

StaffUpdate

Exclusively for staff at The University of Manchester

YOUR DIGNITY AT WORK

The University has developed the new Dignity at Work and Study Policy and procedures which replaces the Harassment, Discrimination and Bullying Policy and guidance for staff and students. The policy and procedures set out the role that all members of the University are expected to play and also, the steps that should be taken if you believe you are being bullied or harassed.

Professor Alan Gilbert, President and Vice-Chancellor, said: "It is vital that we create an environment within the University in which demeaning, destructive, unlawful behaviours can be identified early and managed effectively, and in which those victimized are provided with support and assistance as early as possible. We need to foster an environment in which there is no tolerance of discriminatory or harassing behaviour from any member of staff or any student."

What is harassment, discrimination and bullying?

Harassment is unwanted conduct which has the effect (intentionally and or unintentionally) of violating a persons dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment which interferes with an individuals' learning, working or social environment or induces stress, anxiety or sickness on the part of the harassed person.

Discrimination takes place when an individual or a group of people is treated less favourably than other because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.

Bullying can be defined as repeated or persistent actions, criticism or personal abuse either in public or private, which (intentionally or unintentionally) humiliates, denigrates, undermines, intimidates or injures the recipient.

I think I'm being bullied and harassed, what can I do?

If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential and student and information to staff and students on the University's policy and will be able to explain the options available to you.

What happens next?

With the support of another colleague or Harassment Advisor, you may feel able to resolve your complaint



through speaking informally with the respondent. If this doesn't feel possible, or it hasn't worked, then an alternative is mediation. Mediation is an informal and private process. A trained Mediator will work as an intermediary with you and the respondent to help you to reach an agreed solution.

What happens after mediation?

If the mediation process hasn't been successful, or either party decides not to take part, you can make a formal complaint. An independent investigation will then be carried out and a decision will be made as to whether the complaint should be upheld and whether to refer for consideration under the disciplinary procedures. If you are not happy with the outcome, you also have the right to appeal.

What happens if I am accused of bullying or harassment?

If you are accused of bullying or harassment you can contact a Harassment Advisor. Harassment Advisors are there to provide confidential support and information to staff and students on the University's policy and will be able to explain the options available to you. What happens next will depend on the person who has accused you but it is hoped that you will be able to find a resolution with the support of the Harassment Advisor or through mediation.

Where can I find out more information?

For further information about the policy or procedure, Harassment Advisors or Mediators, please see:

www.manchester.ac.uk/dignity

Or contact the Equality and Diversity Team

C28 Sackville Street Building
Sackville Street

tel 0161 306 5857

fax 0161 306 5877

minicom 0161 3065870

mobile 07535957711

email equalityanddiversity@manchester.ac.uk

BIG THANK YOU FROM FoodOnCampus

FoodOnCampus raised a total of £1,419.59 for Children In Need. The money was raised through collection buckets at the tills, dress down day for staff and they also pledged 10 pence from every hot drink sold throughout the day in all outlets.

FoodOnCampus would like to thank everyone for their support with raising this money for such a worthwhile cause.

UNIVERSITY CHALLENGE

The second-round match featuring the Manchester team in the current series of University Challenge can be seen on Monday, 21 December at BBC2 on 8pm.

The team consists of captain Jakob Whitfield (PhD in the History of Technology), Nick Daunt (MEng in Mechanical Engineering), Rachael Neiman (PhD in English and American Studies) and Tom Whyman (BA in Philosophy and Politics).

Having beaten the Royal Veterinary College 235-60 in the first round, Manchester faces King's College, London in the second round.

STAFF CHRISTMAS CAROL SERVICE

This year's Staff Christmas Carol Service will be held on Tuesday, 22 December, 12.30pm - 1.15pm in the Whitworth Hall. All are welcome to attend.

At the end of the service, there will be a collection to support the work of Francis House Children's Hospice.



OBITUARY

**Dr Fred Broadhurst 1928 - 2009**

Dr Fred Broadhurst, a popular tutor and former lecturer in the University's Courses for the Public programme, sadly died on 1 October.

In 1946, he volunteered to work at Bradford Colliery as a Bevan Boy and discovered a love of geology that was to allow him to inspire an extraordinary variety of people to see the world through new eyes and to understand its wonderful history.

