
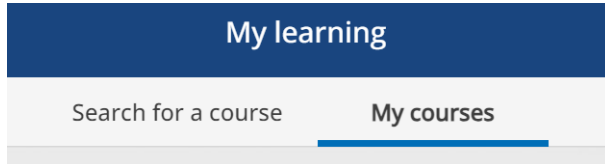


A guide to recording your researcher development activities

How to record development activities on 'My Learning'

- Log into My HR <https://myhr.hud.ac.uk>
- Select the 'My Learning' icon from the left-hand side of your dashboard: 
- Select the 'My courses' tab at the top of the page:

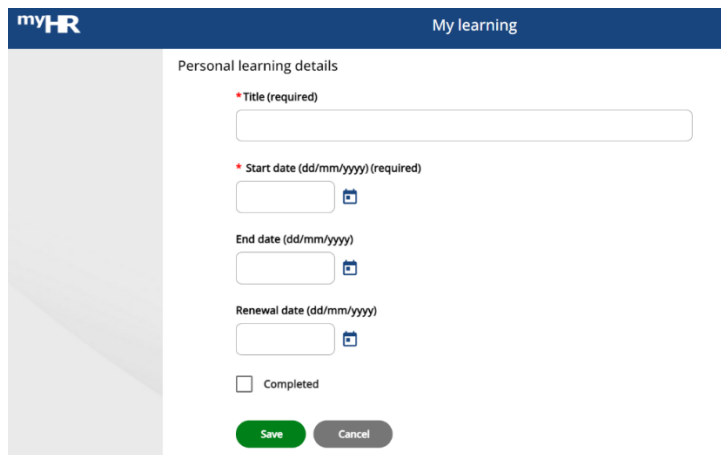


...this will show any learning and development activities you have booked internally via [P&OD](#) (NB: these activities are included on your record automatically).

- To add any additional personal learning and development activities you have undertaken (e.g. attending an external conference or workshop), scroll down to find the 'add personal learning' button:



- Add and save the details of your learning:

A screenshot of the 'Personal learning details' form in the My Learning system. The form is titled 'Personal learning details' and is located within the 'My learning' section of the MyHR system. The form contains several fields: a text input field for 'Title (required)', a date input field for 'Start date (dd/mm/yyyy) (required)', a date input field for 'End date (dd/mm/yyyy)', and a date input field for 'Renewal date (dd/mm/yyyy)'. Each date field has a calendar icon to its right. There is also a checkbox labeled 'Completed'. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

(NB: this online learning record shows a title and dates only – you might wish to use your researcher development log to capture further details and reflections).


Further information about using 'My Learning' can be found in the [MyHR User Guide](#) (see p36-44).

How to record development hours on 'My PDPR'

As part of the annual Personal Development and Performance Review (PDPR) process you are asked about days/hours spent on personal and professional development activity.

Your 'My Learning' online record will help you with thinking about this, alongside any additional information you have recorded in your researcher development log.

When preparing for your PDPR discussion:

- Log into My HR <https://myhr.hud.ac.uk>
- Select the 'My PDPR' icon from the left-hand side of your dashboard: 
- Your PDPR form will include the following questions to be answered by all researchers (these should not be left blank):
 - *'In line with the Concordat to Support the Career Development of Researchers, researchers are expected to undertake at least ten days of CPD per annum (pro-rata for part-time staff). During the last 12 months, approximately how many days have you spent on training and other continuing professional development activities?'*

You will be asked to select the number of days from the categories provided.
 - *'Which learning and development opportunities have you undertaken in the last 12 months and how useful were they?'*

This is a free text box for you to add information – you can use the details from your online learning record ('My Learning') and researcher development log to help you here. You may also wish to take these to your PDPR meeting to discuss further with your reviewer.
- There are additional questions on the form for anyone supervising Postgraduate Researchers, these need only be answered if supervision is a responsibility of your current role – *'Have you successfully undertaken supervisor training in the last 3 years?'*
- Finally, you will also be asked to think about and record future development needs. This is a good opportunity to list what you hope to achieve over the coming year and your reasons, then discuss this with your reviewer at your PDPR meeting.

Full guidance on completion of the PDPR forms can be found in the [MyHR User Guide](#) (see p45-62 – 'My PDPR').