

StaffUpdate

Exclusively for staff at The University of Manchester

'OARSOME' EVENT RETURNS TO SALFORD QUAYS

The Two Cities Boat Race, an annual rowing regatta between the Universities of Manchester and Salford, returns this Saturday, May 8.

The rowers will take to the water this weekend for the 39th meeting between the two universities.

The crews will compete along the traditional River Irwell course, starting at Sam Platt's Pub and finishing at the Lowry Bridge at Salford Quays.

The Two Cities Boat Race is considered a key event in the region's sporting and social calendar and hundreds of spectators are expected to line Salford Quays to watch the fiercely contested spectacle.

It is an exciting day out for all, starting with Dragon Boat racing in the morning, followed by the student rowing regatta and an awards ceremony to conclude the day. Quayside entertainment includes cheerleaders and face painting whilst food and drink will be available throughout the day. Admission is free.



Money raised through the event will be donated to Macmillan Cancer Support.

The Dragon Boat racing starts at 10am with the student rowing regatta starting at 2.30pm.

www.twocitiesboatrace.co.uk



VOLUNTARY SEVERANCE SCHEME AND FLEXIBLE WORKING OPPORTUNITIES

Details of the Voluntary Severance (VS) scheme and new flexible working opportunities that are to be made available to staff are published inside this month's issue of Staff Update, alongside a range of Frequently Asked Questions relating to both.

These form part of a package of comprehensive measures approved by the Board of Governors in March to increase non-Government revenue and reduce expenditure in response to cuts in public expenditure and escalating pension costs. The

details of the VS scheme and flexible working opportunities were approved following consultation with the Trade Unions.

See inside for full details.

RESEARCH ADMINISTRATORS' CONFERENCE

The 3rd Research Administrators' Conference is on 15 June 2010 at the Manchester Interdisciplinary Biocentre (The John Garside Building).

The event follows on from previous conferences in 2009 and 2007 where research administrators, Research Business and Development Managers and research finance colleagues came together to participate in a mixed day of presentations and workshops covering all aspects of research support.

This year's event will have the theme of "Managing Risk" and will build on previous conferences as well

as providing useful networking opportunities for colleagues and enabling professional development.

The conference will further emphasise the University's training initiative for research administrators, in addition to other specialised training sessions which will be held throughout the year.

Plenary sessions will include presentations from Professor Nalin Thakkar, the Associate Vice-President for Research Integrity, and Roger Blake from the Wellcome Trust. Parallel sessions will cover ethics, IP/Contracts, research finance for research administrators, and more

including a presentation by research administration colleagues from the University of Leeds.

The event is open to all administrators within the University who deal with research in one form or another. Online registration is available via the Research Office website at www.campus.manchester.ac.uk/researchoffice/resadminconf2010/. Registration deadline is Monday 7 June 2010.

Enquiries can be made to Fiona Wilson (fiona.wilson@manchester.ac.uk).



VOLUNTARY SEVERANCE SCHEME

INCLUDING EARLY RETIREMENTS



Purpose and Basic Principles

The aim of the Voluntary Severance (VS) Scheme is to achieve headcount reduction and payroll savings on a voluntary basis.

The Scheme is a voluntary scheme targeted in support of the University's fundamental strategic priorities. While the Scheme does not impose any restrictions as to which employees may apply, decisions about which applications will be accepted will be determined in the strategic interests of the University.

This means a decision about an application will be made after careful consideration has been given to the extent to which individuals and the areas they work in are aligned with and contributing to:

(a) In the case of academic staff:

- the research mission and goals of the University; and/or
- the education mission and goals of the University; and/or
- the financing of their own and/or the University's programmes and activities.

(b) In the case of all other staff:

- the efficiency and effectiveness of the University in meeting its legal, financial, administrative and statutory compliance obligations; and/or
- the three core goals and the associated enabling goals of the University; and/or
- the success of Faculties and Schools in generating discretionary surpluses.

In all cases, a critical consideration will be how work will be undertaken in the future and whether the skills, expertise and role of an applicant can be covered adequately by continuing members of staff without increases in the workload of such staff. Consideration will also be given as to whether the severance package required under the Scheme is affordable. The University, therefore, reserves the right to accept or reject any application for severance from any individual.

The aim of the Scheme is to introduce savings and therefore, as a general rule, applications will be unsuccessful if there is a need to replace the applicant, unless there are other consequent or overall savings. This will be assessed within the overall context of the level of savings achieved through this Scheme.

Effective dates

The Scheme will be effective from 30 April 2010 and will remain open for applications until midday on 30 July 2010. Applications received after this date will not be considered. The University will aim to process applications as soon as possible so that staff know where they stand. There may be several steps that need to be taken, and these will in most cases take several weeks to complete. Interested staff are encouraged to apply and leave as early as possible in order that the University can assess the effectiveness of the Scheme relative to its financial position.

Final departure dates will normally be before the end of August 2010 unless there is a compelling need to complete existing work commitments.

Severance Package

The package available will be offered as follows:

- **up to one year's continuous service**
three months' basic salary;
- **between one year and three years' continuous service**
six months' basic salary;



- **between three years' and ten years' continuous service**

twelve months' basic salary.

- **ten years' plus continuous service**

fourteen months' basic salary

The package can be used flexibly by the applicant for severance purposes – taking part or all as cash, or investing whole or part into the purchase of additional years of pensionable service.

Severance payments will be inclusive of statutory redundancy provisions, and be subject to Her Majesty's Revenue and Customs rules, but the normal expectation should be that payments up to £30,000 will be free of income tax.

