

StaffUpdate

Exclusively for staff at The University of Manchester

FEEL THE BENEFIT OF CHILDCARE VOUCHERS



University staff with children under the age of 16 are being encouraged to join the Government's childcare voucher scheme before tax changes come into effect on 6 April 2011.

The childcare voucher scheme is aimed at helping working parents with the cost of childcare. It works as a salary sacrifice scheme, whereby the value of the vouchers you claim is taken from your salary at source, so you don't pay tax or National Insurance (NI) contributions on it.

Childcare vouchers can be used to pay for all kinds of registered childcare including day nurseries, nannies, au pairs, crèches, childminders, out of school clubs, holiday schemes, activity clubs and qualifying childcare offered by schools.

Childcare vouchers are currently tax and NI exempt up to £243 a month for everyone, generating valuable savings for parents and employers.

However, the Government has decided that those paying higher and additional rates of tax, who join the scheme after 6 April 2011, should only be able to make the same tax savings as those paying basic rate tax. In practice, this will work by restricting the amount of tax exempt vouchers that higher and additional rate tax payers will be able to receive.

The changes only apply to parents who join a scheme on or after 6 April 2011 - this means that by joining a scheme now, a parent can save up to £910 a year more.

If you're already signed up with the University's current voucher provider Computershare, then you don't need to do anything and you'll still be able to claim up to £243 per month as usual.

If you're not already registered, then why not sign up now? Even if you have a baby or child who is not currently in childcare, but you're thinking of using a form of registered childcare in the future, you can still join now, as you don't need to start claiming vouchers straight away.

It's worth noting that the University is currently reviewing its provider of childcare vouchers, however even if we do change providers, this will not have any impact upon the tax benefits you receive from being in the voucher scheme.

To sign up for childcare vouchers with Computershare visit:
www.computersharevoucherservices.com

Or call freephone: 0845 002 1111

You may need to quote the University reference number when you contact Computershare so to find out more about this visit:

www.staffnet.manchester.ac.uk/employment/newstaff/staffbenefits/familyfriendlybenefits

STAFF SURVEY UPDATE

In last month's *Staff Update* there was a story about the findings of the 2010 Staff Survey. At the moment an action plan is being put together which addresses all the key issues raised by those who took part in the survey. This action plan is due to be presented to the Human Resources Sub Committee in April.

The action plan addresses the following areas:

- Internal communications
- Leadership and management
- Support for training and development
- Performance and development review
- Recognising and valuing staff
- Review of business processes
- Career opportunities
- Provision of facilities

As soon as the action plan is agreed there will be further updates for staff.

GOING WITH THE FLOW

Staff and students have helped to fund a seventh PlayPump in Africa, ensuring that over 5,300 children and adults have access to fresh, clean water in the village of Ulongwe, Malawi. The PlayPumps are funded by the sale of One Water at all FoodOnCampus outlets.

While children have fun spinning on the PlayPump merry-go-round, clean water is pumped from underground into a large storage tank standing several metres above the ground.

The University has already funded PlayPumps at other locations in South Africa, Lesotho and Swaziland.



PRESIDENT'S UPDATE

Each month in Staff Update we publish a summary of the President's weekly messages, for staff who don't have access to email or the internet at work:

27 January

The President talked about the National Student Survey (NSS) which opened on 31 January and offers final year students a chance to give their feedback about their university experience here at Manchester. She talked about how important student feedback is, and urged all staff who work with students to encourage them to complete the survey.

3 February 2011

The President reiterated the importance of student feedback. She said that we have not always performed well in the NSS – with 79% satisfaction last year, which puts us close to the bottom of the Russell Group of universities.

She talked about her experiences of meeting and talking to students and her feeling that what they really want is to feel that staff care about them. She said: "This is an understandable expectation now, but when they pay more in fees, they will reasonably

demand it. I am very concerned about all too often comments from students that their tutors don't respond to their emails, never meet with them or say they are too busy. This is just unacceptable. I get many emails from students and reply to every one of them."

10 February

This week's message focused on the fact that the Higher Education Funding Council for England (HEFCE) provided some further information on funding for 2011-12. The President commented: "We will receive the letter from HEFCE which outlines our funding for 2011-12 on 17 March and we will analyse this information as quickly as possible. Remarkable though it may seem, the letter of 17 March will indicate our HEFCE allocation for their funding year which begins on 1 April – two weeks later.

