**Local Training Policies and Resources**

**Department of Psychiatry**

## **Background**

In response to the Department’s recently released anti-racism, bullying and harassment report, and the implementation of the University of Oxford’s institution-wide Research Concordat, Psychiatry aims to summarise the policies, opportunities and frequently asked questions in relation to training and career development resources locally available, with a view to maximise opportunities for staff and students.

## **Time given for training and development**

The University of Oxford recently signed the ‘[The Concordat to Support the Career Development of Researchers’](https://www.ox.ac.uk/research/support-researchers/researcher-hub/researcher-development-concordat), an agreement between employers of researchers and research funders on the expectations for the professional development and employment conditions of researchers in the UK. One of the key tenets of the [Concordat’s Action Plan](https://www.ox.ac.uk/sites/files/oxford/University%20of%20Oxford%20Concordat%20Action%20Plan%202022.pdf) is that researchers are entitled to engage in a **minimum of 10 days of professional development pro rata per year.**

The Department of Psychiatry supports the development of staff in any chosen subject field or topic of professional development, whether directly or indirectly related to an employee’s job role.

Though Research Support and Professional Services Staff are not explicitly covered in the Concordat, Psychiatry considers the 10 days of training pro rata per year also applicable to these roles.

## **Local resources for training and development**

### Staff development fund

Though most funding for training is provided by research grants/groups, the Department has a Staff Development Fund which staff can apply to where funding is not available within the group. The guidance notes outline the criteria and process for applications, and applications can be made at any time. Please see [the fund’s webpage](https://www.psych.ox.ac.uk/work-with-us/learning-and-development) for more details.

## Studentship Funding

The Department provides training grants to DPhil/MSc students who do not have studentship funding, at £500 per year (2 years for MSc Res, 3 years for DPhil) for spending on training-related costs (eg courses or conference attendance). This funding is automatically transferred to eligible students ie no application process is necessary.

### DPhil funding for Research Assistants

Through the University Staff Award scheme, the Department provides partial funding resource to provide staff with financial support for University courses that will help them to develop within their current role and be of broader benefit to their department; or enable them to acquire new skills and deal with changes in role and responsibility within the University.

A popular use of this scheme is to financially support the transition of Research Assistants with at least one year of employment within the Department of Psychiatry to undertake a DPhil qualification (for the avoidance of doubt, those in part-time and fixed-term posts are also eligible). The annual grant available through the Department of Psychiatry for this is approximately £2,500.

*Further development for Early Career Researchers*

Outside of DPhil qualifications, chosen courses requested to be funded as part of the University Staff Award scheme should be award-bearing, and either a matriculated course or a non-matriculated course run by the Department of Continuing Education, Computer Science or Said Business School – for example, early career researchers may want to consider leadership training from one of these institutions. The fund does *not* cover course fees eg for the Language Centre, whose courses are largely free or relatively nominal to staff. To apply, please discuss with your line manager in the first instance (particularly concerning operational impact), read the information and guidance document [here](https://academic.admin.ox.ac.uk/fees-and-continuation-charges/university-staff-awards) carefully, and submit the application form provided on the website to [hod@psych.ox.ac.uk](mailto:hod@psych.ox.ac.uk) for consideration.

### Future Academics Programme

The Department has submitted its expression of interest to provide full funding support to one post-graduate position within the University’s [Future Academics Programme](https://www.ox.ac.uk/admissions/graduate/access/academic-futures) for entry in 2024/25.

This Programme ‘*marks a substantial phase in Oxford’s support for graduate students from underrepresented and disadvantaged groups. The programme consists of dedicated scholarship funding, bespoke recruitment and admissions activities, and specific on-course support to encourage more applicants from target groups to apply to, be accepted by, and thrive at Oxford.’*

The programme offers financial support to UK Black and Mixed Black students; refugees or other people with lived experience of displacement; or students who have experienced being in care in the UK.

Once a place is confirmed, we aim to circulate the application details to all Psychiatry members for interest and further dissemination.

### Secondments

A secondment involves the temporary movement of a member of University staff. The arrangement can vary in duration (as little as a few weeks and part-time, to typically no more than 12 months) and can be internal (to elsewhere in the University) or outward (to an external company), with the end of a secondment the employee normally returning to work for their legal employer.

Secondments can be considered as an opportunity for an individual to acquire skills or experience that will benefit their employer upon their return, as well as providing career development for the individual member of staff. Secondments can provide a valuable resource when a member of staff with particular skills and abilities is needed to undertake a particular project, or to cover a period of maternity leave or sickness absence.

Managers who are considering offering a secondment opportunity should contact the Psychiatry HR team in the first instance, who will explain the advertising and departmental approvals necessary described [here](https://hr.admin.ox.ac.uk/secondments#collapse1514381).

