

# StaffUpdate

Exclusively for staff at The University of Manchester

## PENSIONCHOICE – SAVING MONEY ON YOUR PENSION CONTRIBUTIONS



**The University is to introduce a new arrangement for paying pension contributions that will benefit over 90% of staff.**

PensionChoice is a change to the way that pensions are funded and it offers a cost saving opportunity to members of USS and UMSS.

PensionChoice is a salary exchange arrangement. This means that you accept a reduction in your salary, in exchange for the University making pension contributions on your behalf.

As a result of participating in PensionChoice, the take home pay for the vast majority of eligible staff will increase, because they will pay less national insurance contributions. At the same time, all existing benefits are guaranteed.

PensionChoice will also enable the University to make savings on its national insurance contributions.

This is a tried and tested arrangement. Other universities, including Leeds, Edinburgh and Sheffield, together with a number of major companies, already operate similar arrangements for members of their pension schemes.

In the next few weeks, all eligible staff will be sent a letter and brochure giving more information on how PensionChoice works. A booklet, website and modeller will also be available to all in due course.

If you want any further information, please email:  
[PensionChoice@manchester.ac.uk](mailto:PensionChoice@manchester.ac.uk)

## BUILDING ON THE MANCHESTER 2015 AGENDA-CONSULTATION

**Staff are being invited to comment on a new Strategic Plan which looks beyond the Manchester 2015 Agenda, the strategic blueprint for positioning Manchester which was adopted by the University at its inauguration in October 2004.**

The journey from 2004 to 2015 is only at the half-way stage, but with the Key Performance Indicators (KPIs) showing that the Agenda is achievable, the University is beginning to look beyond 2015 to the challenge of maintaining strategic momentum in the long term.

A draft version of a the new Strategic Plan, which looks beyond 2015, has been prepared following preliminary consultation with senior managers across the University.

This can be viewed at:  
[www.staffnet.manchester.ac.uk/medialibrary/strategy/2020.pdf](http://www.staffnet.manchester.ac.uk/medialibrary/strategy/2020.pdf)  
(200KB, PDF format - requires Adobe Acrobat to be viewed)

This document will be the subject of a wide-ranging consultation amongst University staff before a final version is submitted to the Board of Governors for their approval.

Staff are invited to comment on this draft via the consultation meetings that will be held in Schools, Faculties and Directorates over the next few weeks or by completing the online response form at:

[www.staffnet.manchester.ac.uk/beyond2015/comments](http://www.staffnet.manchester.ac.uk/beyond2015/comments)  
The closing date for feedback is Friday 24 April 2009

## WHAT'S NEW IN eLEARNING?



**A number of eLearning activities are taking place across the campus over the coming weeks and here are details of how you can get involved:-**

### Teaching and Learning Conference

There will be an eLearning Lounge at the forthcoming internal Teaching and Learning Conference on Personalising the Student Experience to be held at Chancellor's on 11 May 2009. The Lounge will provide access to exemplar courses, demonstrations of teaching and learning tools in Blackboard, tips for podcasting and video streaming, plus a range of other practical information to help you create innovative course content.

There will also be a workshop on the use of *Turnitin* and *Grademark* for detecting plagiarism and providing students with feedback on their work through integration with Blackboard.

Further information about the conference is available at: [www.campus.manchester.ac.uk/tlso/teachinglearningconference](http://www.campus.manchester.ac.uk/tlso/teachinglearningconference)

### Wiki

The Confluence Wiki tool has now been integrated with Blackboard to support teaching and learning. Colleagues can trial the use of this tool to support collaboration between students and to explore personalised learning. Further information is available from Faculty eLearning teams at: [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

### Blackboard

Over 20,000 students are now using Blackboard regularly to access course materials, learning activities and assessments. If you teach but are not yet using the online learning system in your units or programmes, then help and advice is available from Faculty eLearning Teams, who can be contacted via: [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

Training sessions for Blackboard and a range of other academic technologies are also available on an ongoing basis. Book a place by emailing [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

## MARK PREPARES TO RIDE FOR WOOD STREET

**On Sunday 12 July, Mark Jabbal, a Research Associate in the School of Mechanical, Aerospace and Civil Engineering, will be cycling in the 23rd Annual Manchester to Blackpool Bike Ride for the Wood Street Mission.**

At around 60 miles, it's the North West's biggest bike ride and will start at Manchester United Football Ground and continue through Leigh, Haigh Hall and Preston, finishing by the Mirror Ball at the South Promenade in Blackpool.

