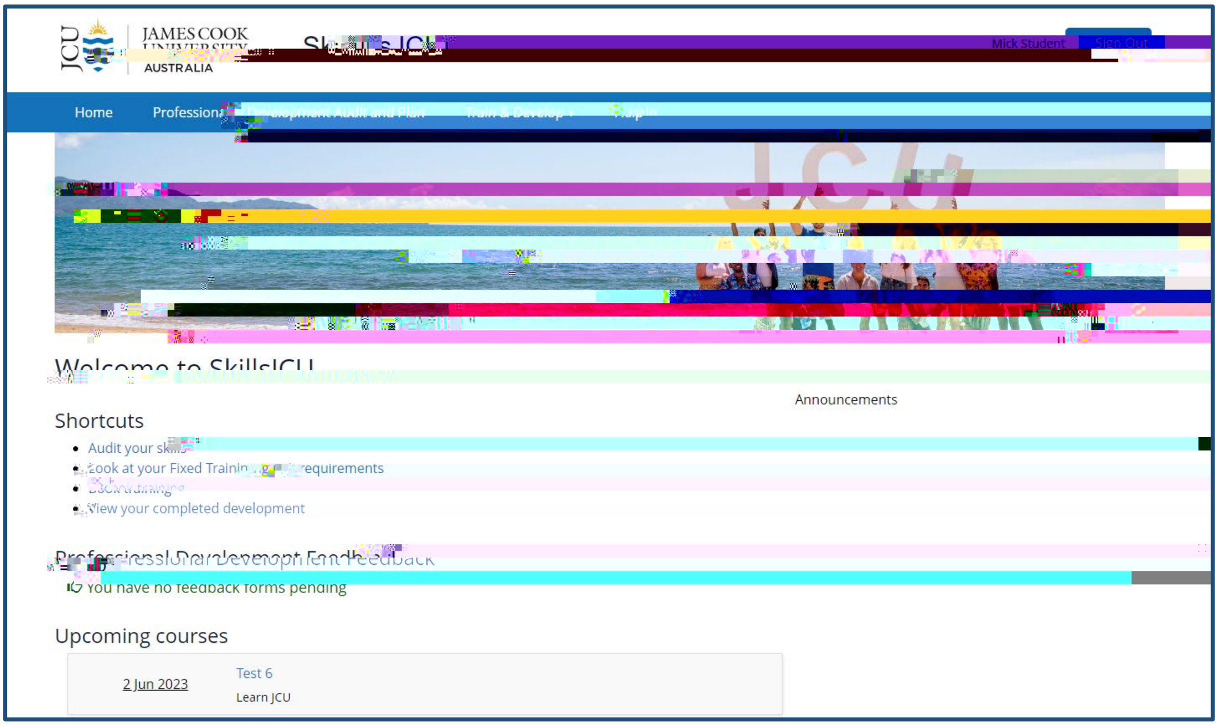
SkillsJCU

JAMES COOK
UNIVERSITY
AUSTRALIA

A step-by-step guide for HDR Candidates


JAMES COOK UNIVERSITY AUSTRALIA
SkillsJCU
Mick Student
Sign Out
Home
Professional Development Audit and Plan
Train & Develop
Help

Welcome to SkillsJCU

Announcements

Shortcuts

- Audit your skills
- Look at your Fixed Training requirements
- Book training
- View your completed development

Professional Development Feedback

You have no feedback forms pending

Upcoming courses

2 Jun 2023 Test 6
Learn JCU

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Introduction

You will be able to use SkillsJCU to:

- ✓ Prepare your Professional Development Audit and Plan (PDAP)
- ✓ Book training courses
- ✓ Undertake online modules
- ✓ Keep records of any external training or Leadership and Initiative activities
- ✓ Track your PD progress