"Proposals for how we respond to these challenges will be discussed at our annual Board of Governor's conference on 22 and 23 March - only a few days after we have the allocation for next year, probably



before we have details about fees and certainly well before we will know about pensions, student choices of where to study and possible changes to visas that could affect international students.

"These proposals will be based in part on the harsh facts of our external funding, partly on our best assumptions for an uncertain future and partly on our choices about the future of our University. Some of these will be difficult and unpopular choices."



MARTIN GOES THE DISTANCE

Professor Martin Humphries, Vice-President and Dean of the Faculty of Life Sciences will be running in this year's Virgin London Marathon on 17 April, raising funds for the Institute of Cancer Research (ICR).

ICR conducts research into the causes and treatment of cancer. You can support Martin at his Justgiving fundraising page (www.justgiving.com/martin-humphries)

FOR THE BENEFIT OF ALL

The Directorate of Human Resources is currently involved in a project to evaluate the range of benefits and discounts available to staff. And they are looking for your help to do this.

Diana Mottram, Head of Policy, Reward and Employee Engagement said: "We know that there is a mix of benefits, services and discounts available both within the University and through local businesses and service providers. These are not currently collated or promoted in one central place, making awareness and access for all staff difficult."

So if you know of any benefits or discounts which either currently exist, or which you think could be negotiated for staff, let Vanessa Cowan know. She's based in the Directorate of Human Resources and you can contact her on vanessa.k.cowan@manchester.ac.uk or 306 1994.

If you know about an existing benefit you'll need to send Vanessa:

- The type and value of the benefit
- Whether it's available to all staff
- Whether the benefit is ongoing or time restricted

If you're contacting her with details of a potential benefit then don't worry if you don't know all of the details, HR will look into it further.

MAKE A CHILD EGGSTRA HAPPY THIS EASTER!

Wood Street Mission is appealing for staff to donate chocolate treats to their annual Easter egg collection. Last year kind hearted staff donated 450 eggs which were handed out to children in the city.

If you'd like to make an Easter egg donation contact Muriel Shingler at muriel.shingler@manchester.ac.uk or on 306 2523 to arrange for them to be collected. Eggs should be donated no later than 6 April 2011.

BABY CULLEN ARRIVES!

Emma-Louise Cullen from the School of Psychological Sciences, and her husband Michael, are proud to announce the birth of William Michael George Cullen. Will was born on 7 January 2011 and weighed 8lbs 13oz.



UNION INFORMATION

The University of Manchester recognises three trade unions as partners. If you are interested in joining a union, you can find details of the University branches online:

- Unison - for a whole range of staff covered by clerical/secretarial and manual conditions.
www.staffnet.manchester.ac.uk/employment/tradeunions/unison
- University and College Union (UCU) - for academic and academic related staff, including lecturers, researchers, experimental officers, administrative officers, more senior library and computing staff and postgraduate students who are paid to undertake teaching duties.
www.staffnet.manchester.ac.uk/employment/tradeunions/ucu
- Unite - for professional people throughout the support staff: technicians, crafts people, IT and security.
www.staffnet.manchester.ac.uk/employment/tradeunions/unite

VIEW THE LIBRARY'S NEW ONLINE SYSTEM

The Library's new reading list system, Link2Lists, is being trialled by a number of academic staff across the University. It gives academic staff the opportunity to create their own lists online, using practically any resource that can be found on the web such as podcasts, video and websites.

You can see the new system at: www.manchester.ac.uk/library/link2lists

If you would like to know more:

- contact your School's Faculty Team Librarian or
- email martin.snelling@manchester.ac.uk or olivia.walsby@manchester.ac.uk

WHITWORTH WINDOWS

You will have noticed scaffolding going up along Oxford Road outside the Whitworth Hall.

A series of projects are underway to repair the sandstone façade and refurbish some of the stained glass windows.



GREEN AWARD FOR CYCLE CHAMPION

Dr Michael Bane has been named as an 'Environmental Hero' under the National Union of Students' Green Impact programme.

