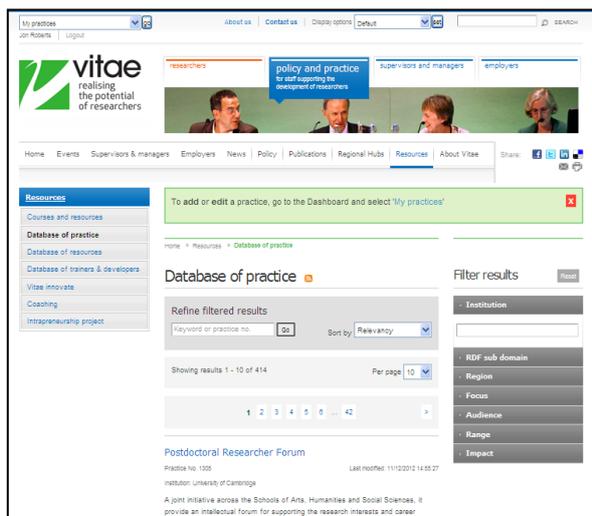


DaMSSI – ABC project: Vitae Database of Practice

www.vitae.ac.uk/dop

The **Vitae Database of practice** hosts over 400 examples of institutions' professional and career development opportunities for researchers and is a major way that HEIs share practice. A revised version of the database was launched in May 2011 aligned to the Vitae Researcher Development Framework and more user friendly for those wishing to contribute case studies and search for examples of good practice.