Getting Started

Accessing SkillsJCU

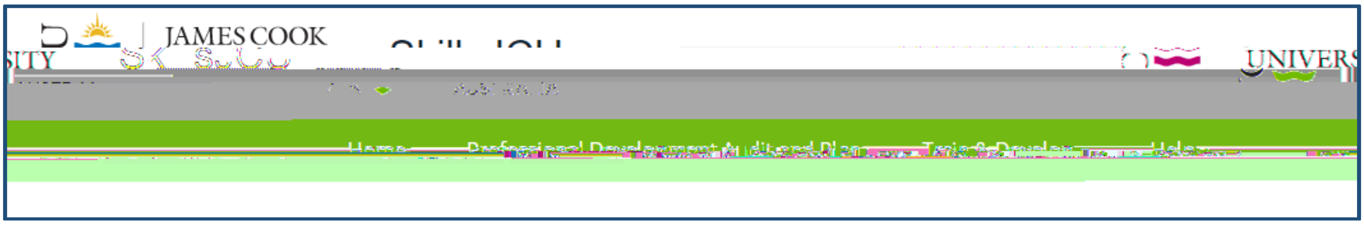
1. Log in to any computer or mobile device with an internet connection
2. Open your browser (e.g. Google Chrome, Firefox)
3. Go to the SkillsJCU web address which is: https://skills.jcu.edu.au/jcu/
4. Click the **Sign in to SkillsJCU** button

Note: you may be prompted by JCU SSO to accept the F 8(F)Tj-0.07. Td( )TjEMC /LBo</MCID 25 ->BDC -17.7. T22 Td( )T

