a silver standard 'D' lock for taking part!

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

### WEDNESDAY, 13 JUNE 2012

#### Health MOTs

Course Code : HSF10

North and South Campus

Private appointments available

How healthy are you? The Occupational Health Service is offering one-off, one-stop Health MOTs. Come and visit us to get health advice, have your blood pressure, BMI etc. checked out.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

#### Alexander Technique Group Workshop

12.05pm - 12.55pm

1.05pm - 1.55pm

Course code: HSF5

The Alexander Technique can help if you have bad posture, back pain, a stiff neck or shoulders, RSI, or if you just get uncomfortable lifting and carrying things or sitting at your desk. The Alexander Technique helps you become more aware of your posture, takes stress off your body and mind, and helps you move more freely.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

Individual Taster Sessions are also available on this day, please ring 52525 for availability.

#### Alexander Technique Information Session - What is it all about?

10am - 11:30am

Course code: HSF6

An Alexander Technique program can help reduce time off work due to related injuries such as repetitive strain injuries and typing injuries (RSI and OOS). This 90 minute group workshop will introduce you to the benefits and evidence base of the Alexander technique, and allow you to experience and apply the technique for personal use.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

#### Seminar: Chemistry Flash Bang Show

2pm - 4pm

G.51 Chemistry

Course Code : HSF12

A show of spectacular chemical demonstrations will provide the audience a better appreciation of the origin of risks of fire and explosion, the means to minimise these risks, and the value of following best practise in H & S

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

### THURSDAY, 14 JUNE 2012

#### Health MOTs

Course Code : HSF10

North and South Campus

Private appointments available

How healthy are you? The Occupational Health Service is offering one-off, one-stop Health MOTs. Come and visit us to get health advice, have your blood pressure, BMI etc. checked out.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

#### Alexander Technique Group Workshop

12.05pm - 12.55pm

Course Code : HSF5

The Alexander Technique can help if you have bad posture, back pain, a stiff neck or shoulders, RSI, or if you just get uncomfortable lifting and carrying things or sitting at your desk. The Alexander Technique helps you become more aware of your posture, takes stress off your body and mind, and helps you move more freely.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

Individual Taster Sessions are also available on this day, please ring 52525 for availability.

#### Seminar: Corporate Manslaughter

10am - 11am

Course code: HSF1

If you've ever wondered what the corporate manslaughter legislation really means, this event is for you. The University's Iram Kiani will examine key aspects of health & safety legislation that impact on individuals and on the corporate whole – and discuss what the implications are.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

#### Bike Marking Session

10am - 2pm

Outside St Peters Chaplaincy

The university is offering a free bike security marking service to all staff and students. Owner / cycle details will be entered on to the university's database as well as the national property database Immobilise.

No need to book, so just come along.

#### Blood Donor Information Session

10am - 10:30am

Lecture theatre St Peters Chaplaincy

Course code: HSF14

In recognition of World Blood Donor Day, the NHS Blood and Transplant team will be giving a brief presentation on blood and blood components as well as information on blood donation and its benefits to the recipient and donor.

Please visit our website to book  
[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)  
or just come along on the day.

**Drop-in CPR Skills Training (fundraising for British Heart Foundation)**

**2pm - 4pm**

St Peters Chaplaincy

Hands-on CPR demonstrations.

**Climbing Wall and Abseiling**

**10.30am - 2.30pm**

University Place

HSF11 (abseiling bookings)

As part of the H&S week some of the more adventurous activities entail 'rock climbing' and for the brave at heart, abseiling. The basis for such is to promote H&S management as an 'enabler' based on the premise of good risk management as opposed to risk aversion.

Please visit our website to book abseiling

[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

or just come along on the day to climb up the wall.

**Seminar: Supporting Students Abroad**

**2pm - 3.30pm**

Course code: HSF2

This session will cover the resources and systems currently in place within the University that can be used to support students studying/working abroad and how to access those resources/systems. The session will include a group discussion based task that will explore how to manage emergencies abroad.