Michael clinched the award due to his commitment to environmental issues, particularly cycling. He runs the University's Bike User Group (UMBUG), all in his own time, organises an annual cycling day and coordinates monthly cycle rides.

He has successfully secured many grants from Manchester City Council to allow the University to run bike training and maintenance sessions and to provide lights and locks to staff.



Michael said: "I'm honoured to receive the award and would like to thank the dedication of all the cyclists, old and new!"

<http://umbug.manchester.ac.uk>



WORKING TOGETHER TO BEAT CRIME

The University's Crime Reduction Advisor, together with colleagues from Greater Manchester Police, will be running a series of crime reduction events across campus through March and April.

As well as property marking, people will be able to register items that have a serial number on the national property database Immobilise. Events are taking place in March as follows:

- 7 March, 12–2pm, Students' Union
Mobile phone/laptop and bike marking
- 8 March, 4.30–6.30pm, Owens Park
Crime reduction
- 16 March, 12–2pm, Students' Union
Mobile phone/laptop and bike marking
- 23 March, 10–11am and 1–2pm, Stopford Building
Bike marking
- 24 March, 10–11am and 1–2pm, JRUL
Bike marking
- 28 March, 12–2pm, George Kenyon Halls
Crime reduction
Mobile phone/laptop and bike marking
- 29 March, 12–2pm, Grosvenor Halls
Crime reduction
Mobile phone/laptop and bike marking

GIVE THE MARKETPLACE A TRY

Got some unwanted Christmas presents you want to sell? Having a spring clean and need to shift some of the stuff you don't need anymore? Then why not give the University's buy and sell site The Marketplace a try?

Since it was launched in 2008, almost 3,000 adverts have been placed by staff and students alike – selling anything from cars to books, pianos to picture frames.

There's a property section and the services section gives local businesses the chance to promote their companies. Advertisers can add a photo or web address and can now edit the advertisement and remove the item from the website once it's been sold.

The Marketplace can be found on the homepage of StaffNet or at:

<http://themarketplace.staffnet.manchester.ac.uk/default.aspx>

GET FIT FOR SPRING!

The Armitage Fitness Suite based in Fallowfield, is now offering three-month Fitness Suite membership, including induction for new members, at the following great prices:

- Students £80
- Staff £90
- Public £100

For more information visit:

www.sport.manchester.ac.uk

JUST THE JOB

BEVERLEY CRAIG

Off Campus Student
Affairs Manager

The University of Manchester and Manchester Metropolitan University have jointly appointed Beverley Craig as Off Campus Student Affairs Manager. In this newly created role, Beverley is working closely with Manchester City Council to build a new and different approach to managing student issues in the city.



Acting as a direct link between residents, students and the universities, Beverley's job is undoubtedly a challenging one. And it's a challenge that she's grasping with both hands, because as anyone who spends even a few minutes in her company can tell, Beverley's passion for her job is clear for all to see.

Having been a student at The University of Manchester herself, studying politics and modern history, she is all too aware of the conflicts that can arise in a city that has one of the largest student populations in Europe. "The vast majority of students who come to live and study in Manchester do so causing little or no problems within the communities across the city," she says.

"Such a large student population can bring considerable economic and cultural benefits as well, however there is a small minority of students who encounter problems, which is only to be expected," she adds.

Addressing these issues is what Beverley loves about her role, and she has the freedom to set up her own projects in an attempt to harmonise relationships in neighbourhoods across Manchester.

"I really enjoy the uniqueness of my position," says Beverley, "there are only a handful of

similar posts across the country, but nowhere else does the job involve working in a situation like we have here in Manchester."

Her job sees her out and about in the community on a daily basis and she also has an office base in Fallowfield. There is no such thing as a typical day she says, but meeting residents, visiting student households and drawing up initiatives to improve the relationship students have with their local communities are quickly becoming the norm.

In a recent project Beverley helped to establish with the Students Union, students were given the opportunity to develop their own projects in their local neighbourhoods. Volunteering projects are vital to the role as students give up their valuable time to clean up the local environment or raise awareness among their peers. When attending residents meetings it is becoming more apparent that locals are appreciating the work that she does. "After visiting houses whose students were said to be causing problems, a number of residents came forward to thank me. I received some really nice comments and emails from residents," illustrating the difference her work is making in local communities across the city.