Whilst working down the pit, Fred attended day release and evening classes in science gaining entrance to The Victoria University of Manchester to study geology in 1948. Later, he was awarded a doctorate and worked as a lecturer and senior lecturer for many years.

Always popular with the students for his ability to make complex ideas accessible and for his generous encouragement of their contribution, he was probably most remembered for a field trip that he led to Robin Hood's Bay where he discovered a 15 foot prehistoric reptile - a Plesiosaur. None of the students involved will forget rescuing the 200 million year old bones from the cliff in freezing weather and transporting it back to the University where it was eventually cleaned and put on display.

Fred retired aged 62 to concentrate on his work in adult education - an interest that started in 1953 when he began to teach for the Workers' Educational Association.

Fred spent the next 19 years running classes, giving talks for various societies, leading field trips in the UK and abroad and writing popular geology books. He was a leading light in Extra Mural activities - later Continuing Education and Courses for the public at the University until this year.

In 2000 he was awarded Adult Tutor of the Year Award by NIACE in recognition of the enormous contribution that he made to the wider community .

Alison Scott

HUMANITIES DEAN TO RETIRE IN SEPTEMBER 2010

The Vice-President and Dean of the Faculty of Humanities Professor Alistair Ulph has announced he is to retire in September 2010.

Professor Ulph heads the largest of four Faculties at The University of Manchester. Humanities has 934 academic staff and 16,377 students.

The early announcement has been made to allow the University time to conduct an international search for a successor.

Under Professor Ulph's leadership, 22% of the Faculty's research was in last year's RAE classed as world leading and a further 40% as internationally excellent.

Since, 2004, he has doubled the Faculty's research income and brought world renowned figures to the University including biologist Sir John Sulston, economist Joseph Stiglitz, author Martin Amis and social scientist Robert Putman.

He said: "My priority for the remaining 11 months of my tenure is to put in place plans which will allow my successor to further strengthen the research and teaching reputation of the Faculty.

"This is an important task as it will be a challenging time for UK Higher Education - and public sector funding in general - over the next five or so years."



JOHN AND REBECCA SCOOP AWARD FOR THEIR STORY

Staff members John Walker and wife Rebecca Shone-Walker's extraordinary tale of courage has won them a national magazine award.

John, a member of the University's web team within the Communications, Media and PR division and Rebecca, undergraduate secretary in Dentistry, recently attended a star-studded event in London organised by women's magazine *Cosmopolitan* to collect the award for 'Ultimate Love Story' as part of the publication's 'Ultimate Women of the Year' awards.

Rebecca was diagnosed with a brain tumour in 2008, although now in remission, she has undergone extensive treatment including chemotherapy and radiotherapy. This meant postponing their wedding and prevented them from taking the holiday in Florida which was to be their honeymoon. Instead they opted for a smaller ceremony in the December while Rebecca was still undergoing treatment.

When the future had seemed uncertain, John drew up a 'wish list' of everything Rebecca had ever wanted to do which included being a zookeeper for a day, meeting her favourite author Neil Gaiman (arranged with the help of the University) and travelling in a limo - to name but a few.

When Rebecca was well enough, the couple renewed their wedding vows in September this year and had the big wedding they had wished for.

They received their award from television presenter Vernon Kaye at the ceremony at the Banqueting House, Downing Street and were among the real-life winners who had breakfast with Sarah Brown at 10 Downing Street the following morning.

John says: "Time is the most precious thing we have. Make the most of the here and now and seize every opportunity you have."

For the full story go to:

www.cosmopolitan.co.uk/your-life/ultimate-woman-awards-love-story/v1

Rebecca, who is now back at work, has set up a support group called Brain Tumour Girls for young women with same illness, go to:

www.braintumourgirls.org



DEALS ON WHEELS

Staff can take advantage of two new discount schemes for electric scooters and bicycles. Zippe electric scooters have kindly offered a huge £276 discount on their electric scooters, bringing them in at £799 instead of £1075.

These are a great way to get around cities and towns, are incredibly cheap to run and help the environment.