Mark, who regularly commutes to University by bicycle, is raising money for the Wood Street Mission, which is a non-denominational charity helping to alleviate the effects of poverty on children, young people and families living in and around Manchester and Salford.

2009 marks the 140th anniversary of Wood Street Mission and last month, the Mission re-opened after a refurbishment of its premise.

Mark is currently trying to raise as much money as possible in preparation for his bike ride. Anyone wishing to sponsor him can visit: [www.justgiving.com/markjabbal](http://www.justgiving.com/markjabbal)

## IAN PROCURES NEW QUALIFICATION



**Ian Jarvey of the Procurement Office has achieved the A1 NVQ Certificate in Assessing. Ian has been training University staff in Supply Chain Management NVQs under the North Western Universities Purchasing Consortium (NWUPC) programme.**

Director of Finance Marianne McKenzie is pictured presenting Ian with his certificate.

Marianne said: "Congratulations to Ian. I am very pleased that he has achieved this qualification that will enable the Procurement Office to train staff in NVQs in Supply Chain Management across the University."

Kevin Casey, Procurement Manager, said "Ian has done very well obtaining this qualification whilst continuing to keep up with his normal duties. The University Procurement Office offers, advice, guidance and now training in all procurement matters and Ian has given us another string to our bow."

Ian will be presenting a seminar at the NWUPC Annual Conference to be held at Salford University on 8 April on the EU Competitive Dialogue process an area where the University leads in the North West.

## PENSION TRUSTEES WANTED

**The UMSS Pension Scheme is looking for two members of staff who would be willing to stand as member nominated trustees - one each from among manual staff and admin/clerical staff.**

This is an interesting role, training will be provided and meetings will be held in work time.

For further details please contact Heather Mawson, Head of Pensions on 275 2043 or email [heather.mawson@manchester.ac.uk](mailto:heather.mawson@manchester.ac.uk)

## CHEMICAL ENGINEERING AND ANALYTICAL SCIENCE INDUSTRY DAY

The School of Chemical Engineering and Analytical Science will be holding an Industry day on 8 May in the Entrance Hall, Sackville Building.

The School is inviting companies collaborating with University staff in research projects and operating in the North West, nationally or internationally, including SMEs, so the event should also be a networking opportunity for academics wanting to establish links with Industry. Industrial partners involved with the University in student placements will also be welcome.

In the morning presentations will explain the Industrial Experience programme and the School's research themes. Opportunities for recruitment (also through the University's Career Services) and research collaborations will be highlighted. A representative from the Institution of Chemical Engineers will address Manchester's accreditation system, and the School will present its vision for the future.

During the day, 70 posters from students in industrial placements and research dissertations will be displayed, and delegates will have the opportunity to discuss with the students about their work. Industrial visitors will also have the opportunity to distribute company information to University staff and students and give presentations in the afternoon (on request).

For a full programme and further information about the event please contact Andy Partington on 306 4400 or email [andrew.partington@manchester.ac.uk](mailto:andrew.partington@manchester.ac.uk)



## DISABILITY SUPPORT PROVISION EXTENDED TO UNIVERSITY STAFF

The Disability Support Office (DSO) will be launching its new service, to provide support to staff in the week commencing 20 April.

The launch will be aimed at both line managers and disabled staff. For staff the DSO is holding a number of individual, confidential 'drop-in' sessions with the Disability Adviser throughout the week. This will give staff the opportunity to find out more about the service and the types of support available to them.

The DSO will also be running a series of seminars, aimed at informing line managers of the types of support available to staff, the lines of responsibility for DSO, HR etc. and how and when to refer staff to the DSO.

The term 'disability' can be misunderstood by many people, but the legal definition means that its scope is quite broad. Please feel free to book on to the seminars or drop-in sessions if you have (or have responsibility for staff that have):

- A mental health difficulty e.g. depression, anxiety, panic attacks, bipolar disorder, schizophrenia
- Mobility Impairment e.g. MS, long-term back pain or wheelchair user
- Dexterity Impairment e.g. RSI, carpal tunnel syndrome

- Aspergers and other Autistic Spectrum disorders
- Chronic Medical condition e.g. diabetes, epilepsy, asthma, HIV
- Chronic Pain/Chronic Fatigue e.g ME
- Specific Learning Difficulties (Dyslexia, Dyspraxia etc)
- Any other condition which falls under the legal definition of disability

The line managers' seminars will be held on 20 April 11am-12noon; 21 April 12-1pm; 22 April 1-2pm; 23 April 3-4pm; 24 April 10-11am.