Process

The Vice President & Dean for the staff on a Faculty budget, and the Registrar and Secretary for all other staff will:

- (a) identify a group of individuals who will be available for informal and confidential consultation about the operation of the Scheme. Individual members of staff may also wish to consult with their Human Resources Management team, a member of the Pensions Office or the Director of Human Resources who will discuss in

confidence and without obligation on the part of the individual the implications of any subsequent agreement and alternative means of exercising the flexibility which is a feature of the Scheme.

- (b) take advice from the applicant's line manager on the extent to which the individual's case is in the strategic interest of the University in order to arrive at a recommendation to accept/reject.

It is important to note that an application will only be confirmed if approved under the Approval process set out below. Therefore employees should not expect or assume that their application will be successful based on discussions that take place at this informal consultation stage.

Should the individual decide to proceed, initial application should be made to the Director of Human Resources on the form which is available at

www.staffnet.manchester.ac.uk/employment/voluntary-severance

Approval

Applications will be considered through a University approvals process ultimately by a Panel (the VS Panel) as follows:

1. Recommendation to the VS Panel for acceptance or rejection by the applicable Dean, for Faculty academic staff; and by the Dean in consultation with the Registrar and Secretary for Faculty based PSS staff; or
2. Recommendation to the VS Panel by the Registrar and Secretary for all other staff; and
3. Acceptance or rejection by the VS Panel which will comprise the Deputy President and Vice-Chancellor; the Director of Human Resources; the Vice-President (Teaching and Learning); and the Vice-President (Research and Innovation). The decision of the VS Panel is final.

Where accepted, a formal offer will be made. There must be no presumption that an offer has been made - or is about to be made - until such an offer is received by the applicant in writing from HR.

All accepted applicants must enter into a compromise agreement with the University.

Re-employment

There will generally be no re-engagement or re-employment of a member of staff who leaves under the provisions of this Scheme for a period of three years from the date of leaving.

INCREASED FLEXIBLE WORKING PROPOSALS



The Contingency Planning Project Team has considered a number of alternative options to reduce payroll costs.

The Group believes that the options proposed below are realistic because some of them will be potentially attractive to some University employees, they will contribute to payroll savings and they can be introduced without significant disruption to the University's administration (for example payroll).

It is proposed that employees who apply for any of the flexible working options below will, if successful, be offered a permanent change to their contracts of employment. However, the University recognises that such employees may in future wish to request to return to their previous working arrangements. The University will consider such requests sympathetically where budgetary considerations permit and there is an opportunity to make beneficial changes to staffing arrangements or service levels.

The scheme below largely builds on the policies and procedures that the University already has in place regarding flexible working arrangements. The University does not intend to impose any of the options onto employees. Take up will be entirely voluntary.

These changes are targeted in support of the University's fundamental strategic priorities. Whilst the changes do not impose any restrictions as to which employees may apply, decisions about which applications will be accepted will be determined in the strategic interests of the University.

This means that in arriving at a judgement about an application, careful consideration will be given to the extent to which individuals and the areas they work in are aligned with and contributing to:

(a) In the case of academic staff:

- the research mission and goals of the University; and/or
- the education mission and goals of the University; and/or
- the financing of their own and/or the University's programmes and activities.

(b) In the case of all other staff:

- the efficiency and effectiveness of the University in meeting its legal, financial, administrative and statutory compliance obligations; and/or
- the three core goals and the associated enabling goals of the University; and/or

- the success of Faculties and Schools in generating discretionary surpluses.

Therefore, the University reserves the right to accept or reject any application for these proposed changes.

OPTION 1

Sabbatical

Currently the University offers paid sabbaticals to academic staff; this will remain in place. Under a revised policy, all staff will be able to take sabbaticals for a minimum of six months up to a maximum period of two years. This sabbatical will be unpaid, and there will be a consequent impact on pension rights. The post will be left vacant during the period of the sabbatical.

**OPTION 2****Reduction in the Working Week**

The University currently has a flexible working policy which enables employees with caring responsibilities to request a reduction to their working hours with a consequent pro rata reduction in salary and benefits (including pension). We propose to extend the policy to all members of staff, irrespective of whether they have caring responsibilities. The maximum period of reduction would be 50% of their current working hours. We believe that it is appropriate to consider introducing these changes to our existing policy on the same basis as we currently offer; that is, any change to working hours will be deemed to be a permanent change.

OPTION 3**Increased Use of Job Share Arrangements**

This is similar to Option 2, and would be included in the same policy. Members of staff can indicate if they are interested in a job share arrangement. The University will create a register of those who are interested, and where possible, will seek to match employees on the same grades, carrying out similar duties to a job share arrangement. Where an employee's hours are reduced, there will be a consequent reduction in salary and benefits (including pension). We believe that it is appropriate to consider introducing these changes to our existing flexible working policy and on the same basis as we currently offer; that is, any change to working hours will be deemed to be a permanent change.

OPTION 4**Revise contract to offer a shorter working year**

The University can offer employees the ability to work a shorter working year (reduced from twelve months to a minimum of nine months). Employees who opt for a shorter working year will receive reduced salary and benefits (including pension) on a pro rata basis. The pro rata salary will be paid over a twelve month period. It would be appropriate to consider introducing this change to our existing flexible working policy on the same basis as we currently offer namely that the change will be deemed to be a permanent change.

You can find the flexible working policies and application form at

www.staffnet.manchester.ac.uk/flexible-working



FAQs

INTRODUCTION

This document has been prepared to answer questions relating to the package of measures that the University is introducing in response to the cuts in public expenditure and escalating pension costs.

BACKGROUND

1 Why has the University introduced a Voluntary Severance Scheme?

In order to respond to the cuts in public expenditure and increasing pension costs, the University has identified a need to secure savings of £19 million from 2010-11.

The figure of £19 million is consistent with the best estimate of the impact on the University's finances of cuts in funding already announced by the Government and increased employer contributions to pensions.