The main benefits are:

One charge costs 5p and does around 20 - 30 miles; they plug into a normal socket; there is no road tax and they travel up to 30mph. You can pick them up for free in Hazel Grove (delivery costs £75 to the Manchester area). To find out everything about these scooters and access this great discount go to

www.zippe.co.uk and put 'HEPDISC' in the 'discount code' option (on the buy page)

Staff can also take advantage of a discount set up with a new cycle store in Tameside. This store is also now part of Cycle Scheme so you can get your tax free bikes from there too

www.sustainability.manchester.ac.uk/campus/travel/cycling

If you show your Staff ID you will get a 10% discount (the store manager is Neil Walker)

The store details are:

Cycle life www.cyclelife.com
0161 371 8939
info.cyclemate@yahoo.co.uk

61 St Andrews Avenue
Droylsden
Manchester
M43 6BP

These deals are part of the University's Travel Plan:

www.sustainability.manchester.ac.uk/campus/travel



Professor Dame Nancy Rothwell and the pilot project leaders

MANCHESTER BEACON SHINES ITS LIGHT

The University recently held a week-long celebration of people and projects that bring universities and communities together.

The Manchester Beacon Summit week from 9-12 November saw a range of activities including learning and sharing events, training workshops and networking opportunities.

The event was organised by The Manchester Beacon for Public Engagement, a partnership of the University, MMU, Salford University, Museum of Science and Industry (MoSI) and Manchester Knowledge Capital - one of six pilot HEFCE-funded Beacon projects in UK universities. Its aim is to engage partners and stakeholders – staff, students and local residents - to help ensure that public engagement becomes a two-way process and is a valued part of everyday university life.

The week also saw the launch of the Manchester Beacon community leadership programme 'Step Up Scheme' – a bespoke professional development programme designed to support and mentor leaders representing community and voluntary organisations from black, Asian and minority ethnic culturally diverse communities in Ardwick, Hulme, Moss Side, Longsight and Rusholme.

The University of Manchester is running nine successful pilot projects from across all Faculties and the Museum, looking at public engagement

in local communities and also internal changes to raise the profile of public engagement on campus.

Dr Vicky Long, from the Centre for the History of Science, Technology and Medicine (CHSTM), one of the pilot project leaders, said: "It is important sharing interests and needs at the outset and therefore co-constructing projects to meet local needs."

CHSTM is developing engagement activities with communities on health history, working with Rusholme's Somalian community, changing the Centre's outreach policy to a broader community perspective from previous work with schools.

The arc Epidemiology unit is developing interactive training tools and support for its staff to engage with a recently formed users' group and embed public engagement into the induction of all new staff.

In an address to mark the start of Beacon Summit Week, Professor Dame Nancy Rothwell who is spearheading the Beacon project at Manchester, said: "Public engagement is an important exercise individually for staff and students and as an organisation."

www.researchsupport.manchester.ac.uk/PublicEngagement/Beacon.aspx

For further information contact Suzanne Spicer (306 1591) or suzanne.spicer@manchester.ac.uk

HALL OF RECYCLING

The Directorate of Estates and STARS have joined forces to install a new recycling station intended to serve George Kenyon Halls of Residence.

The halls are situated in the centre of University Place hence the need for a high quality facility that is both practical and aesthetically pleasing. The halls are popular with postgraduate students in particular, with the main academic buildings only a few minutes walk away.

Students are now expected to recycle a number of materials - cardboard, paper products, plastic bottles and cans whilst depositing any general (non-recyclable) waste in a number of traditional bins located alongside the recycling station. There are also a number of glass recycling banks close by, to the rear of the Williamson Building, as well as a clothing bank serviced by Oxfam.

George Kenyon Halls opened in 2007 and consists of 300 rooms which are separated into flats. There are five rooms to each flat that share a kitchen/ living area. All rooms have en-suite facilities and there are launderette facilities.

The recycling facilities were installed in time for the 2009/10 academic year and as a result, the number of general waste bins that require collection has fallen significantly.

A similar facility will soon be installed close to the Grosvenor Place Halls of Residence as part of the construction of the new SCEAS building.

DO SOMETHING DIFFERENT THIS CHRISTMAS!

Veronique Rizzuto, from the Equality and Diversity Team, is asking staff to give a gift this Christmas that will help to contribute to someone else's happiness with a donation.

Veronique is the Founder and Treasurer of a UK Registered Charity 'Building Hope' established in 2005. 'Building Hope' works with the poorest and most disadvantaged communities in Ethiopia. Their projects help to fight poverty and injustice particularly where they affect children and disabled persons. 'Building Hope' is raising funds to support the construction of homes for some of the families affected and disabled by leprosy.