Creatively improving the relationship between students and residents across the city is all in a



days work for Beverley, but with her community changing initiatives she hopes that the work being done now can provide a positive lasting legacy from which all of Manchester can benefit.

She is always looking for feedback and new ideas, so if you have any thoughts or suggestions as to positive work to build community relations get in touch, at beverley.craig@manchester.ac.uk

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

TrainingUpdate

Exclusively for staff at The University of Manchester

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME MARCH 2011 – APRIL 2011

The following Staff training courses are now available at University of Manchester. Courses are delivered by Staff Training and Development (STDU), IT Services Training (ITS) and Research Computing Services (RCS) and places can be booked online via the appropriate links below.

ITS - please see: www.its.manchester.ac.uk/trainingcourses/coursesforstaff or email its.training@manchester.ac.uk

RCS - please see: www.manchester.ac.uk/researchcomputing or email rcs-training@manchester.ac.uk

STDU - places can be booked online at www.manchester.ac.uk/training or email courses-stdu@manchester.ac.uk

MARCH 2011

CCUGAD: Campus Solutions - UG Admissions & Offer Making
01 March 2011
1.30pm - 4pm
Provided by **ITS**

TL32: Organising Introductions to Academic Articles
1 March 2011
2pm - 2.30pm
Provided by **STDU**

CCRINC: Remedy - Submitting & Responding to Incidents
01 March 2011
2pm - 4pm
Provided by **ITS**

BF48: University of Manchester Secretaries' Workshop
Day 1 - 1 March 2011, Day 2 - 25 March 2011 (must be available both days)
9.30am-4pm
Provided by **STDU**

CCCPGAD: Campus Solutions - PG Admissions 02 March 2011
1.30pm - 4pm
Provided by **ITS**

FO-AR001: Oracle Financials - Sales Invoices & Credit Memos
03 March 2011
9.30am - 12.30pm
Provided by **ITS**

MS9: Equality and Diversity Training (was TEDI)
3 March 2011
9.30am-1pm
Provided by **STDU**

CCDSR: Discoverer - Student Records
04 March 2011
9.30am - 12.30pm
Provided by **ITS**
BF55: Introduction to Project Management
4 March 2011
9.30am-4.30pm
Provided by **STDU**

CCCINT: Campus Solutions - Introduction to Campus Solutions
04 March 2011
10.30am - 12 noon
Provided by **ITS**

CCCSRM1: Campus Solutions - Student Records Maintenance 1
07 March 2011
1.30pm - 4pm
Provided by **ITS**

CDDP7FND1: MS Office 2007 - PowerPoint 2007 Foundation Day 1
08 March 2011
9.30am - 12 noon
Provided by **ITS**

CCCAP1: Campus Solutions - Assessment & Progression 1
08 March 2011
10am - 12 noon
Provided by **ITS**

FO-PA006: Oracle Financials - Projects for Administrators
08 March 2011
2pm - 4pm
Provided by **ITS**

Programming Techniques for Research Computing
08 March 2011
10am - 1pm
Provided by **RCS**

TMS5e: Shortlisting and Interviewing - Academic, Experienced
8 March 2011
9.30am-1pm
Provided by **STDU**

CCLBAS: LiveLink - Livelink Basics
09 March 2011
10am - 12 noon
Provided by **ITS**

CCCSRM2: Campus Solutions - Student Records Maintenance 2
09 March 2011
1.30pm - 4pm
Provided by **ITS**

Fortran 95
10 - 11 March 2011
10am - 4pm
Provided by **RCS**

P2W: Assertiveness for Women
10 March 2011
9.30am-4pm
Provided by **STDU**

CDDP7FND2: MS Office 2007 - PowerPoint 2007 Foundation Day 2
10 March 2011
9.30am - 12 noon
Provided by **ITS**

BF25: Project Management
10 & 11 March 2011 (must be available both days)
9.30am-4.30pm
Provided by **STDU**

CCCAP2: Campus Solutions - Assessment & Progression 2
11 March 2011
9.30am - 12.30pm
Provided by **ITS**

HS17: DSE Assessment/Workplace Assessment
11 March 2011
1pm-4pm
Provided by **STDU**