Navigating your way around SkillsJCU

The Tabbed Menu

The main menu for SkillsJCU is represented by a row of tabs, which provide access to the main sections of the software. The tabs will be visible no matter what screen you are in.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Audited Plan
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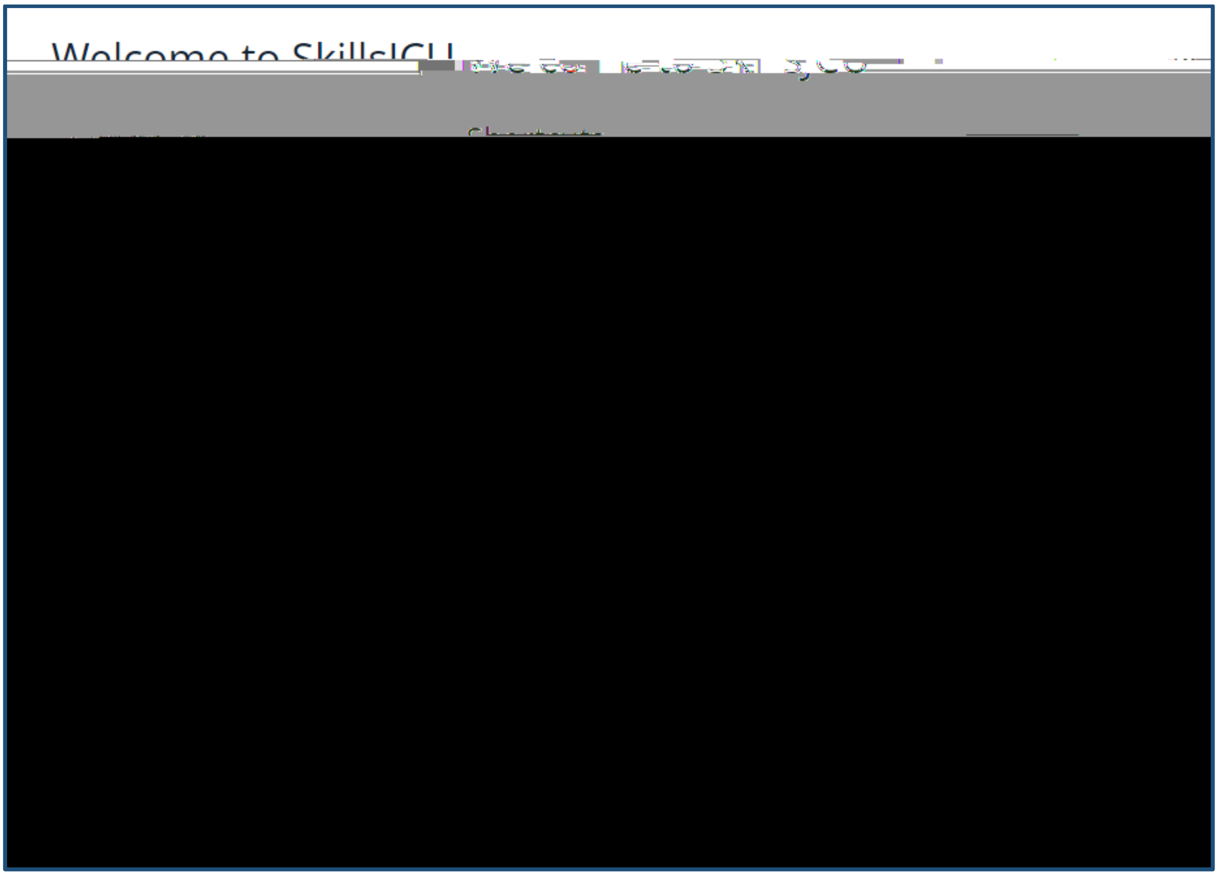
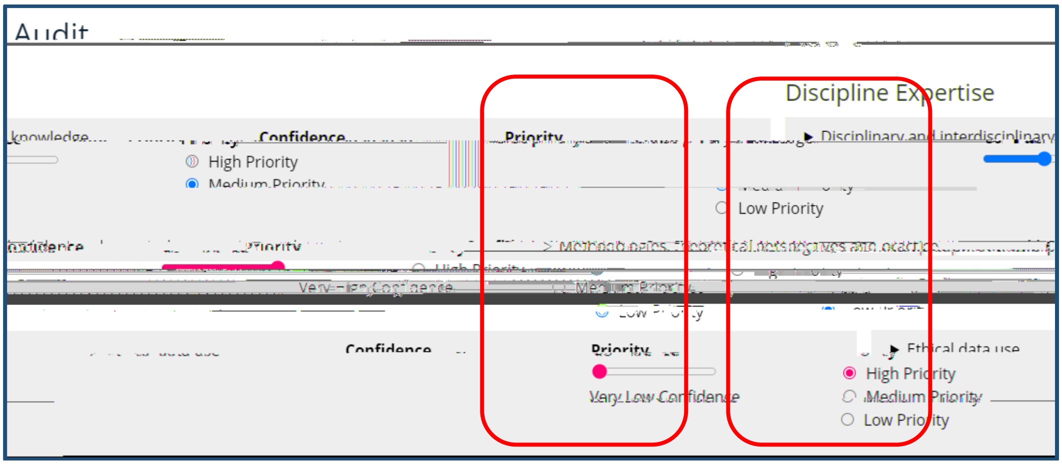
Help