Veronique says: "All the gifts in the charity's catalogue have been specifically requested by the communities we work with, so you can be assured that they are genuinely needed. They will help transform people's lives in a sustainable way. Donkeys are not just a gimmick - in rural Ethiopia and provincial towns donkey carts are a normal form of transport. Donkeys can also boost children's literacy with the use of Donkey Mobile Library."

To find out more visit the charity website www.buildinghope.co.uk or email Veronique (rizzutov@buildinghope.co.uk) for a copy of the gift catalogue/order form."

JUST THE JOB

CHRIS PETTY

General Counsel

The University has appointed Chris Petty as General Counsel to oversee its legal affairs. This role of General Counsel – a term used more often in the United States but which reflects the University's international standing - has been created, in part, to handle the growth in the complexity of legal risk as well as providing a dedicated in-house legal service to the University. Moreover, together with the use of existing internal legal resource, this will be cost effective in reducing the use of external law firms.

As a member of the University's Senior Executive Team and based in the Office of the Registrar and Secretary, Chris' overriding priority is to review the University's current legal services framework and develop the in-house legal provision to support the provision of a value-for-money service, using external lawyers only when necessary. This process will take time to complete and will be reviewed periodically to ensure the right balance between internal and external support is being struck.

Chris, a graduate of Cambridge and a Barrister, brings a wealth of experience to the newly-created role. He joins the University from AstraZeneca where he was Chief Counsel, Strategic Planning and Business Development, at their Head Office in London. He was responsible for legal support to Astra Zeneca's strategic and commercial activities such as mergers and acquisitions, IP licensing, collaborations, joint ventures, research collaborations and spin-outs. He was with the Company (formerly ICI Pharmaceuticals / Zeneca Pharmaceuticals) since 1977.

Three months into his appointment, believed to be the first of its kind at this level in a UK



"I look forward to introducing a more comprehensive and value-added legal services capability to the University."



University, Chris says: "I have been meeting key people around the campus and getting to know how the organisation works, its culture and processes.

"I have always been interested in education and am familiar with the sector. I am a Governor of Kings School, Macclesfield and formerly a Governor of the Royal Northern College of Music.

"I have been impressed by the sheer quality of what goes on here and some of the people I have met who are pre-eminent in their fields. I have been made to feel very welcome, and look forward to introducing a more comprehensive and value-added legal services capability to the University."



CHRISTMAS CLOSING DATES

Staff are reminded that Christmas closing dates for 2009/10 are:

Thursday, 24 December	Closure day
Friday, 25 December	Bank holiday
Monday, 28 December	Bank holiday
Tuesday, 29 December	Closure day
Wednesday, 30 December	Closure day
Thursday, 31 December	Closure day
Friday, 1 January	Bank holiday

The last day in work will therefore be Wednesday, 23 December and the University will re-open on Monday, 4 January 2010.

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

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Training Update

Exclusively for staff at The University of Manchester

STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

The following courses are available at STDU. Places can be booked online at www.manchester.ac.uk/training or by email to courses-stdu@manchester.ac.uk. All enquiries should include your staff number/date of birth to help us process your enquiry promptly

DECEMBER 2009

P19: Career Review (Careers Healthcheck)
1 December 2009
9.30am-12.30pm

HS19: H & S Management Systems
1 December 2009
9.30am-4pm

BF47: Productive Partnerships – Managers and PAs
1 December 2009
9.30am-4pm

HS49: COSHH Assessment for Non Lab Based Staff
2 December 2009
9.30am-12.30pm

BF25: Project Management
3 & 4 December 2009
9.30am-4.30pm

IC1: University Induction Course
7 December 2009
9.15am-2pm

HS75: Safe UV Practice (a users guide)
7 December 2009
10am-11am

HS11: COSHH to Work With Biological Material
8 December 2009
10am-1pm

P13: How to Win At The CV & Application Game
8 December 2009
9.30am-12.30pm

AP6: PDR - A Briefing for Reviewees (all)
8 December 2009
10am-12pm

BF46: Writing in a Clearer Style
8 December 2009
2pm-3.30pm

HS78: Working Safely
8 December 2009
9am-5pm

TL41: Presenting at Conferences
8 December 2009
9.30am-4pm

HS41: Fire Awareness Training
10 December 2009
10am-12.30pm

HS47: Evacuation Marshal Training
10 December 2009
1pm-4pm

MS52: Team Briefing Training
10 December 2009
12.30pm-1.30pm

AP8: PDR Reviewer Training (Academic-related and Support)
10 December 2009
9.30am-1pm

