

The SWWHEP Staff Development Project - Key Information

Key information in considering and attending Staff Development events across the Partnership

This section lists some practical information that may be of use to you if you are considering attending Staff Development events in a Partner Institution (as opposed to attending individually or as a group for something outside the partnership)

Full Institution contact details are given in the contacts section.

Before you book a place on a Partnership Staff Development event

Each Partner institution has its own way of identifying and sourcing appropriate Staff Development opportunities but the generic points below may be of use to you:

- Does the Staff Development opportunity under consideration meet a need identified in your previous Appraisal/Professional Review? If so, to what extent?
- If you have a query in relation to the content and suitability why not ask the course facilitator or Institutional contact for the event to check that the content meets your need? Alternatively, why not ask a previous participant if you are aware of any?
- Have you identified any cost implications of doing the course?
- Have you gone through your local Institutional procedure in getting authorisation to book a place? (information on this procedure should be available from your Institutional Intranet, from your line manager or from your main Institutional contact for Staff Development)
- Have you considered what your learning objectives are for the course under consideration so you can maximise the experience?

Booking a place on a Partnership Staff Development Event

- Firstly, complete any required local Institutional paperwork if appropriate (again, information on this should be available via the Intranet, from your Line Manager or Institutional Staff Development contact)
- Then 'go through' your Institutional contact in booking a place with the Host Partner Institution (as they need to collect this information)
- Your Institutional contact should then book a place on your behalf and highlight any changes to the advertised arrangements
- Should your own Institution contact not be available to answer queries then please take up your query with the Host Institution contact

Travelling to a Partnership Institution and parking

- Travel times between each institution can vary markedly according to the time of year and time of day so it is best to plan a little extra time if you are making the journey for the first time
- Parking can be a source of irritation so it is recommended that his pre-booked as soon as possible e.g. Swansea University require the host contact to fill in a format request a week before the event. Failing this you may be able to park in an adjoining public car park at short notice but it is by no means guaranteed (and is further away)

Remember that full Institution contact details are given in the contacts section as are the main Institutional reception telephone numbers.