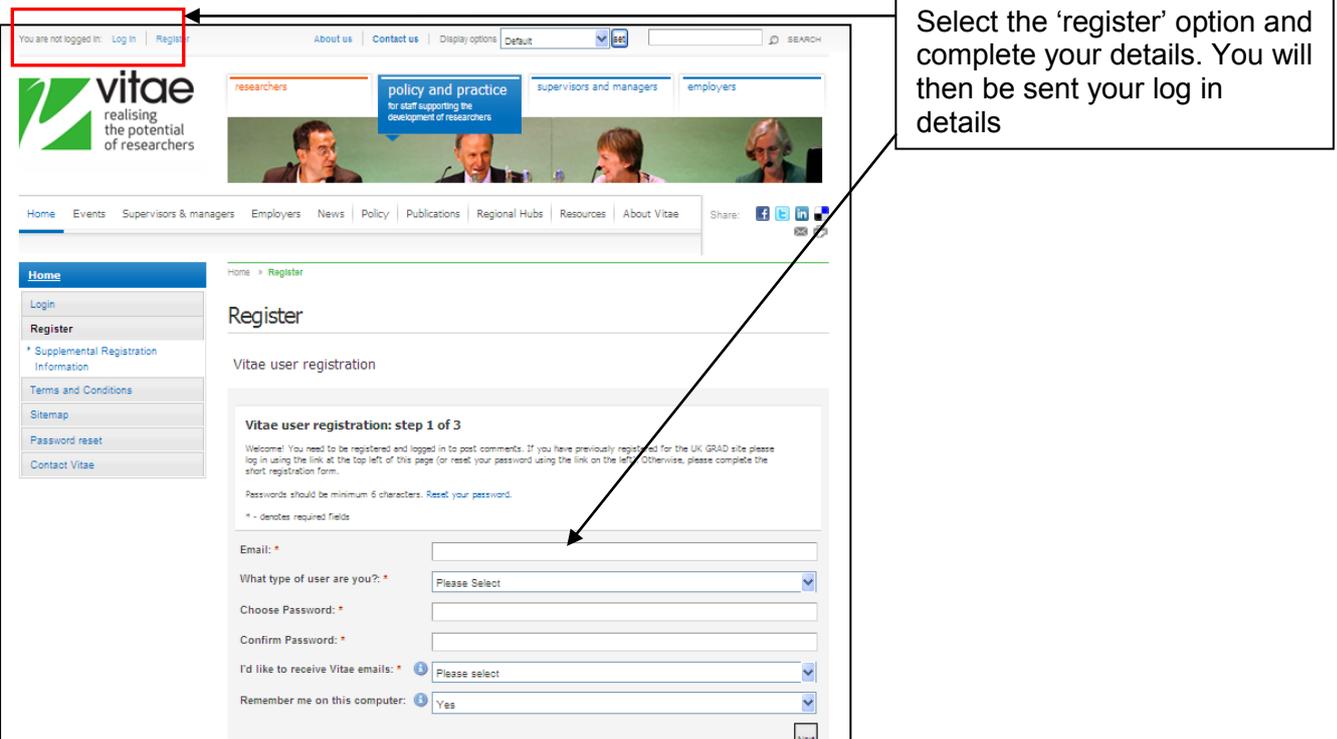


'The Database of practice is an excellent resource for sharing of ideas and information. I have recently used it when conducting a review of our entrepreneurship provision to compare our programme with provision elsewhere, and inform our new strategy in this area'.

Dr Donna Murray, Business and Enterprise Training Manger, University of Edinburgh

Registering to add a practice to the database

To enter a practice onto the database you need to register on the Vitae website. To do this select the 'register' option along the top dashboard.



You are not logged in: [Log in](#) | [Register](#)

Register

Vitae user registration

Vitae user registration: step 1 of 3

Welcome! You need to be registered and logged in to post comments. If you have previously registered for the UK GRAD site please log in using the link at the top left of this page (or reset your password using the link on the left). Otherwise, please complete the short registration form.

Passwords should be minimum 6 characters. [Reset your password.](#)

* - denotes required fields

Email: *

What type of user are you?: *

Choose Password: *

Confirm Password: *

I'd like to receive Vitae emails: *

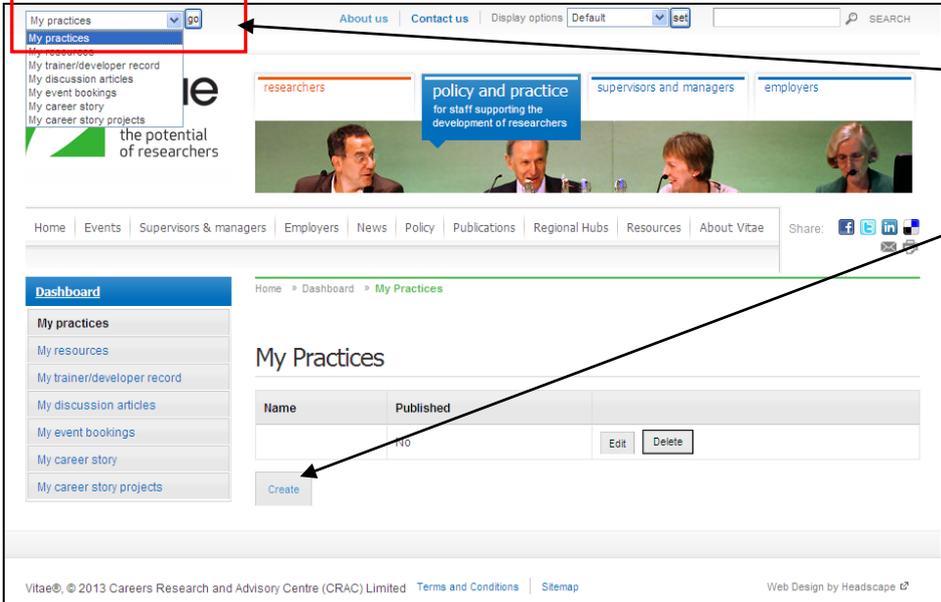
Remember me on this computer: *

Next

Select the 'register' option and complete your details. You will then be sent your log in details