The savings are identified in a financial package of measures which include measures designed to increase non-Government revenue and reduce expenditure. This package of measures includes the Voluntary Severance Scheme (VS Scheme) and Extended Flexible Working Scheme. Both schemes are expected to produce payroll savings in the order of £8 million.

Other measures in the package include a £4 million increase in surpluses to be generated from discretionary, non-Government revenue and savings of £7 million to be secured from tight vacancy management and reductions in non-pay costs.

2 Why has the University introduced an Extended Flexible Working Scheme?

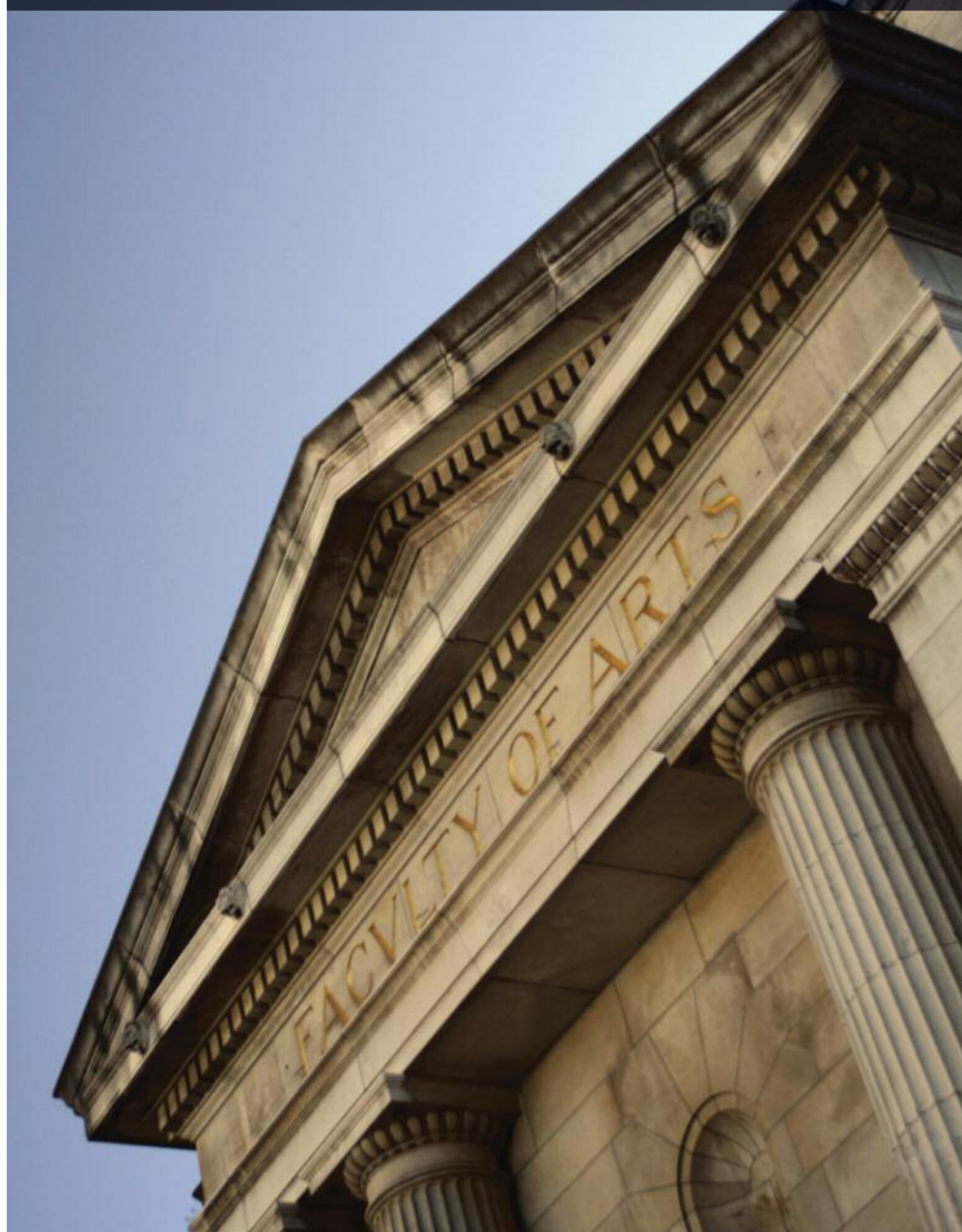
The University has considered a number of alternative options to reduce payroll costs. The University believes that increasing the opportunity for flexible working will be attractive to a number of employees whilst at the same time contributing to payroll savings. The University also believes that by proposing such scheme, we are demonstrating our commitment to our employees and the principle of collegiality.

3 Are other universities seeking to make savings?

Yes. A number of universities have already taken steps to reduce staff numbers by voluntary and compulsory means.

4 Will the University be introducing compulsory redundancies?

The University currently has no plans for compulsory redundancy.



PRACTICALITIES - VS SCHEME

5 When will the VS scheme operate from?

It is proposed that the VS Scheme will be effective from 30 April 2010 and will remain open until midday on 30 July 2010. Applications after this date will not be considered.

In the case of the Extended Flexible Working Scheme, we do not propose to set a deadline by which potential applicants must apply. However, we do intend to monitor the application and operation of the Scheme, and reserve the right to close the Scheme if it is not meeting our strategic or operational requirements.

6 Is the Voluntary Severance (VS) scheme open to all staff?

Yes. The Scheme is open to all employees of the University. However, decisions about which applications will be accepted will be determined in the strategic interests of the University.

When determining whether to accept an application, careful consideration will be given to the extent to which individuals and activity centres are aligned with and contributing to:

(a) in the case of academic staff

- the research mission and goals of the University
- the education mission and goals of the University
- the financing of their own and/or the University's programmes and activities.