HS71: Health and Safety for Managers
10 December 2009
10am-4pm

MS38: Training Skills for Occasional Trainers
14 December 2009
9.30am-4.30pm

MS3: Effective Interviewing and Shortlisting
14 December
9.30am-1pm

MS9: Training in Equality & Diversity Issues (TEDI)
15 December 2009
9.30am-1pm

TL43: Writing Discussion Sections
15 December 2009
2pm-3.30pm

HS98: Laser Awareness
17 December 2009
11am-12pm

HS42: Laser Safety Training
17 December 2009
1.30pm-4.30pm

JANUARY 2010

BF41: Speedwriting
5 January 2010
9.30am-4pm

AP5: PDR Reviewer Training (Academic)
6 January 2010
9.30am-1pm

BF25: Project Management
11 & 12 January 2010
9.30am-4.30pm

AP8: PDR Reviewer (Academic Related+Support)
14 January 2010
9.30am-1pm

MS9: Training in Equality & Diversity Issues (TEDI)
14 January 2010
9.30am-1pm

IC1: University Induction Course
18 January 2010
9.15am-2pm

HS41: Fire Awareness Training
18 January 2010
10am-12.30pm

HS47: Fire Evacuation Marshal Training
18 January 2010
1pm-4pm

MS5: Effective Recruitment & Selection
19 January 2010
9.30am-4.30pm

BF56: Proofreading
19 January 2010
9.30am-4pm

TL11: Academic Writing (for staff where English is not the first language)
20 January 2010
10am-1pm

TL22: Introduction to Teaching, Learning and Assessment
20 January 2010
9.30am-4.30pm

P32: Presentation Practice
21 January 2010
12.30pm-4pm

HS98: Laser Awareness
25 January 2010
11am-12pm

HS42: Laser Safety Training
25 January 2010
1.30pm-4.30pm

P2W: Assertiveness for Women
26 January 2010
10am-4pm
Follow up session
9 February 2010
9.30am-12.30pm

BF50: Higher Education Institution Seminar – The Implementation of the Undergraduate Education Review
26 January 2010
12.30pm-1.45pm

MS9: Training in Equality & Diversity Issues (TEDI)
26 January 2010
9.30am-1pm

TL44: Speaking and Presenting for Non-Native English Speakers
27 January 2010
10am-1pm

BF25: Project Management
28 & 29 January 2010
9.30am-4.30pm

P4: Time Management
29 January 2010
10am-4pm

FEBRUARY 2010

HS17: Display Screen Equipment & Workplace Assessment
1 February 2010
10am-12pm

MS9: Training in Equality and Diversity Issues (TEDI)
2 February 2010
9.30am-1pm

HS7: Compressed Gases Workshop
3 February 2010
9am-12pm

HS7A: Cryogenic Gases Workshop
3 February 2010
1pm-3pm

HS7B: Practical Gases Workshop
3 February 2010
3.15pm-4.30pm

AP8: PDR Reviewer Training for Academic-related and Support Staff
4 February 2010
9.30am-1pm

BF48: University of Manchester Secretaries Workshop
4 & 17 February 2010, 2-day course and you must be available for both dates
9.30am-4pm

HS75: Safe UV Practice, a user's guide
8 February 2010
10am-11am

HS3: Office Safety
9 February 2010
1pm-4pm

HS15: Principles of Risk Assessment
9 February 2010
9.30am-12.30pm

HS50: COSHH Assessment for Lab Based Staff
10 February 2010
9.30am-12.30pm

P4: Time Management
11 February 2010
10am-4.30pm

P29: Building Confidence
15 February 2010
10am-4pm
With two follow up sessions on 2 & 16 March, 1.30pm-4.30pm. You must be available for all dates.