Adding an entry onto the database

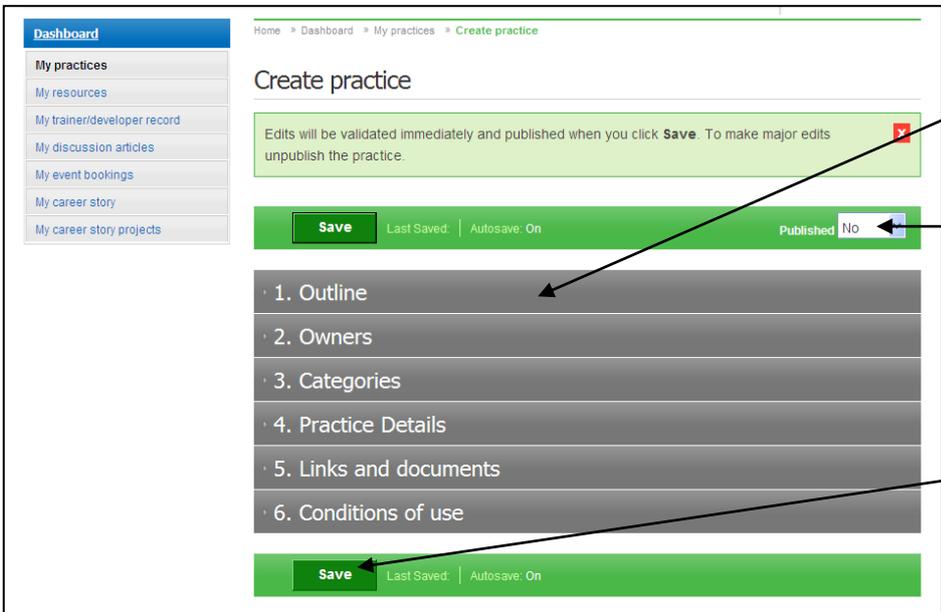
To log in select the 'log in' option from the top dashboard. From the drop down menu you can select 'My practices' and press the 'go' button. This will take you to a secure section of the website where you can enter the details of your practice.



The screenshot shows the Vitae website interface. At the top, there is a navigation bar with links for 'About us', 'Contact us', 'Display options', and a search bar. A dropdown menu is open, showing 'My practices' selected. Below the navigation, there is a banner for 'researchers' and 'policy and practice'. The main content area is titled 'My Practices' and contains a table with columns 'Name' and 'Published'. The 'Published' column shows 'No'. There are 'Edit' and 'Delete' buttons next to the table entry, and a 'Create' button below it. A sidebar on the left contains a 'Dashboard' menu with options like 'My practices', 'My resources', 'My trainer/developer record', etc.

Log-in and select 'my practices'. You can then enter the details of your practice here.

To create your practice you need to complete the following six sections and then press 'save'. If you do not want to publish it straight away then you can select not to publish it.



The screenshot shows the 'Create practice' form. At the top, there is a breadcrumb trail: 'Home > Dashboard > My practices > Create practice'. Below this is a green box with a warning message: 'Edits will be validated immediately and published when you click Save. To make major edits unpublish the practice.' There is a 'Save' button and a 'Published' dropdown menu set to 'No'. Below the warning, there are six sections to complete: 1. Outline, 2. Owners, 3. Categories, 4. Practice Details, 5. Links and documents, and 6. Conditions of use. At the bottom, there is another 'Save' button. A sidebar on the left contains a 'Dashboard' menu with options like 'My practices', 'My resources', 'My trainer/developer record', etc.

Complete the details in each section.

You can unpublish the record by selecting the 'no' option.

Press the 'save' button which will automatically publish the record

Categories to complete for an entry

To enter a practice into the database you need to complete the following 6 categories. The following lists the details required for each category.

1. Outline

- Practice title
- Institution
- Region
- Outline – a short sentence that summarises the practice

2. Owners

This section allows you to enter the details of the person is responsible for the entry. Details include:

- Forename
- Surname
- Email address

3. Categories

This section is split into five areas which include; the relationship of the entry to the RDF, the focus of the practice, audience, range, and impact.

