**Template for the identification of training needs, as part of Learning Needs Analysis and Assessment**

This template should be completed (by students and discussed with supervisors), normally within four weeks of registration, and sent to the School / Department Director of PGR Studies. It should be updated when new needs become apparent.

Engagement in school / department training and the Graduate School’s training programme (the Reading Researcher Development Programme – RDDP) will be reviewed in annual progress reports and at Confirmation of Registration (using set proforma). Please note the University does set a minimum level of expected engagement. For full-time students, this equates to taking at least five sessions during the first year, and at least three in each of the second and third years.  Part-time students are required to take the same number of sessions but over a longer time period.   For some students who already have acquired a range of research skills, or have experienced a working career before studying for a PhD, the minimum level may be sufficient (and exceptionally may be reduced).’

When planning and selecting courses from the RRDP, you should consult the RRDP brochure, which is available via <http://www.reading.ac.uk/graduateschool/skillstrainingprogramme/gs-timetable.aspx>. Please note that only courses for the current term are available to book (via the RISIS webportal).

Further information on the *Vitae* Researcher Development Framework (RDF) can be found at <http://www.vitae.ac.uk/policy-practice/234301/Researcher-Development-Framework.html>.

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| **Knowledge / Skill Domain**  *(From Researcher Development Framework)* | **Student needs (as identified by student and supervisor)** | **Selected courses from the Reading Researcher Development Programme**  (timetables and booking information for the current term are available on the Graduate School website, as detailed above) | **Date Course attended** |
| **DOMAIN A: KNOWLEDGE & INTELLECTUAL ABILITIES** | | | |
| **A1: SUBJECT KNOWLEDGE**  (includes subject-knowledge, research methods, information seeking, languages, academic literacy & numeracy) |  |  |  |
| **A2: COGNITIVE ABILITIES**  (Includes analysing, synthesising, critical thinking, evaluating, problem solving) |  |  |  |
| **A3: CREATIVITY**  (Includes inquiring mind, intellectual insight, innovation, argument construction, intellectual risk) |  |  |  |

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| **DOMAIN B: PERSONAL EFFECTIVENESS** | | | |
| **B1: PERSONAL EFFECTIVENESS**  (Domain includes enthusiasm, perseverance, integrity, self-confidence, self-reflection, responsibility) |  |  |  |
| **B2: SELF-MANAGEMENT**  (Domain includes preparation & prioritisation, commitment to research, time management, responsiveness to change, work-life balance [including performing well in assessments) |  |  |  |
| **B3: PROFESSIONAL & CAREER DEVELOPMENT**  (Career management, continuing professional development, responsiveness to opportunities, networking, reputation & esteem) |  |  |  |

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| **DOMAIN C: Research Governance and Organisation** | | | |
| **C1: PROFESSIONAL CONDUCT**  (Includes health & safety, ethics, legal requirements, IPR & Copyright, respect & confidentiality, attribution & authorship, appropriate practice) |  |  |  |
| **C2: RESEARCH MANAGEMENT**  (Domain includes research strategy, project planning & delivery, and risk management) |  |  |  |
| **C3: FINANCE, FUNDING & RESOURCES**  (Domain includes income & funding generation, financial management, and infrastructure & resources) |  |  |  |

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| **Knowledge / Skill Domain**  *(From Researcher Development Framework)* | **Student needs (as identified by student and supervisor)** | **Selected courses from the Reading Researcher Development Programme**  (timetables and booking information for the current term are available on the Graduate School website, as detailed above) | **Date Course attended** |
| **DOMAIN D: ENGAGEMENT, INFLUENCE AND IMPACT** | | | |
| **D1: Working with others**  (Domain includes collegiality, team working, people management, supervision, mentoring, influence & leadership, collaboration, E&D) |  |  |  |
| **D2: COMMUNICATION & DISSEMINATION**  (Domain includes communication methods, communication media, publication) |  |  |  |
| **D3: ENGAGEMENT & IMPACT**  (Domain includes teaching, public engagement, enterprise, policy, society & culture, global citizenship) |  |  |  |

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|  | **Student needs (as identified by student and supervisor)** | **Training from other University units, e.g. ISLI, or external organisations/ institutes** | **Date Course attended** |
| **Additional training needs, not covered in School or Graduate School provision** |  |  |  |
| **English language skills and development**  **(EU/International doctoral researchers)** |  |  |  |