(b) in the case of all other staff

- the efficiency and effectiveness of the University in meeting its legal, financial, administrative and statutory compliance obligations
- the three core goals and the associated enabling goals of the University
- the success of Faculties and Schools in generating discretionary surpluses.

Consideration will also be given to whether the skills and expertise of the applicant can be covered adequately by other members of staff, whether the application produces costs savings and whether the severance package is affordable.

7 What financial package will successful applicants for VS receive?

It is proposed that the package available will be calculated as follows:

- up to 12 months' continuous service – three months' basic salary
- between 12 months' and three years' continuous service – six months' basic salary
- between three and ten years' plus continuous service – 12 months' basic salary
- ten years' plus continuous service – 14 months' basic salary.

The Redundancy Payment is inclusive of statutory redundancy pay and will be made free of Income Tax and National Insurance, up to the Revenue and Customs limit of £30k per annum. Thereafter, it is subject to tax at the usual rate.

8 Why is the proposed VS Scheme less generous than in 2007?

The economic situation was very different in 2007, which enabled the University to offer extremely generous VS terms. We are currently facing a period of financial stringency, the extent of which is not yet fully known. The University believes that the proposed package is sufficiently generous to encourage volunteers - and significantly more generous than statutory redundancy entitlement - whilst also ensuring that the University can achieve its desired savings.

The feedback on the operation of the VS Scheme in 2007 suggested that employees did not believe that loyalty and experience were being adequately recognised by the University given that the same package was available to all employees, irrespective of length of service. We have taken this feedback into account when putting together the new VS Scheme.

9 Will I be entitled to a payment for my notice period in addition to VS?

No. You will be expected to work out your notice period, failing which, the University has determined that the payment representing notice will be included in the VS package.

10 Is the VS package negotiable?

No. All payments made will be calculated as described previously and consistently applied in all circumstances. However, you can use the package flexibly, for example taking part, or all as cash, or investing part or all into the pension scheme.

11 Will I receive payment for any holiday entitlement which I will not have taken by the time I leave?

Yes, you will be paid for all outstanding holiday which you are entitled to but have not taken as at your leave date.

12 Is VS payment pensionable?

VS payments are not pensionable. However, depending on the pension scheme, you may be able to pay some or all of your payment into your pension fund. To discuss this, or for any other information on the implications on your pension, you should contact the Pensions Office.

13 Will I be able to choose my own leaving date?

It is proposed that final departure dates will be before the end of August 2010, or as soon as reasonably practicable thereafter. You may propose a suggested leaving date within this period, but, ultimately the University management will decide on when you can leave, taking into account any current or anticipated commitments and workload.

14 When would I receive my P45?

Where possible, at the end of the month of leaving.

15 I have taken out mortgage payment protection insurance. Can you tell me how this would be affected?

You will need to read the wording of your insurance policy carefully to ascertain whether it precludes voluntary redundancy. The University will be prepared to confirm to the insurance company that it is undergoing a process of restructuring and headcount reduction. We will not be able to confirm to the insurance company that you would have been made redundant compulsorily if you had not volunteered.

16 How will my unemployment benefit from the Benefits Agency be affected?

The University will answer any enquiry from the Benefits Agency by stating that it is undergoing a process of restructuring and headcount reduction.

FAQs

PROCESS FOR APPLYING FOR VS

17 I'm not sure if I want to apply for VS or not. What should I do?

You can speak on an informal or confidential basis to:

- your Line Manager
- members of staff from the Directorate of Human Resources (including the Pensions Office)
- the VS Advisors:

Engineering and Physical Sciences

Professor Colin Bailey
Professor Tony Brown
Mr Graham Robinson
Ms Sue Field

Medical and Human Sciences

Mrs Kay Day
Mrs Heather Graham
Professor Nick Grey
Professor Chris Griffiths
Professor Alan North
Professor Kevin O'Brien

Professional Support Services

Mrs Kay Day
Mrs Diana Hampson
Dr Paul Harness
Mr Mike Shore-Nye
Dr Tim Westlake
Ms Jan Wilkinson

Humanities

Mr Russell Ashworth
Dr Chris Davies
Mr Neil Ferguson
Professor Luke Georgiou
Mr Andrew Mullen
Professor Bertrand Taithe
Professor Vera Tolz
Professor Stuart Turley
Professor Alistair Ulph

Faculty of Life Sciences

Professor Alan Dickson
Professor Simon Hubbard
Professor Cay Kieley
Professor Ian Kimber
Professor Hugh Piggins
Professor Ian Roberts
Professor Stephen Taylor
Mr Jonathan Winter
Professor Mick Worboys

18 If, during informal discussions a manager indicates that my application is likely to succeed, is my application guaranteed to be successful?

No. A manager may indicate that he/she will support your application in principle. However, there is no guarantee that the application will be approved under the formal approval process.

19 If I choose to volunteer, but my application is turned down by the University, how will this affect my career prospects?

You have simply sought to exercise your right to apply for VS and there will be no negative impact on your career, or on your prospects for promotion.

20 I applied for voluntary severance in 2007 but my application was turned down. Does this mean that I will be turned down if I apply on this occasion?

No. The circumstances affecting the 2007 scheme were very different. As mentioned above in question 6, decisions about which applications will be accepted will be determined according to the strategic interests of the University.

21 How do I make a formal application?

All applicants for VS must complete the standard application form and send it to Karen Heaton, Director of Human Resources. Application forms can be downloaded from the intranet at:

www.staffnet.manchester.ac.uk/employment/voluntary-severance or a hard copy can be obtained from your local Human Resources manager.