Please visit our website to book

[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

**FRIDAY, 15 JUNE 2012**

**Automated External Defibrillation Awareness and Information Session**

**11am - 11.45am**

**1pm - 1.45pm**

Course code: HSF4

St Peters Chaplaincy

Information and awareness sessions covering the location of AEDs around the campus and a demonstration of how they can be used.

Please visit our website to book

[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

or just come along on the day.

**Chest Pain Awareness Sessions**

**12noon - 12.45pm**

**2pm - 2.45pm**

Course code: HSF3

St Peters Chaplaincy

Do you know the signs and symptoms of a heart attack?

Would you know what to do if you suspected someone was having a heart attack? Sara Harris, paramedic and British Heart Foundation Chain of Survival Coordinator, will be giving a short talk around this subject area.

Please visit our website to book

[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

or just come along on the day.

**Visit: High Voltage Laboratory**

**10am - 11am**

**2pm - 3pm**

Course code: HSF8

Come and join us for a tour of the High Voltage (HV) Laboratory and learn about the arrangements that are in place to ensure the health and safety of those working within the building, plus the challenges faced with carrying out research involving high voltage.

Please visit our website to book

[www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)

**Bike Marking Session**

**10am - 2pm**

Outside St Peters Chaplaincy

The university is offering a free bike security marking service to all staff and students. Owner / cycle details will be entered on to the university's database as well as the national property database Immobilise.

No need to book, so just come along.

**Drop-in CPR Skills Training (fundraising for British Heart Foundation)**

**10am - 4pm**

St Peters Chaplaincy

Hands-on CPR demonstrations.

## LATEST TRAINING NEWS

### UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME JUNE 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](http://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](mailto:its.training@manchester.ac.uk)

**RCS** - please see:

[www.manchester.ac.uk/researchcomputing](http://www.manchester.ac.uk/researchcomputing)

or email: [rcs-training@manchester.ac.uk](mailto:rcs-training@manchester.ac.uk)

**STDU** - email: [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)

### ECDL ONLINE PORTAL

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:

<http://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).

### PEER SUPPORT GROUP FOR PARENTS RETURNING FROM MATERNITY/PATERNITY LEAVE (P6o)

As part of the University commitment to Equality and Diversity and Wellbeing at Work the Staff Training and Development Unit and the Equality and Diversity Office are offering all returners from maternity/paternity leave or adoption leave the opportunity to join a peer support group. The group will give parents an opportunity to share their experiences and discuss any issues that they may have whilst balancing work and caring responsibilities.

Using Action Learning principles, colleagues will be encouraged to:

- Focus on real work-based issues;
- Reflect with peers and find workable solutions together;
- Try out new approaches and methods;
- Report back on the impact of actions taken.

Please feel free to take part in the group, to share experiences and advice with more recent returners. Parents returning from adoption leave are also welcome.

Next Session: 3rd July from 12.30pm - 2pm

Contact STDU Email: [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)  
Ext: 52525

### 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](mailto: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:

<http://www.staffnet.manchester.ac.uk/employment/training/health-and-safety/>

### 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>

### NEW DATES AVAILABLE FOR NEBOSH NATIONAL GENERAL CERTIFICATE IN

Occupational Health and Safety – Over 12 Weeks from September 2012 to December 2012.

The National General Certificate is aimed at managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The certificate helps them manage risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety. It provides a valuable overview, and is a sound basis for further professional study.

### APPLICATION DEADLINE EXTENDED FOR THE NEXT DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP LEVEL 7.

This qualification is offered through STDU by Stockport College of Further & Higher Education and leads to a nationally recognised qualification in Management Studies and the award is accredited by EDexcel/BTEC.

Participants will have the opportunity:

- To develop the higher-level skills required for middle to senior management with decision-making responsibilities;
- To demonstrate self-direction, the ability to act autonomously in planning and implementing tasks, and to show originality in tackling and solving problems;
- To acquire a comprehensive understanding of management techniques and the ability to apply these to complex issues.

To find out more please visit the Leadership and Management pages at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training)