To book a place please ring 275 8519 or email [des@manchester.ac.uk](mailto:des@manchester.ac.uk) If you are unable to make the times above but would be interested in attending a seminar at another time, please email or ring.

The drop-in sessions for staff will be held on 20 April 2-4pm; 21 April 9.30-11.30am; 22 April 10am-12 noon; 23 April 10am-12 noon; 24 April 12-2pm. It would be helpful if you could register your interest, and which session you would like to attend to ensure that you aren't kept waiting.

If you have any queries please ring 275 8519 and ask to speak to the Staff Disability Adviser or email your question to [des@manchester.ac.uk](mailto:des@manchester.ac.uk)

## THE UNIVERSITY CHORUS

The University Chorus will give the biggest concert in its history at the Bridgewater Hall on Sunday 3 May at 7.30pm.

The University of Manchester Chorus and Symphony Orchestra will perform Benjamin Britten's magnificent 'War Requiem' at the Bridgewater Hall, a new venture in the University's history. Coinciding with the 70th anniversary of the start of World War Two, this piece poignantly tells of the sacrifice and lessons of war, interspersing the poetry of Wilfred Owen with the Mass for the Dead.

The performance will see the Chorus joined by renowned soloists including Amanda Roccroft as well as choristers and two orchestras.

**Ticket Prices:** £12, £15, £19 and £24

**Group discount:** 10 people or more 15% off all tickets.

Concessions and student discounts available - contact the box office for details.

Tickets are available from the Bridgewater Hall Box Office 0161 907 9001 or Book Online: [www.bridgewater-hall.co.uk/performance/13793.aspx](http://www.bridgewater-hall.co.uk/performance/13793.aspx)



## POTTER'S RESTAURANT

The campus's newest restaurant is getting rave reviews from members of staff who already use it but many are saying that they didn't realise it was there.

Potter's opened in November last year is located on the ground floor of the Simon Building on Brunswick Street. As well as having the usual food options from FoodOnCampus there are some new items on the menu; 'hot salads' prepared freshly by the chefs, hand-rolled pizzas, freshly made smoothies and many vegetarian options.

The restaurant has just recently been set up to take

chip & pin cards, something which will be rolled out to all Food On Campus outlets in the near future.

The things that set it apart from our other outlets are a designated staff area and opening until 7pm – the only campus outlet with late opening for hot meals.

Offers include Love Mondays (buy five meals, get a sixth free) and an evening service meal deal offer which are available in a limited number of campus outlets.

As well as food the restaurant also has an area where University of Manchester t-shirts and Fairtrade clothing are sold.

More information is available on the FOC site at: [www.manchester.ac.uk/foodoncampus](http://www.manchester.ac.uk/foodoncampus)

## MBS BRINGS INSPIRATIONAL LEADERS TO THE NORTH WEST

Manchester Business School has attracted some of the world's most influential business leaders to the region to speak at this year's Vital Topics lecture series, sponsored by NatWest and with media partner Insider. The series kicks off this month and the line up includes:

- Tuesday 21 April**  
Jonathan Warburton, Chairman, Warburtons  
Warburtons: the family bakers
- Thursday 7 May**  
Ronan Dunne, CEO, Telefonica O2 UK  
Turning customers into fans: how to stand out in a commoditised market
- Wednesday 20 May**  
Ambassador Susan Schwab, US trade representative, 2006-9  
Reflections on trade policy
- Wednesday 24 June**  
Archie Norman, Chairman, Aurigo Management  
Leadership in challenging times

Further information is available at:  
[www.mbs.ac.uk/vitaltopics](http://www.mbs.ac.uk/vitaltopics)



There are a limited number of complimentary tickets available to University staff for this event.

To register your interest in attending, please contact: Kate Cartwright at [kate.cartwright@mbs.ac.uk](mailto:kate.cartwright@mbs.ac.uk) or ext 57257

## GUIDE TO PROFESSIONAL SUPPORT SERVICES

Inserted with this month's UniLife and Staff Update is a copy of 'A Guide to Professional Support Services'.

Professional Support Services is the new name for the Administration. The new title aims to reflect more accurately its role of supporting the whole of the University community in providing specialist advice and support across a wide range of services delivered by colleagues who regard themselves, quite properly, as professionals in their respective field.