HS2: Manual Handling
11 February 2011
9.30am-12.30pm
Provided by **STDU**

CCDADM: Discoverer - Admissions
11 March 2011
9.30am - 12.30pm
Provided by **ITS**

FO-PA007: Oracle Financials - Projects for Managers
14 March 2011
1pm - 4pm
Provided by **ITS**

HS98: Laser Awareness
14 March 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
14 March 2011
1.30pm-4.30pm
Provided by **STDU**

CDDW7FND1: MS Office 2007 - Word 2007 Foundation Day 1
15 March 2011
9.30am - 12.30pm
Provided by **ITS**

AP6: PDR - A Briefing for Reviewees (all)
15 March 2011
10am-12pm
Provided by **STDU**

TTL43: Writing Discussion Sections
15 March 2011
2pm-3.30pm
Provided by **STDU**

CDDA7FND1: MS Office 2007 - Access 2007 Foundation Day 1
15 March 2011
10am - 4pm
Provided by **ITS**

FO-PA005: Oracle Financials - Project Journals
16 March 2011
10am - 12.30pm
Provided by **ITS**

CDDA7FND2: MS Office 2007 - Access 2007 Foundation Day 2
17 March 2011
10am - 4pm
Provided by **ITS**

HS7: Compressed Gases Workshop
17 March 2011
9am-12pm
Provided by **STDU**

HS7A: Cryogenic Gases Workshop
17 March 2011
1pm-3pm
Provided by **STDU**

HS7B: Practical Sessions Workshop
17 March 2011
3.15pm-4.30pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic Related & Support)
17 March 2011
9.30am-1pm
Provided by **STDU**

FO-PA003: Oracle Financials - Project Invoicing
18 March 2011
10am - 12 noon
Provided by **ITS**

IC1: University Induction Course
21 March 2011
9.15am-1.15pm
Provided by **STDU**

CDDW7FND2: MS Office 2007 - Word 2007 Foundation Day 2
22 March 2011
9.30am - 12.30pm
Provided by **ITS**

Shared Memory and Multicore Programming with OpenMP
22 March 2011
10am - 4.30pm
Provided by **RCS**

BF45: Achieving Flow in Writing
22 March 2011
2pm-3.30pm
Provided by **STDU**

CDDE7FND1: MS Office 2007 - Excel 2007 Foundation Day 1
23 March 2011
1pm - 4pm
Provided by **ITS**

Continued overleaf

UNIVERSITY OF MANCHESTER STAFF TRAINING – OPEN COURSE PROGRAMME MARCH 2011 – APRIL 2011



CAMPUS SOLUTIONS – TRAINING REDEVELOPMENT

The upgrade of Campus Solutions means it will be necessary to suspend our current training courses in order to redevelop them to reflect the new features of the system. Therefore training will be suspended from 14th March 2011 to allow the Campus Solutions trainers adequate time to write and develop the new courses and associated training guides and materials. We also need to update the training database to ensure adequate training data is available and to review the processes included in the courses to ensure trainees are receiving the most appropriate guidance possible.

With this in mind it is anticipated that training will resume on the 16th May 2011. Interim support will be available via our current online documentation and also the Student Support Office and UG/PG Admissions Offices.

As soon as we have any further information we will be publishing it across the various University channels as well as regular updates on our Staff Training Pages:

www.its.manchester.ac.uk/trainingcourses

SPRINGBOARD IS IN THE AIR! NEXT PROGRAMME COMMENCING 1 APRIL 2011

Springboard Women's Development Programme is open to all female staff at the University. There are four workshops in the series (1 April, 6 May, 2 June and 8 July, 9.30am-4.30pm). For more information on the programme and to book a place, go to:

www.manchester.ac.uk/training

GETTING MORE FROM WORD 2007 - NEW INTERMEDIATE COURSE

Bookings are now being taken for the new Word 2007 Intermediate course which has been designed to follow on from Word 2007 Foundation Day 1 and 2. Although it is recommended that you have attended the foundation level training it is not essential, you do however need to be a fairly regular user of Word 2007 and be able to competently navigate around the application.

The course is intended for users who want to take their use of Word to the next level and includes topics such as working with Headers and Footers, retaining pagination in long documents, inserting hyperlinks, using track changes and using and creating templates. Please see our Office 2007 web pages for the full course outline which will remind you of the pre-requisites to attending and give you a full run down of the course contents, along with the training timetable.