An employee may apply for a secondment if they:

* have been employed in their current post for a period of at least 12 months at the time of applying for the secondment
* have an underlying contract that will last for at least 6 months after the secondment period would end (in order that the Department is able to gain some benefit from the skills/experience gained during the secondment upon their return to their substantive post)
* have the approval of the Department before applying for the secondment
* can make a case as to how the skills and experience gained will benefit the Department when they return to their substantive role at the end of the secondment

## Coaching

Jane Walker, Senior Clinical Researcher in the Department, has more than 20 years’ experience of helping people to develop and to embrace change in a variety of contexts. She is currently working towards a coaching accreditation and, as part of this, is offering coaching sessions to members of the Department.

She will work with you to unlock your potential, to help you find the answers you already have, and to help you to embrace the changes – big or little – that are right for you.

Jane is offering Department members confidential sessions, which can be face-to-face or online. She has already worked with a number of people in the Department, from different areas and with different roles. If you are interested in coaching sessions, please contact Jane at [jane.walker@psych.ox.ac.uk](mailto:jane.walker@psych.ox.ac.uk)

### Working groups

As part of its People and Culture initiatives, the Department has two working groups focussing on academic and professional services career development, acting as fora for information sharing and networking for those who are interested in making the most of their role in Psychiatry. Please contact the leads listed within the [working groups’ webpage](https://www.psych.ox.ac.uk/about/people-culture/career-development) if interested in knowing more and becoming involved.

The professional services career development working group has a mailing list – please [click here](mailto:katherine.shepherd@psych.ox.ac.uk?subject=Subscrib%20to0%20Psychiatry%20PSS%20Careers%20Mailing%20Llist) to send a subscribe interest e-mail.

## **Advice for Managers: facilitating training and development for others**

### Grant applications

Principal Investigators (PIs) are encouraged to include as standard a budget line for professional training and development costs for themselves and their team members within future grant applications where possible. Over recent years funders have increasingly encouraged budgeting for these costs as part of a strong application, with a focus on career and skills development expected to rise partly due to the increased weight on Research Environment scoring as part of the REF 2028 assessment exercise. For more information and advice on how to best incorporate training in your grants, please contact Psychiatry’s Research Manager [Valerie West](mailto:valerie.west@psych.ox.ac.uk).

PIs are also encouraged to consider self and staff training development for their teams if there is a budget underspend on awarded grants, and in line with funder terms and conditions.

### Career Development Review conversations

The Department of Psychiatry is currently piloting the incorporation of an optional Career Development Review (CDR) conversations into its current annual Personal Development Review (PDR) process.

The main proposed change involved in this ‘hybrid’ review is an increased focus on the reviewee’s career development, career planning and personal career aspirations, in any sector or role. The CDR conversation section should identify opportunities to improve career prospects and the pathways to further career development. Reviewees can consider whether they would benefit from having their career-focused CDR conversation with a more senior colleague elsewhere in the Department as opposed to automatically or solely with their line manager.

### Work experience

The Department of Psychiatry does not necessarily encourage the organisation of individual-based work experience opportunities, given concerns of parity in opportunity, though it will not be prohibited (and recommended only for students in Year 12 or older). Managers are asked to alternatively consider more co-ordinated schemes such as:

* [Oxford Neuroscience week](https://www.neuroscience.ox.ac.uk/oxford-neuroscience-experience) for Year 12 students (run between Psychiatry, NDCN, and Experimental Psychology).
* For students considering a career in Medicine and studying relevant subjects, they can apply for clinical or non-clinical work experience through OUH’s [Voluntary Services Office](https://www.ouh.nhs.uk/contact/non-clinical-contacts.aspx).
* [UNIQ](http://www.uniq.ox.ac.uk/) helps many students from diverse backgrounds to make successful applications to the University of Oxford.
* [In2science](https://in2scienceuk.org/) empowers students from disadvantaged backgrounds to achieve their potential and progress to research careers through high-quality work placements and career guidance.
* [Target OxBridge](https://targetoxbridge.co.uk/) aims to help black African and Caribbean students and students of mixed race with black African and Caribbean heritage increase their chances of getting into the Universities of Oxford or Cambridge
* [UKRI’s Science and Technology Facilities Council work experience programme](https://www.ukri.org/about-us/stfc/work-for-stfc/work-experience/) offers work experience placement at the nearby [Rutherford Appleton Laboratory](https://www.ukri.org/about-us/stfc/locations/rutherford-appleton-laboratory/) to Year 10, 11, 12 and 13 students each year, many from local schools and around the country, though more computer science and technology-focused.

## **University-wide resources**

Key resources for Divisional and University-wide training opportunities are summarised on the [Department’s Learning and Development page](https://www.psych.ox.ac.uk/work-with-us/learning-and-development).

*Department of Psychiatry, September 2023*