Home Tab

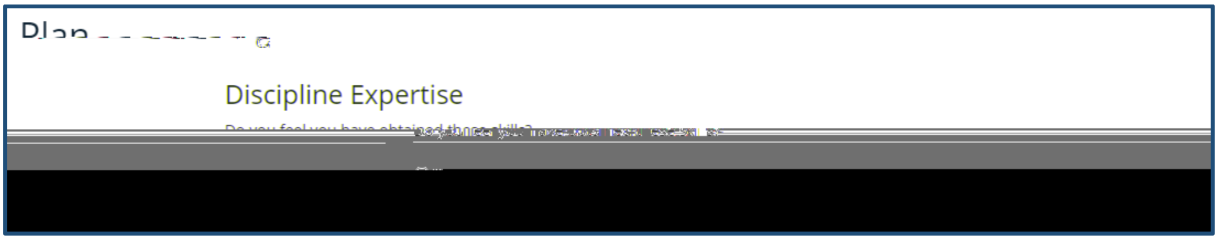
This tab is the welcome page of SkillsJCU. The page contains several useful shortcuts, links to professional development feedback forms and a list of upcoming professional development activities.


Welcome to SkillsJCU
Shortcuts

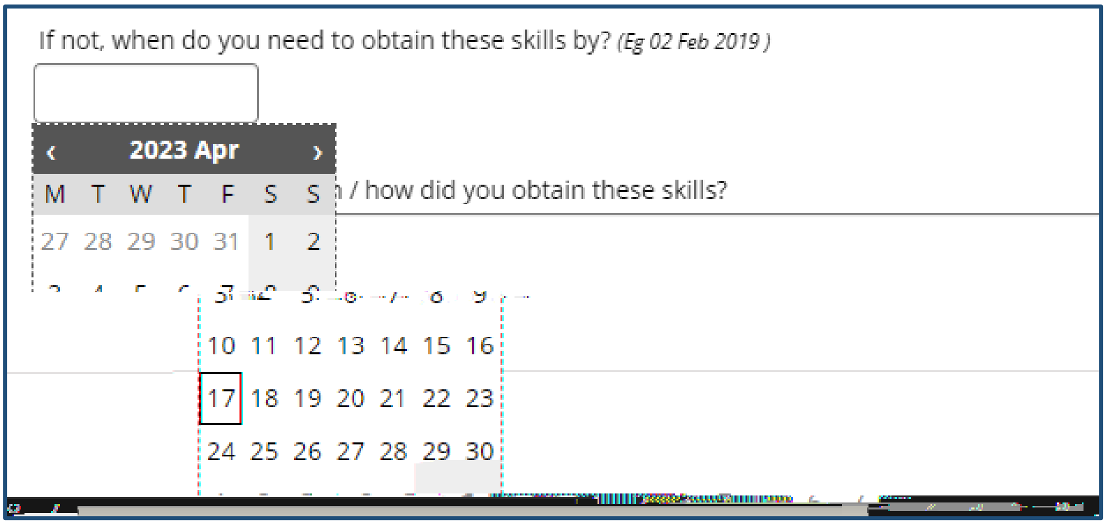

Audit
Discipline Expertise
knowledge...
Confidence
Priority
High Priority
Medium Priority
Disciplinary and interdisciplinary
Low Priority
Confidence
Methodologies, technical tools
High Priority
Very Low Confidence
Medium Priority
Low Priority
Confidence
Priority
Ethical data use
Very Low Confidence
High Priority
Medium Priority
Low Priority

Plan

4. Answer Question by clicking Yes or No button


Plan
Discipline Expertise

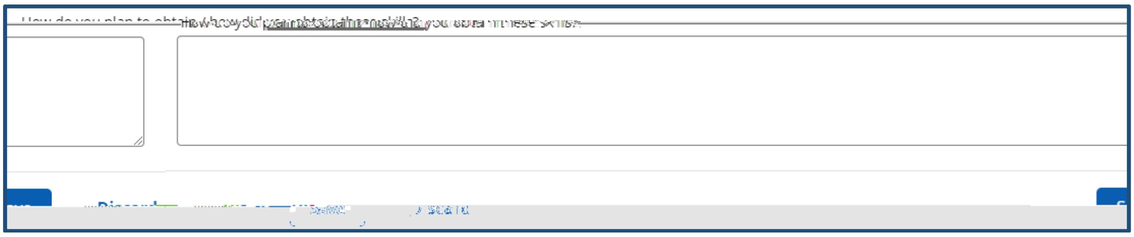
5. If you answer No, select the date training should be complete by:



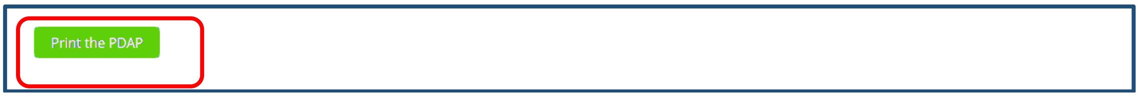
If not, when do you need to obtain these skills by? *(Eg 02 Feb 2019)*

‹ 2023 Apr ›
M T W T F S S
27 28 29 30 31 1 2
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
/ how did you obtain these skills?

6. If you answer no, describe how you will obtain the required skills in the box provided and select Save



After saving you will be taken back to the Professional Development Audit and Plan home screen. You will notice that the system has listed your current top five skills, and also suggested workshops that are available to you in the system to help you fill your skills gaps (click the listings under the heading “My top five skills for development”). You will have the option to print your plan.

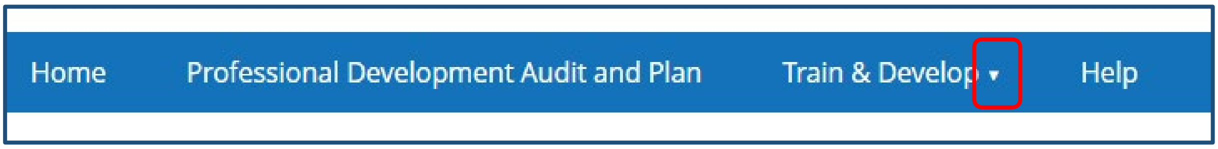


Continue with the remaining categories. If you enter something incorrectly, select the discard button to remove the record.