RESEARCH COMPUTING COURSES

The Research Applications & Collaborations team of IT Services will be running their highly popular courses during March 2011 to introduce postgraduates and staff to the concepts of Resource Computing. Full details of current and upcoming courses can be found at:

www.rcs.manchester.ac.uk/education/skills

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>

MS61: Dignity at Work and Study Policy Briefing
23 March 2011
1pm-2pm
Provided by **STDU**

MS5c: Shortlisting and Interviewing – PSS, Experienced
23 March 2011
9.30am-1pm
Provided by **STDU**

CDDW7INTER: MS Office 2007 - Word 2007 Intermediate
24 March 2011
9.30am - 12.30pm
Provided by **ITS**

MS60: Child Protection Policy and Guidance
24 March 2011
10am-12pm
Provided by **STDU**

P56: Introduction to Transactional Analysis
24 March 2011
12pm-2pm
Provided by **STDU**

P4: Time Management
24 March 2011
10am-4pm
Provided by **STDU**

BF25: Project Management
28 & 29 March (must be available both days)
9.30am-4.30pm
Provided by **STDU**

Parallel Computing using the Message Passing Interface, MPI
29 March 2011
10am – 4.30pm
Provided by **RCS**

CDDA7INT1: MS Office 2007 - Access 2007 Intermediate 1
29 March 2011
10am - 4pm
Provided by **ITS**

TL45: Pass Demystified
30 March 2011
1pm-5pm
Provided by **STDU**

MS9: Equality and Diversity Training (was TEDI)
30 March 2011
9.30am-1pm
Provided by **STDU**

CDDE7FND2: MS Office 2007 - Excel 2007 Foundation Day 2
30 March 2011
1pm - 4pm
Provided by **ITS**

BF50: HEI Seminar
31 March 2011
12.30pm-1.45pm
Provided by **STDU**

MS52: Team Briefing Training
31 March 2011
12.30pm-2pm
Provided by **STDU**

CDDA7INT2: MS Office 2007 - Access 2007 Intermediate 2
31 March 2011
10am - 4pm
Provided by **ITS**

APRIL 2011

P28: Springboard Development Programme for Women
1 April, 6 May, 2 June and 8 July (must be available for all days)
9.30am-4.30pm
Provided by **STDU**

BF25: Project Management
4 & 5 April (must be available both days)
9.30am-4.30pm
Provided by **STDU**

HS3: Office Safety
5 April 2011
1pm-4pm
Provided by **STDU**

AP8: PDR Reviewer Training (Academic Related and Support)
5 April 2011
9.30am-1pm
Provided by **STDU**

HS15: Principles of Risk Assessment
5 April 2011
9.30am-12.30pm
Provided by **STDU**

MS5c: Shortlisting and Interviewing – PSS Experienced
6 April 2011
9.30am-1pm
Provided by **STDU**

HS98: Laser Awareness
7 April 2011
11am-12pm
Provided by **STDU**

HS42: Laser Safety
7 April 2011
1.30pm-4.30pm
Provided by **STDU**

HS17: DSE Assessment/Workplace Assessment
8 April 2011
9.30am-12.30pm
Provided by **STDU**

MS5e: Shortlisting and Interviewing – Academic Experienced
12 April 2011
9.30am-1pm
Provided by **STDU**

AP6: PDR – A Briefing for Reviewees (all)
13 April 2011
2pm-4.30pm
Provided by **STDU**

BF50: HEI Seminar
14 April 2011
12.30pm-1.45pm
Provided by **STDU**

BF60: Improve Your Writing Skills
14 April 2011
12.30pm-1.45pm
Provided by **STDU**

IC1: Induction Course for New Starters
14 April 2011
9.15am-1.15pm
Provided by **STDU**

MS60: Child Protection Policy and Guidance
20 April 2011
10am-2pm
Provided by **STDU**

MS9: Equality and Diversity Training (was TEDI)
21 April 2011
9.30am-1pm
Provided by **STDU**

MS5: Recruitment and Selection
27 April 2011
9.30am-4.30pm
Provided by **STDU**