



SKILLS SUMMARY REPORT

At your annual Milestones, you are required to complete a Skills Summary Report. This report helps you record and reflect on the research development journey you have taken in the past year, identifying the skills you have gained throughout that year and any additional skills gaps you might have. You can use this report as both a reflection and an action plan, once again analysing your current skills level and planning your development journey for the following year.

Please upload this report, together with the <u>Activities List</u>, at your annual milestones to the HDR Research Excellence App.

STUDENT DETAILS:

Student Name:		
Student Number:		
Email address:		
College:		
Degree:		
Supervisor:		
Commencement Date:		
Review Period:	from	to

SKILLS DEVELOPMENT SUMMARY:

Please reflect on your research development journey for the last review period and review the list of sub-domain attributes in the <u>REST FLO site</u>. Then write a few paragraphs for each domain using examples of activities undertaken, guided by the questions below:

- What skills have you gained under this domain?
- Looking back at your earlier Skills Needs Analysis, have you met all your set goals?
- How have you applied those skills in your candidature, professional or personal life?
- How do you think you have grown as a researcher throughout this review period?

Domain B:			
Domain B:			

Domain C:			
Domain D:			

What aspect or research and career development would you like to focus on during the nex review period:				
What do you wa	nt to achieve through your research and employability training?			
What are your u	timata caroor goals:			
What are your ul	ltimate career goals:			
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SKILLS NEEDS ANALYSIS:

The Skills Needs Analysis template below outlines the training topics available to students under each RDF sub-domain. Each year, students will be asked to complete a Skills Needs Analysis together with their supervisors to assess their skill level, the importance of that skill for the relevant year, and to plan when they wish to undertake training to improve that particular skill. This process will help you, as HDR students and early career researchers, to identify your skills development needs, plan the training you wish to undertake according to your existing research expertise and career aspirations, and record and reflect on the activities completed.

Together with your supervisor, please review each of the topics, and provide the following ratings:

- **Skill Level** how confident do you feel in this skill (1 being the least confident and 5 being the most confident)?
- **Priority** how important is this skill to you this year (low priority, medium priority or high priority)?
- **Completion** if you wish to improve this skill, when do you plan to complete training (year 1, year 2 or year 3 of candidature, or equivalent part-time)?

Once you have completed your Analysis, please use this as your research training plan for the year and your Milestone assessment. You can access the relevant content through the <u>REST FLO site</u>, and record completion of activities in the <u>Activities List Template</u>.

REST SKILLS NEEDS ANALYSIS NAME:		YEAR:			
Sub-domain	Topic	Skill Level (1-5)	Priority (L, M, H)	Focus (Y1-3)	
A1: Knowledge Base	Literature Review				
	Research Methods				
	Thesis Writing				
A2: Cognitive Abilities	Critical Thinking				
	Analysing and Evaluating Data				
A3: Creativity	Argument Construction				
	Innovation				
31: Personal Qualities	Personal Qualities of HDR Students				
32: Self-Management	Time Management & Work-life Balance				
33: Professional & Career Development	Career Planning				
C1: Professional Conduct	HDR Practice and Process				
	HDR Milestones				
	Research Practice				
C2: Research Management	Planning your PhD				
	Research Strategy				
C3: Finance, Funding and Resources	HDR Funding				
D1: Working with Others	Working with your Supervisor				
	Collaboration				
D2: Communication and Dissemination	Communicating Effectively				
	Publishing				
	The Impact of your Research				
D3: Engagement and Impact	Industry Engagement				
	Entrepreneurship				