22 What is the approval process?

All applications will be considered as follows:

Stage 1

- recommendation to the VS Panel for acceptance or rejection by the relevant Dean in the case of academic staff; and the Dean in consultation with the Registrar and Secretary for Faculty-based PSS staff
- recommendation by the Registrar and Secretary to the VS Panel for acceptance or rejection for all other staff

Prior to making this recommendation, the Dean and/or Registrar and Secretary will seek advice from the applicant's line manager and/or Head of School or Director/Head of Division or Unit on the extent to which the applicant's case is in the strategic interest of the University.

Stage 2

The VS Panel, which will consist of the Deputy President and Vice-Chancellor; the Director of Human Resources; the Vice President (Teaching and Learning) and the Vice President (Research and Innovation), will consider the application form submitted by the individual and the recommendations at Stage 1 above. The VS Panel will determine whether to accept or reject the application for voluntary severance based on strategic, operational and/or financial considerations. The decision of the VS Panel will be final.

23 My application for voluntary severance has been rejected. Can I appeal against this decision?

No. The decision of the VS Panel is final.

24 When will I find out if my application has been successful?

Because the decision on whether to accept or reject an individual application is based on strategic, operational and/or financial grounds, the timescales will vary on a case by case basis. In some cases, the VS Panel will be able to reach an early decision; in other cases, the VS Panel will only be able to assess the strategic, operational and/or financial situation of an individual application in the overall context of all applications in a particular area, in which case the procedure will inevitably take longer.

We do appreciate that employees who volunteer for VS will be anxious to know the outcome as soon as possible and we will not delay the procedure unnecessarily.





25 What is the position for employees whose employment is likely to terminate in the near future (for example employees on fixed term contracts or who are approaching retirement)?

As mentioned above, there is no restriction on who may apply for VS (and this applies to fixed term contract employees and employees approaching retirement). The aim of the VS Scheme is to introduce payroll savings and, as a general rule, applications will be unsuccessful if it is not possible to achieve this aim. Applications will generally be turned down where there is a need to replace an applicant (as there will be no payroll saving), or where the payment under the VS Scheme exceeds the future salary costs of an applicant (again there will be no payroll saving). However, in all other respects there will be no differentiation between groups of employees and we intend to adopt the same approach as in 2007, where a number of employees on fixed term contracts did successfully apply for VS based on strategic, operational and financial considerations.

In the meantime, members of staff will be treated in accordance with the terms of their contracts. Accordingly, if their fixed term contract is due to expire in the near future, the University will consult with them in line with the University's established procedures for terminating fixed term contracts.

26 How will I know if my application has been successful?

If your application is approved, you will receive formal notification in writing confirming the position. The offer of voluntary severance will be subject to you entering into a compromise agreement with the University. This is a legally binding document which confirms that you have no claims against the University.

27 If I leave under the Voluntary Severance process, will it be possible for me to apply for a role with the University in future?

Given the purpose of the severance scheme, which is to achieve payroll savings, there will be no re-employment of a member of staff who leaves under the terms of the scheme within a period of three years from date of termination.



PRACTICALITIES - EXTENDED FLEXIBLE WORKING SCHEME

28 When will the Extended Flexible Working Scheme operate from?

The Extended Flexible Working Scheme will be effective from 30 April 2010. We do not propose to set a deadline by which potential applicants must apply. However, we do intend to monitor the applications and operation of the Scheme, and reserve the right to close the Scheme if it is not meeting the University's strategic or operational requirements.

29 What do the Extended Flexible Working options consist of?

The extended options for flexible working consist of unpaid sabbaticals, reduction in the working week, increased use of job share arrangements and a reduction in the working year. Unlike the current arrangements, we propose that there will be no restriction as to which employees may apply for flexible working.

30 If I request one of the flexible working options, will this mean a permanent change to my contract?

We are building upon our existing policies and procedures regarding flexible working arrangements, which will mean that any change will be deemed to be on a permanent basis (except of course in relation to sabbaticals). We would, however, consider any application to revert to previous working arrangements sympathetically and the intention would be to agree to such requests, where budgetary considerations permit, and there is an opportunity to make beneficial changes to staffing arrangements or service levels. If you are claiming any benefits you should seek advice on the likely impact of any change in hours on your ability to continue to make a claim, eg tax credits.

PROCESS FOR APPLYING FOR FLEXIBLE WORKING

31 How do I apply for one of the extended flexible working arrangements?

The University has created two new policies which set out the procedures for applying for one of the flexible working options. One policy deals with requests for job share arrangements, reduced working hours and a shorter working year (the "Extended Flexible Working Arrangements"). The other policy deals with requests for sabbaticals (the "Unpaid Sabbatical Policy"). Both policies build on existing arrangements within the University for flexible working.

You will be able to submit your request for flexible working in writing to your Line Manager using the prescribed form. Within 28 days of receipt of your written request, your Line Manager and a member of HR will meet with you to discuss the request and whether or not it can be accommodated. The decision on whether to accept or reject a request will be based on strategic, operational and/or financial grounds. If your application is declined, you will have the right of appeal. You can download the policies and the application form from

www.staffnet.manchester.ac.uk/flexible-working

32 I have caring responsibilities and I believe that I have a legal right to request flexible working. Which policy is applicable to me?

You should apply under the existing Flexible Working Policy and Procedure which mirrors the statutory regime.

Employees should seek advice on the likely impact of a change in hours on their ability to continue to claim and existing benefits, eg tax credits.



CAMPUS SOLUTIONS

Campus Solutions is the core IT system used by this University to support all aspects of applicant and student administration, including admissions, registration, fee payment, examinations and graduation.

It not only supports these important administrative transactions throughout the "student lifecycle", but also records student and programme information and provides the data for the statutory and other statistical returns which determine a large part of our HEFCE funding.

The University has been using Campus Solutions since 2006 and it is now one of the largest corporate IT systems in British higher education, with more than 5,900 staff and 55,000 student users.

One of the major benefits of installing Campus Solutions has been the prospect of streamlining and improving student registration. The online registration and payment facilities available through Campus Solutions should mean that the annual September registration process is quicker and simpler for most of our 30,000+ students and our own frontline staff.

Many improvements to registration have been delivered over the past couple of years, but last September, Campus Solutions experienced some significant performance problems during registration. The problems caused delays and frustration for many

staff and students - although thanks to the efforts of key staff we were able to successfully complete 30,000 registrations largely on time.

Since then, the University has established a Performance Improvement Project to investigate and address as a matter of urgency the reasons behind these performance problems. The Project team are working closely with Campus Solutions provider Oracle and a US-based consultancy firm, HTS, to understand and resolve some of the processing issues which were the major reason for the problems last September.

As a result of these in-depth investigations, the Campus Solutions team here at the University have prioritised a list of actions and fixes, which are currently being tested. Although these are at an early stage, the testing carried out to date has been encouraging.

During May, there will be further load testing of the system to help to understand the full impact of the registration process and by the end of May, the team hope to be in a position to give staff and students clear guidance on arrangements for September 2010 registration.

Although work to resolve the immediate performance problems has been the main focus of activity for the team supporting Campus Solutions, there has been progress on a number of other



issues. These include: new features to support the production of examination grids for undergraduate students, changes to meet the requirements of the new Points-Based Immigration system and new arrangements to monitor the progression of postgraduate research students.

An up-to-date progress report on all Campus Solutions Projects, including the future Pipeline of projects, can be found at:

www.campus.manchester.ac.uk/planningsupportoffice/SSO/CSMG/index.html

PSS AWARD NOMINEES

The nominees for the inaugural Professional Support Service (PSS) staff Member of the Year Award were congratulated at a reception in the Christie Bistro recently by the Registrar and Secretary, Albert McMenemy.

This is a new category within the Distinguished Achievement Award scheme which all PSS staff are eligible to be nominated for or to enter. From the nominees up to five awards are made and the winners will be formally presented with their awards along with other recipients of Distinguished Achievement Awards at a ceremony taking place in June this year.

Nominees were required to show outstanding performance against one or more of the values of the PSS, namely; Professionalism; Teamwork; Open to Change and a Commitment to Continuous Improvement.

Other categories for the Distinguished Achievement Awards are Teacher, Researcher, Undergraduate and Postgraduate Student of the Year.

The winners of the University Social Responsibility category will be presented with their medals at a Celebration of Volunteering event on 13 May.



The PSS nominees were: Anne McGourlay, EPS; Anne Pinkerton, FLS; Arthur Clarke, MHS; Brian Robinson, Estates; Caroline Whitehand, SRAID; Cornelius Harthorn, ITS; David Parr, Estates; Davina Whitnall, FLS; Emily Cridland, EPS; Gary Naylor, Estates; Ian Miller FLS; Janette Carter, HUMS; Janine Ellis, HUMS; Jenny O'Mara, EPS; John Longstaff, Security; Lee Gouldbourn, HUMS; Lisa McDermott, EPS; Marc Lunness, SRAID; Mary Clare, Records Management; Michael Croucher, EPS; Morag Robson, JRUL; Paul Tam, MHS; Pauline Morgan, EPS; Peter Crowe, MHS; Peter Fallon, Estates; Sam Bibby, Research Office, Scott Taylor, JRUL; Siobhan Cartwright, MHS; Steve Hamer, EPS; Sue Neesham, EPS; Susan Fidalgo, MBS; Tom Liversedge, MHS; Tracey Smith, MHS; Wendy Gregson, EPS.

CONTACT US

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

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www.staffnet.manchester.ac.uk/news/staffupdate

IT SERVICES TRAINING

CORPORATE AND DESKTOP APPLICATIONS MAY 2010

OPEN COURSE DATES

CCCINT - Campus Solutions: Campus Solutions Introduction
04 May 2010
2.30pm – 4pm

CDDW7FND1 – Desktop: Word 2007 - Day 1
05 May 2010
9.30am – 12.30

CCCAC - Campus Solutions: Academic Advisement
06 May 2010
9.30am – 12 noon

CDDW7FND2 – Desktop: Word 2007 - Day 2
06 May 2010
1pm – 4pm

CDDA7FND1 – Desktop: Access 2007 - Day 1
10 May 2010
10am – 4pm

CCLBAS – Livelink: Livelink Basics
11 May 2010
10am – 12 noon

CDDE7FND1 – Desktop: Excel 2007 - Day 1
11 May 2010
10am – 1pm

CCBBKICK – Blackboard: Blackboard Introduction
12 May 2010
2pm – 4pm

CDDA7FND2 – Desktop: Access 2007 - Day 2
13 May 2010
10am – 4pm

CDDE7FND2 – Desktop: Excel 2007 - Day 2
14 May 2010
10am – 1pm

CCCUGAD - Campus Solutions: Undergraduate Admissions
18 May 2010
9.30am – 12 noon

CDDP7FND1 – Desktop: PowerPoint 2007 - Day 1
18 May 2010
10am – 12.30

CDDEINTER – Desktop: Excel Intermediate (2003)
18 May 2010
1pm – 4pm

CCCINT - Campus Solutions: Campus Solutions Introduction
19 May 2010
10.30am – 12 noon

CCCAP1 - Campus Solutions: Assessment & Progression 1
19 May 2010
2pm – 4pm

CCRINC – Remedy: Remedy - Submitting & Responding to Incidents
20 May 2010
10am – 12 noon

CDDP7FND2 – Desktop: PowerPoint 2007 - Day 2
20 May 2010
10am – 12.30

CCCAP2 - Campus Solutions: Assessment & Progression 2
24 May 2010
9.30am – 12 noon

CCSRM1 - Campus Solutions: Student Records Maintenance 1
24 May 2010
9.30 am – 12 noon

FO-AR001 - Oracle Financials: Sales Invoicing & Credit Memos
24 May 2010
9.30am – 12.30

CCCCC - Campus Solutions: Course Catalogue & Class Scheduling
25 May 2010
9.30am – 12.30

CDDPFOUND1 – Desktop: PowerPoint 2003 - Day 1
25 May 2010
10am – 12.30

FO-PA007 - Oracle Financials: Introduction to Projects for Project Managers
26 May 2010
1pm – 4pm

CCSRM2 - Campus Solutions: Student Records Maintenance 2
27 May 2010
9.30am – 12 noon

CDDPFOUND2 – Desktop: PowerPoint 2003 - Day 2
27 May 2010
10am – 12.30

FO-PA003 - Oracle Financials: Project Invoicing
28 May 2010
10am – 12 noon

Please note all dates and times are subject to change; please check the website for latest information.

RESEARCH COMPUTING TRAINING APRIL – JUNE 2010

IT Services offer training courses (including bespoke courses tailored to your research group) that will help you answer every one of these questions, assisting you along the way whether you are a beginner or an expert user of high end computing facilities.

For more information on our training see www.manchester.ac.uk/researchcomputing email rcs-training@manchester.ac.uk

UPCOMING COURSE DATES/TITLES

Research Computing using Condor
Tues 25 May

Shared Memory and Multicore Programming with OpenMP
Thurs 27 May

RCS Booking information

For more information on Research Computing Services Training or to book one of these courses please see: www.manchester.ac.uk/researchcomputing or email rcs-training@manchester.ac.uk

Intro to AVS Express
Tuesday 1 June

Module Writing in AVS/Express
Tuesday 15 & Wednesday 16 June



MS Project 2007 – New Course

We are pleased to offer training on MS Project 2007. This Introductory level course will cover the essential skills required to set up and maintain projects within the popular MS Project application. Please see our Microsoft Office 2007 web pages for further information; including the course outline and dates/times etc of course events. The course is likely to fill up quickly so early booking is recommended.

www.its.manchester.ac.uk/trainingcourses/msoff/off2007

Prince2, ITIL and DreamWeaver Training – Register Your Interest!

In order for us to be able to arrange suitable training events we are currently collecting requirements for the above courses. These courses are run with external training partners and so it is essential that we have a clear picture of what the level of interest is. If you wish to register your interest in Prince2, ITIL or any other non-standard training course not currently provided by IT Services Training (or any of our training colleagues) please complete the Training Request form and we will try to assist you in locating the right course (funding will be required for external courses so remember to discuss any needs with your line manager in the first instance). Please note all other course bookings should be processed as per normal.

The non - ITS Training request form can be found at:
www.its.manchester.ac.uk/trainingcourses/coursesforstaff

Research Computing Training – Getting the most from your research effort using advanced research computing techniques

Do you encounter questions like this in the course of your research?

- Ever wondered how to get your research models to run quicker?
- How do I run larger problem sizes and address more ambitious research questions?
- Should I use Fortran or MATLAB to develop my research applications?
- Do you wonder why your research code doesn't run 4 times faster on the quad-core machine on our desk?
- How do I make sense of large amounts of research data with visualization?

IT Services RCS offer training courses (including bespoke courses tailored to your research group) that will help you answer every one of these questions, assisting you along the way whether you are a beginner or an expert user of high end computing facilities.

For more information on our training see the listed dates or visit:
www.manchester.ac.uk/researchcomputing alternatively email us: rcs-training@manchester.ac.uk

IT Services Training - Kilburn Training Room Update

The newly refurbished Training Room 2 opened for business at the start of April; we are extremely pleased with the new layout of the room as the classroom layout is more conducive to a positive training experience. The work on Training Room 3 has been delayed due to scheduling issues and is now due to be completed early June 2010 should. It may be necessary to relocate some courses during this period but anyone affected will be notified in due time.

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 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>

IT Services Training Course Enquiries / Bookings

Email its.training@manchester.ac.uk

Web <http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff>

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

TrainingUpdate

Exclusively for staff at The University of Manchester

STAFF TRAINING AND DEVELOPMENT UNIT

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

MAY 2010

P47: Getting Your Message Across - Accessing University News Channels
5 May 2010
12.30pm-2pm

HS42: Laser Safety Training
6 May 2010
1.30pm-4.30pm

HS98: Laser Awareness
6 May 2010
11am-12pm

HS41: Fire Awareness Training
7 May 2010
10am-12.30pm

HS47: Evacuation Marshal Training
7 May 2010
1pm-4pm

HS15: Principles of Risk Assessment
10 May 2010
1pm-4pm

HS3: Office Safety
10 May 2010
9.30am-12.30pm

MS42: Performance Coaching for Line Management
10 May 2010
9.30am-5pm

BF11: Minutes, Meetings & Agendas
11 May 2010
9.30am-4pm

BF45: Achieving Flow in Writing
11 May 2010
2pm-3.30pm

MS60: Child Protection Policy & Guidance
11 May 2010
10am-12pm

HS85: GM Training for Principal Investigators
12 May 2010
10am-1pm

DY3: Disability Awareness
13 May 2010
10am-1pm

MS5b: Recruitment and Selection Module 2 - New/Inexperienced PSS staff
14 May 2010
9.30am-1.30pm

P50: Career Development Workshop
14 May 2010
9.30am-4.30pm

IC1: University Induction Course
17 May 2010
9.15am-2pm

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

BF50: Higher Education Institution Seminars
19 May 2010
12.30pm-1.45pm

HS50: COSHH Assessment for Lab Based Staff
19 May 2010
9.30am-12.30pm

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

AP5: PDR Reviewer Briefing (Academic)
20 May 2010
9.30am-1pm

HS71: Health & Safety for Managers
20 May 2010
10am-4pm

P29: Building Confidence
20 May 2010
10am-4pm with follow up sessions on 3 and 14 June, 1.30pm-4.30pm.
Must be available for all three dates

MS61: Dignity at Work & Study Policy Briefing
21 May 2010
12.30pm-1.30pm

MS5c: Recruitment and Selection Module 2 - Experienced PSS staff
24 May 2010
9.30am-1.30pm

BF61: Having Difficult Conversations
25 May 2010
9.30am-12.30pm

P54: Introduction to Neuro-Linguistic Programming
27 May 2010
12pm-2pm

JUNE 2010

BF50: Higher Education Institution Seminars
1 June 2010
12.30pm-1.45pm

HS17: DSE Assessment / Workplace Assessment
1 June 2010
10am-12pm

HS41: Fire Awareness Training
3 June 2010
10am-12.30pm

HS47: Evacuation Marshal Training
3 June 2010
1pm-4pm

MS5e: Recruitment and Selection Module 2 - Experienced Academic staff
3 June 2010
9.30am-1.30pm

HS12: IOSH Managing Safely
4 June 2010
9.30am-4.30pm

BF49: Touch Typing Skills
8 June 2010
10am-12pm

MS20: Developing Your Staff
8 June 2010
9.30am-12.30pm

P48: Copywriting, Design and Print
8 June 2010
12.30pm-2pm

HS67: Risk Assessment Workshop - for lab based staff
9 June 2010
9.30am-12.30pm

MS60: Child Protection Policy & Guidance
9 June 2010
2pm-4pm

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

BF50: Higher Education Institution Seminars
10 June 2010
12.30pm-1.45pm

P55: Introduction to Emotional Intelligence
12 June 2010
12pm-2pm

BF53: Negotiation Skills
11 June 2010
9.30am-4.30pm

HS12: IOSH Managing Safely
11 June 2010
9.30am-4.30pm

AP6: PDR - A Briefing for Reviewees (all)
15 June 2010
10am-12pm

BF49: Touch Typing Skills
15 June 2010
10am-12pm

MS5b: Recruitment and Selection Module 2 - New/Inexperienced PSS staff
15 June 2010
9.30am-1.30pm

BF49: Touch Typing Skills
17 June 2010
10am-12pm

IC1: University Induction Course
17 June 2010
9.15am-2pm

AP8: PDR Reviewer (Academic Related & Support)
18 June 2010
9.30am-1pm

HS12: IOSH Managing Safely
18 June 2010
9.30am-4.30pm

BF11: Minutes, Meetings & Agendas
21 June 2010
10am-4pm

BF37: Business Writing
22 June 2010
10am-4pm

BF49: Touch Typing Skills
22 June 2010
10am-12pm

MS61: Dignity at Work & Study Policy Briefing
22 June 2010
12.30pm-1.30pm

BF43: Chairing and Leading Meetings
23 June 2010
1pm-4pm

BF38: Report Writing
24 June 2010
10am - 4pm

BF49: Touch Typing Skills
24 June 2010
10am-12pm

HS78: IOSH Working Safely
24 June 2010
9am-5pm

BF11: Minutes, Meetings & Agendas
25 June 2010
10am-4pm

HS12: IOSH Managing Safely
25 June 2010
9.30am-4.30pm

HS41: Fire Awareness Training
28 June 2010
10am-12.30pm

HS47: Evacuation Marshal Training
28 June 2010
1pm-4pm

AP6: PDR - A Briefing for Reviewees (all)
29 June 2010
10am-12pm

JULY 2010

BF49: Touch Typing Skills
1 July 2010
10am-12pm

MS5e: Recruitment and Selection Module 2 - Experienced Academic staff
1 July 2010
9.30am-1.30pm

P52A: Mosaic Development Programme Taster
1 July 2010
10am-12pm

P32: Presentation Practice
2 July 2010
9.30am-1pm

BF60: Improve Your Writing Skills
5 July 2010
12.30pm-2pm

AP8: PDR Reviewer (Academic Related & Support)
6 July 2010
9.30am-1pm

P4: Time Management
6 July 2010
10am-4.30pm

HS7: Compressed Gases Workshop
7 July 2010
9am-12pm

HS7A: Cryogenic Gases Workshop
7 July 2010
1pm-3pm

HS7B: Practical Sessions Workshop
7 July 2010
3.15pm-4.30pm

P30: Presentations for Beginners
8 July 2010
9.30am-4.30pm

MS60: Child Protection Policy & Guidance
14 July 2010
2pm-4pm

IC1: University Induction Course
15 July 2010
9.15am-2pm

P4: Time Management
15 July 2010
10am-4.30pm

P30: Presentations for Beginners
16 July 2010
9.30am-4.30pm

HS15: Principles of Risk Assessment
21 July 2010
1pm-4pm

HS35: Accident Investigation
21 July 2010
9.30am-12.30pm

MS5c: Recruitment and Selection Module 2 - Experienced PSS staff 2
22 July 2010
9.30am-1.30pm

P50: Career Development Workshop
23 July 2010
9.30am-4.30pm

P56: Introduction Transactional Analysis
23 July 2010
12pm-2pm

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

MS59: Criminal Records Bureau Training
28 July 2010
2pm-4pm

MS61: Dignity at Work & Study Policy Briefing
30 July 2010
10am-11am