The leaflet gives a brief outline of the services within the PSS and includes an organizational diagram for reference. This leaflet supplements the improved online guide on the staff intranet 'StaffNet' which has been developed to tell you where to seek the information you need to help you.

If you are missing a copy of the leaflet please email [Janice.brown@manchester.ac.uk](mailto:Janice.brown@manchester.ac.uk) or call 275 2113.  
[www.staffnet.manchester.ac.uk/theguide](http://www.staffnet.manchester.ac.uk/theguide)

## CHRISTIE'S BISTRO

Staff who use the Christie's Bistro will now see changes in the way transactions are handled.

For a trial period from 1 April 2009, no invoices will be issued to the University for Christie's Bistro, all the transactions will be handled by Central Finance matching orders to one credit card statement. However, staff customers will need to keep a record of all entertainment forms pertaining to their order.

There will be a minimum purchase value of £10, any transaction less than this amount will have to be paid for at the time of consumption, in cash and, if appropriate, reclaimed via Petty Cash.

All other transactions will have to be via an official University purchase order - placed before dining. If a purchase order has not been placed then the diners will have to either pay in cash or by using the

frequent traveller card. Potential diners are advised to be aware of this, as Christie's do not want to cause embarrassment by requesting payment. Where appropriate any cash spend can be reclaimed via Fees and Expenses/Petty Cash.

All purchase orders must be placed on the BARC0001 account, with a site of Christie's, as the restaurant will be holding a special University credit card against which they will charge the purchase. Staff are asked to remember NOT to place orders on RWBE0002 account for any Christie's dining to take place after the 1st April, as you will have to close the order and re-raise it on the BARC0001 account.

**RW Bespoke Events** – these changes will not affect this section of the business, the University will continue to place orders on the account RWBE0002, and be invoiced for the events as at present.

Staff who wish to opt out of receiving a printed copy of both Staff Update and Unilife each month can do so 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 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)

## GET A TEAM TOGETHER FOR THIS YEAR'S DRAGON BOAT RACE!

The 38th Two Cities Boat Race between the universities of Manchester and Salford, will be on Sunday 10 May at Salford Quays (see UniLife page 7) and staff are being urged to enter a team in the Dragon Boat Race which takes place on the morning of the event.

Dragon boat racing is an ancient Chinese tradition - demanding teamwork and a competitive spirit, this year the charity to benefit is again SPARKS (Sport Aiding Medical Research for Kids).

Filling a boat requires 16 people to paddle and someone to (drum or scream) and a few reserves (a steersman and life jackets are provided). Fancy dress or team strip is not compulsory but you are encouraged to come up with an inspiring name for your team.

Please note that this year, in order to register, you need a 10% non-returnable deposit. Final payment of the total fee is due by 30 April at the latest.

The total cost of a staff boat is £1,000 – that's £58.80 sponsorship per person.

**Queries to:**  
[dragonboats@twocitiesboatrace.co.uk](mailto:dragonboats@twocitiesboatrace.co.uk)  
or call Jan Seymour on 0161 295 6287

Up to date information on the event can be found at: [www.twocitiesboatrace.co.uk](http://www.twocitiesboatrace.co.uk)

## NEW FITNESS TIMETABLE

The new fitness timetable is now available from SPORT with classes starting week commencing 20 April in the Well Being Room, Sugden Sports Centre and the Sackville Street Building and from 28 April at the Armitage Centre.

For full information visit:  
[www.sport.manchester.ac.uk](http://www.sport.manchester.ac.uk)

## OPT OUT OPTION

Next Issue: 5 May 2009, deadline 12 noon on 16 April 2009

J2407 03.09 The University of Manchester, Oxford Road, Manchester M13 9PL Royal Charter Number RC000797



# 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](http://www.manchester.ac.uk/training) or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk). All enquiries should include your staff number/date of birth to help us process your enquiry promptly.

### APRIL 2009

**BF48: University of Manchester Secretaries Workshop**

2 April 2009 and 9 April 2009 (2 day course, you must be available for both dates) 9.30am-4pm

**HS3: Office Safety**

3 April 2009 9.30am-12.30pm

**TL9: Voice Management**

7 April 2009 This course comprises of a 50-minute individual tuition session, allocated between 9.30am and 3.30pm

**BF57: Finance Your Future**

7 April 2009 12pm-2pm

**MS5: Effective Recruitment and Selection**

8 and 9 April 2009 (2 day course, you must be available for both dates) 9.30am-4.30pm