Train and Develop Tab

This tab contains a number of options that are available by clicking the down arrow:

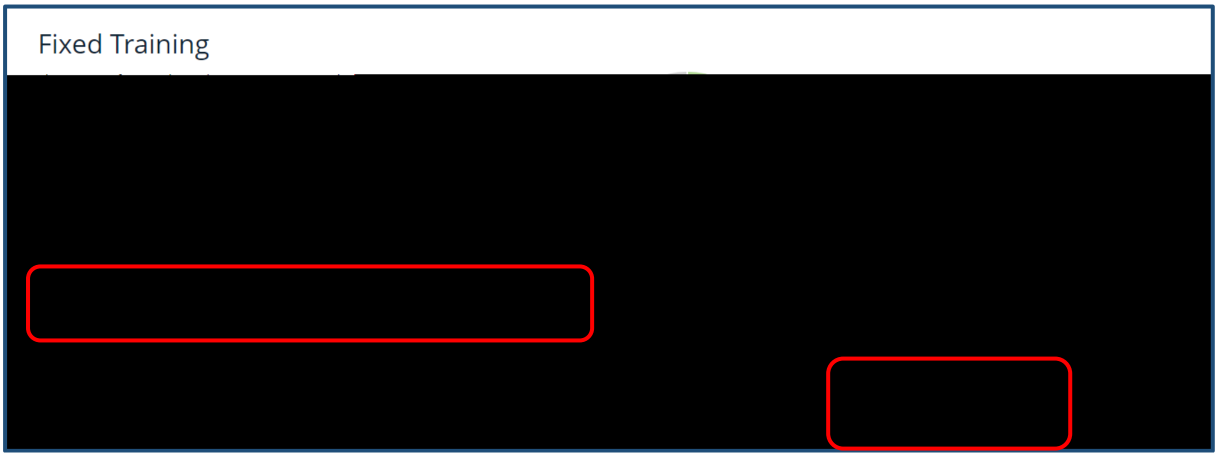
- Fixed Training
- Find & Book Activities
- Booking Summary
- Completed Activities
- Professional Development Feedback
- Calendar Settings



Fixed Training

The HDR Professional Development Program includes Induction sessions and online modules that are compulsory for all HDR candidates, whether they are undertaking a PhD, a Professional Doctorate or an MPhil.

These sessions make up the Fixed Component of your Professional Development program. Some sessions are held on Zoom and some may be completed flexibly online.



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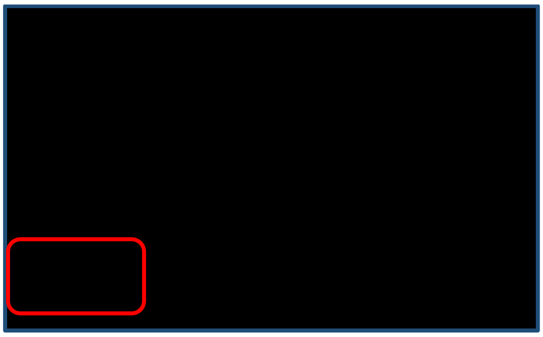
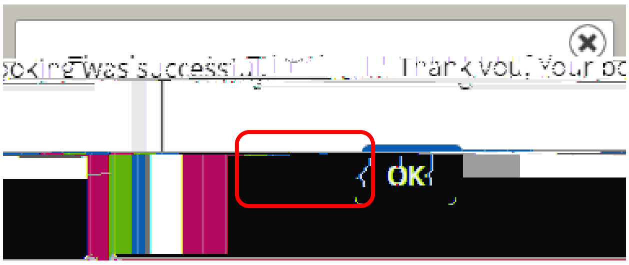
SkillsJCU displays a graphic representation of where you are up to with your Fixed Components. You can book and access Fixed Components from this page by clicking the blue Activity title or Book a place on this training.



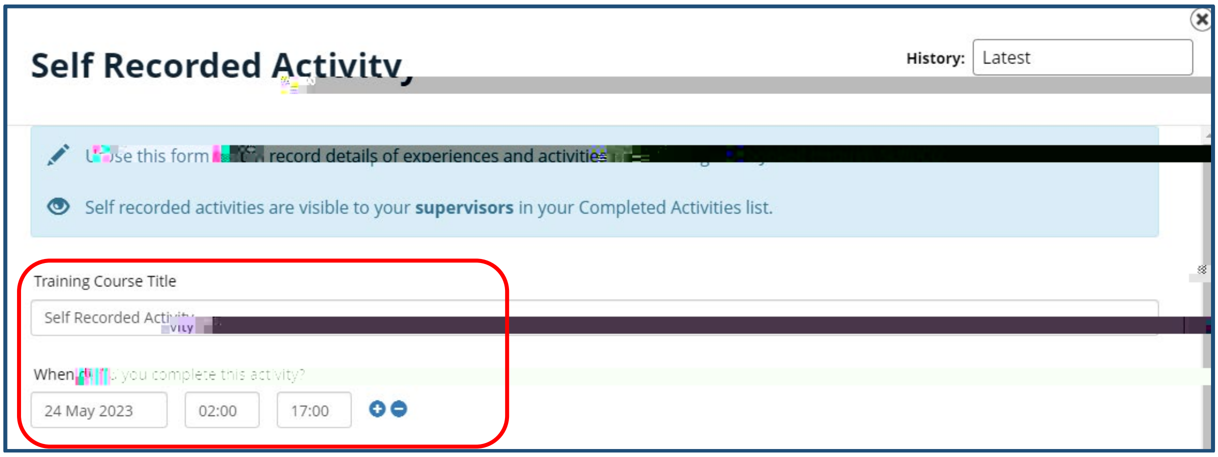


5. You will receive a success message and an email to confirm your booking
6. Select OK

Self-record a non-training/external activity

1. Go to the Train and Develop Tab
2. Select Completed Activities
3. Click on Self-record a non-training/external activity

4. The following page will display:



Self Recorded Activity

History: Latest

Use this form to record details of experiences and activities

Self recorded activities are visible to your **supervisors** in your Completed Activities list.

Training Course Title: Self Recorded Activity

When did you complete this activity? 24 May 2023 02:00 17:00

5. Enter:
    a. Activity Name
    b. Select the date the activity was completed
    c. Course Start time
    d. Course finish time
6. Scroll down to display additional sections

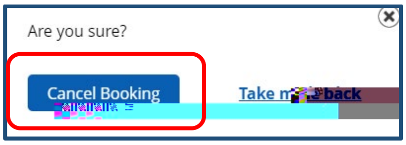
7. Complete the following:
    a. Select a category
    b. Complete reflection
    c. Attached evidence by clicking the Choose a file to upload button
    d. Save

4. The following screen will display:

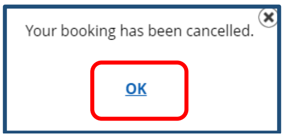
5. Click on Cancel this booking

6. You will be prompted to confirm
7. Select Cancel Booking
8. Click OK

We ask that you always cancel a booking if you know that you will not be able to proceed with it. If you make more than 10 bookings but do not participate in the training, you will be contacted for an explanation.



Are you sure?

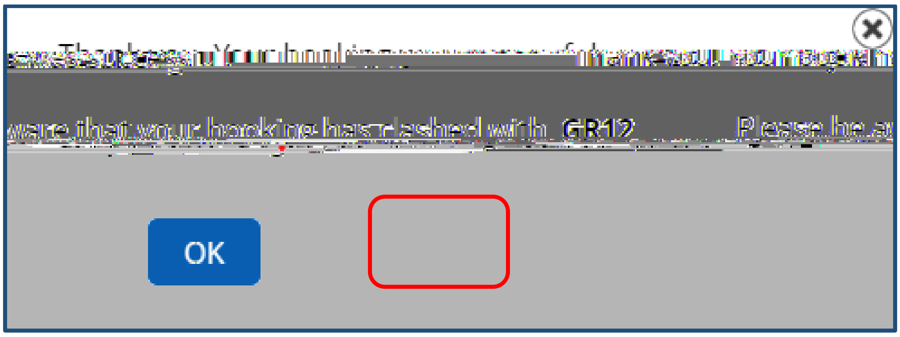


Your booking has been cancelled.

Edit a booking

1. Go to the Train and Develop Tab
2. Select Booking Summary
3. Click on the blue heading of the course you would like to edit

4.



ware that your booking has clashed with GR12 Please be a

12. Select OK

If you require assistance please email grs@jcu.edu.au