3.1 Relationship to RDF

In this section you can select the sub-domains of the RDF that relate to your practice.

- Domain A: Knowledge and intellectual abilities
- Domain B: Personal effectiveness
- Domain C: Research governance and organisation
- Domain D: Engagement, influence and impact

3.2 Focus:

Focus area	Examples
Researcher-led activities	Eg projects led by researchers/developmental roles for researchers, creating researcher networks. Relates to aspects of principle 5 of the Concordat.
Personal effectiveness	Eg Interpersonal skills activities, creativity and self management. Relates to aspects of RDF A2, A3, B1, B2.
Equality and diversity related activities	Equality and diversity initiatives, widening participation activities and cultural awareness. Relates to aspects RDF D1 . Relates to aspects of principle 6 of the Concordat.
HR-related activities	Eg HR policy, recruitment, selection, induction. Relates to aspects of principles 1 and 2 of the Concordat.
Evaluation mechanisms/impact	Specific evaluation, impact and feedback projects and mechanisms. Relates to aspects of principle 7 of the Concordat.

Work experience	Eg internships, placements, consultancy projects, work experience activities
Research project skills	Eg research management and methods, critical thinking, professional conduct. . Relates to aspects of RDF A1, A2, C1, C2, C3.
Academic practice	Eg teaching, generating income, publication, supervision. Relates to aspects of RDF C3, D1, D2, D3.
Knowledge exchange	Eg public engagement, outreach, research informing policy-making, user engagement. Relates to aspects of RDF D3.
Researchers' reflective processes	Eg PDP, appraisal, mentoring. Relates to aspects of principle 5 of the Concordat.
Researcher development strategy/management	Strategic /management policies, systems, infrastructure for researcher development and Concordat implementation, sustainability strategies.
Enterprise-related activities	Eg enterprise, innovation and intrapreneurial-related activities, commercialisation. Relates to RDF D3.
Career development	Eg career management, employability, career coaching. Relates to aspects of RDF B3 and principles 3 and 4 of the Concordat.
Research into researcher development	Research projects in the field of researcher development

3.3 Audience

- Postgraduate researchers
- Doctoral researchers
- Research staff
- Supervisors
- Trainers/facilitators
- Research masters
- Not applicable

3.4 Range

This section allows you to identify the range of the practice i.e it is relevant to a particular faculty, discipline etc

Range	Example
International (open to HEIs outside the UK)	Open to HEIs outside the UK
Faculty	Focused on a particular faculty
National/regional	Open across the UK, England, Scotland,

	Wales, Northern Ireland or a region of the UK
Department	Focused on a particular department within an institution
Institution	Open across an institution
Discipline	Focused on a particular subject area
Inter-institutional	Collaborative practice actively involving several HEIs/organisations
Not applicable	

3.5 Impact:

This section allows you to describe any evaluation information for your entry based around the IEG Impact Framework¹.

Impact level	Example
Level 2: Learning - Attitude change	eg. improved knowledge, more confident
Level 3: Behaviour - Behaviour change	eg. reflective, self-aware, more organised
Level 4: Outcomes - Tangible benefits	eg. better research, improved qualification rates, improved employability

4. Practice details:

Rationale, aims and outcomes:

- What is the rationale for doing this?
- How does it fit with institutional strategy?
- What are the main features of the provision?
- What are the aims and expected outcomes?

Engagement:

- Are there any pre-requisites for engagement, e.g. levels of skill, years of experience, essential pre-activities?
- How many participate in each 'activity'?

Evaluation: benefits, challenges and next steps:

- How do you monitor effectiveness?
- Who do you seek feedback from?
- Do you have benchmarks?

5. Links and Documents

Any relevant links or documents i.e link to the Jorum database

6. Conditions of use

Details the conditions for uploading a practice to the database.

¹ http://www.vitae.ac.uk/CMS/files/1.Rugby%20Impact%20Framework_33.pdf