AP6: PDR – A Briefing for Reviewees
16 February 2010
10am-12pm

BF46: Writing in a Clearer Style
16 February 2010
2pm-3.30pm

BF50: HEI Seminar - The work of the Development and Alumni relations office – support to Faculties and Schools
17 February 2010
12.30pm-1.45pm

IC1: University of Manchester Induction course
18 February 2010
9.30am-1.15pm

HS98: Laser Awareness
22 February 2010
11am-12pm

HS42: Laser Safety Training
22 February 2010
1pm-4pm

MS9: Training in Equality and Diversity Issues (TEDI)
25 February 2010
9.30am-1pm

IT SERVICES TRAINING CORPORATE AND DESKTOP APPLICATIONS



LATEST COURSE NEWS

DECEMBER 2009 – JANUARY 2010

BLACKBOARD (eLEARNING)

Variety of sessions running throughout to include:

- Introduction to Blackboard
- Various Faculty-specific follow-on sessions

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/bb

CAMPUS SOLUTIONS (STUDENT ADMINISTRATION)

Variety of sessions running throughout to include:

- Introduction to Campus Solutions
- Assessment & Progression related courses
- Student Records related courses
- Both UG and PG Admissions courses

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus

DESKTOP (OFFICE APPLICATIONS)

Variety of sessions running throughout to include:

- Getting Started with Computers
- Courses in the various Microsoft Office Applications (Word, Excel, PowerPoint and Access)
- New sessions for Office 2007 (as well as the existing sessions for Office 2003)

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff

DISCOVERER (REPORTING)

- Discoverer is being upgraded from version 9 to 10g – please refer to the Latest Course News item below for further information.

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer

LIVELINK (DOCUMENT MANAGEMENT)

Single session running throughout:

- Livelink Basics

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink

ORACLE (FINANCIALS)

Variety of sessions running throughout to include:

- Raising Requisitions (via Procure to Pay online training module)
- Approving Requisitions (via Procure to Pay online training module)
- Projects
- Sales Invoices & Credit Memos

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance

REMEDY (SUPPORT DESK / INCIDENT LOGGING)

Single session running throughout:

- Submitting Incidents

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/remedy

RESOURCELINK (HR / TRAINING ADMINISTRATION)

These session schedules vary, depending on demand:

- New Starter (5 days)
- HR Refresher
- Training Administration

For full courses timetable (updated monthly) and booking information, please see:
www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resourceink

Campus Solutions Training – Resumes the week commencing 7 December.

We will resume Campus Solutions training from the week commencing 7 December. Many thanks for your continued patience during the training downtime in the month of November, in order for essential maintenance to be carried out on our Campus Solutions training environment. Although we understand the difficulties faced by downtime in training it is vital that we undertake this work to ensure we maintain the standards of training that are required by the University business functions.

Discoverer Upgrade to version 10g – Training Suspended

Due to the imminent upgrade of the Discoverer application from version 9 to 10g it has been necessary for the IT Services Training Team to suspend all Discoverer training until further notice. This decision has been taken in order to allow the smooth implementation of the upgrade and the necessary re-writing of the supporting training and documentation.

If you already have access to Discoverer version 9 or you have just been granted access you will still be able to use it up until you are notified of the upgrade day. If you have an urgent need to report on specific information and a colleague in your office is unable to help you in the interim, please contact the IT Services Training Team (its.training@manchester.ac.uk) stating which business area your reporting requirements regard and they will pass on your query to the Discoverer team.

Office 2007 – New courses and training materials

New Microsoft Office 2007 training courses are available for staff. As with previous Office courses we have mapped the syllabus to a nationally agreed level of proficiency to ensure a high standard of content is maintained. We will still be running Office 2003 courses and alternating them with their 2007 counterparts to ensure users of all systems are catered for; the full training schedule, along with details of how to book or be added to the waiting list can be viewed on our website (here you will also find links to bridging guides for current 2003 users moving to 2007 and other useful resources):

www.its.manchester.ac.uk/trainingcourses/msoff

In addition all staff are granted access to 'Checkpoint' online training modules, here you can select individual topics or entire lessons on the various Microsoft 2007 and 2003 applications. Simply log in using your University username and password. Checkpoint can be accessed from our training website:

www.its.manchester.ac.uk/trainingcourses/cpol

Additional information relating to Microsoft Office 2007 and its deployment at the University of Manchester can be found here:

www.its.manchester.ac.uk/office2007

Seasons Greetings

Finally, the IT Services Training Team would like to take this opportunity to wish all of you Seasons Greetings and a peaceful & prosperous New Year. We are looking forward to 2010 and have some exciting new ideas about how we can continue to develop and improve the IT training service we currently provide.

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>

Course Enquiries / Bookings

Email its.training@manchester.ac.uk

Web www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff

Follow us for the latest training info at: http://twitter.com/ITS_Train_UoM