**HS15: Principles of Risk Assessment**

8 April 2009 1pm-4pm

**HS43: Health and Safety Train the Trainer**

15 and 16 April 2009 (2 day course, you must be available for both dates) 9.30am-4.30pm

**AP5: PDR Reviewer Briefing (Academic)**

16 April 2009 9.30am-1pm

**IC1: University of Manchester Staff Induction**

17 April 2009 9.30am-1pm

**MS40: ILM Level 5 Award in Management Studies**

20 April 2009, then 27 April, 5 May, 11 May, 18 May, 1 June and 29 June (dates and times under review)

**HS42: Laser Safety Training**

20 April 2009 1.30pm-4.30pm

**TL41: Presenting at Conferences**

21 April 2009 9.30am-4.30pm

**MS9: Training in Equality and Diversity Issues (TEDI)**

21 April 2009 9.30am-1pm

**BF50: Higher Education Institution Seminars: Financial Issues, a local/Faculty perspective**

24 April 2009 12.30pm-1.45pm

**HS44: Safety for Biological Safety Officers**

24 April 2009 10am-1pm

**HS12: IOSH Managing Safely**

27-30 April 2009 (4 day course, you must be available for all dates) 9.30am-4.30pm

**P26: Speed Reading**

28 April 2009 9.30am-1pm Follow up session 19 May 2009, 9.30am-1pm

**BF46: Writing in a Clearer Style**

28 April 2009 2pm-3.30pm

**BF11: Minutes, Meetings and Agendas**

29 April 2009 9.30am-4pm

**P37: Mind Mapping**

30 April 2009 9.30am-1pm

**BF49: Touch Typing Skills**

8 sessions commencing 2 June then 4, 5, 9, 23, 25, 30 and 3 July 2009 10am-12pm (you must be available for all dates)

### MAY 2009

**P2W: Assertiveness for Women**

1 May 2009 10am-4pm Follow up session 15 May 2009, 9.30am-1.30pm

**P29: Building Confidence**

5 May 2009 10am-4pm Follow up sessions 15 May and 2 June 2009, 1.30pm-4.30pm, you must be available for all dates.

**HS108: When An Inspector Calls**

5 May 2009 10am-1pm

**P2M: Assertiveness for Men**

6 May 2009 9.30am-4.30pm Follow up session on 14 May 2009 9.30am-12.30pm

**AP6: PDR - A Briefing for Reviewees (all)**

7 May 2009 10am-12pm

**HS12: IOSH Managing Safely**

8, 15, 22 and 29 May 2009 (4 day course, you must be available for all dates) 9.30am-4.30pm

**P32: Presentation Practice**

8 May 2009 9.30am-1pm

**HS15: Principles of Risk Assessment**

8 May 2009 9.30am-12.30pm

**BF56: Introduction to Project Management**

11 May 2009 9.30am-4.30pm

**HS98: Laser Awareness**

11 May 2009 11am-12pm

**HS42: Laser Safety Training**

11 May 2009 1.30pm-4.30pm

**BF44: Managing in a Customer Care Environment**

12 May 2009 9.30am-12.30pm

**HS71: Health and Safety for Managers**

13 May 2009 10am-4pm

**HS26: Safe Use of GMOs**

13 May 2009 10am-1pm

**MS9: Training in Equality and Diversity Issues (TEDI)**

13 May 2009 9.30am-1pm

**P30: Presentations for Beginners**

14 May 2009 9.30am-4.30pm

**BF50: Higher Education Institution Seminars: More than just a place to sleep; Halls of Residence and the student experience**

15 May 2009 12.30pm-1.45pm

**HS15: Principles of Risk Assessment**

15 May 2009 9.30am-12.30pm

**HS11: COSHH to Work with Biological Material**

18 May 2009 10am-1pm

**DY2: Dyslexia and the Student Experience in HE**

19 May 2009 10am-12.30pm

**BF45: Achieving Flow in Writing**

20 May 2009 2pm-3.30pm

**HS2: Manual Handling**

20 May 2009 9.30am-11.30am

**TL11: Academic Writing for members of staff whose first language is not English**

27 May 2009 10am-1pm

**HS41: Fire Awareness Training**

28 May 2009 10am-12.30pm

**HS47: Fire Evacuation Marshal Training**

28 May 2009 1pm-4pm

**IC1: University of Manchester Staff Induction**

29 May 2009 9.30am-1pm

**P4: Time Management**

29 May 2009 10am-4.30pm

### JUNE 2009

**HS7: Compressed Gases Workshop**

3 June 2009 9am-12pm

**HS7A: Cryogenic Gases Workshop**

3 June 2009 1pm-3pm

**HS7B: Practical Sessions Workshop**

3 June 2009 3.15pm-4.30pm

**BF41: Speedwriting**

4 June 2009 9.30am-4pm

**P30: Presentations for Beginners**

5 June 2009 9.30am-4.30pm

**HS42: Laser Safety Training**

8 June 2009 1.30pm-4.30pm

**P32: Presentation Practice**

9 June 2009 1pm-4.30pm

**MS9: TEDI – Training in Equality and Diversity Issues**

9 June 2009 9.30am-1pm

**HS17: DSE Assessment/Workplace Assessment**

10 June 2009 10am-12pm

**M1: Design and Print**

11 June 2009 9.30am-5pm

**IC1: University of Manchester Staff Induction**

15 June 2009 9.30am-1pm

**HS68: Risk Assessment Workshop – Non Lab Based**

17 June 2009 9.30am-12.30pm

**P4: Time Management**

18 June 2009 10am-4.30pm

**HS67: Risk Assessment Workshop – Lab Based**

19 June 2009 9.30am-12.30pm

**HS78: IOSH Working Safely**

25 June 2009 9.30am-5pm

**OE2: Positive Retirement course**

25 June 2009 9.15am-5pm

**BF11: Minutes Meetings and Agendas**

29 June 2009 10am-4pm

# CLIENT SERVICES TRAINING – CORPORATE AND DESKTOP APPLICATIONS

APRIL-JUNE 2009

## BLACKBOARD (VIRTUAL LEARNING ENVIRONMENT)

Selection of sessions running throughout, to include:

- Introduction to Blackboard
- Mathematical Equations in Blackboard

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

## CAMPUS SOLUTIONS (STUDENT ADMINISTRATION)

Limited number of sessions running throughout April:

- Introduction to Campus Solutions
- Student Records Maintenance 1 and 2
- 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](http://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)

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

## DISCOVERER (REPORTING)

Variety of sessions running throughout to include:

- Discoverer Student Records
- Discoverer Admissions
- Discoverer Remedy Helpdesk

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

## ORACLE (FINANCIALS)

Variety of sessions running throughout to include:

- Raising Requisitions
- Approving Requisitions
- Projects
- Sales Invoices and Credit Memos

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



## LATEST COURSE NEWS

### IT Services Training – Name Change

The more observant amongst you will have noticed that we are now called the **IT Services Training Team** rather than Client Services Training. We feel that it is important to ensure University staff understand our place within the Administrative structure and as a result we have decided on the slight name change. The services we provide will remain the same and other than some cosmetic changes there will be no impact on our trainees.

Along with the name change is a new email address: **its.training@manchester.ac.uk** this reflects the breadth of courses we now deliver as we offer a mixture of Desktop and Corporate Applications. The old email address of **training.corpapps@manchester.ac.uk** will still work but you may start to receive confirmation emails etc from the new address within the next few weeks.

### Campus Solutions Upgrade – Training Implications

With the upgrade of Campus Solutions to version 9.0 now imminent, it is necessary for the training team to also amend their documentation to reflect these changes. This will clearly take some time to do, and as such the training team will only be able to offer a *reduced schedule throughout April*, offering training on the 'core' topics only. Likewise, during the month of May the team will have to work on updating their training environments to version 9.0 and re-setting the training data. This will mean that *all Campus Solutions training will be frozen during May*. The full training schedule will then be available as usual (using the new version of Campus Solutions) as of June. We apologise for any inconvenience that this may cause, and thank you for co-operation.

**[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus)**

### Data Handling / Security

As you may be aware, there are new University guidelines in place surrounding data handling and security. *It goes without saying that much of the information held within the various business systems here at the University classes as 'sensitive' data*, however many of us have probably given this little thought when extracting reports from Discoverer, compiling spreadsheets in Excel, or indeed simply storing files on a pen drive.

There are now new policies and procedures within the University to help everyone to become more mindful of the data that they are working with and to teach staff how to extract and store it appropriately, by way of using *data encryption software*.

More information on how to access this software, along with further guidance on the new policies and procedures and accompanying leaflets/flyers can be accessed via the **Secure-IT** webpage: **[www.itservices.manchester.ac.uk/secure-it](http://www.itservices.manchester.ac.uk/secure-it)**

## 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](mailto:its.training@manchester.ac.uk)

**Web** [www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff)