WORK > LEARN > DEVELOP

Professional qualifications for University staff

UNIVERSITY OF OXFORD

1. Visit Work > Learn > Develop website

* Read course and general information

https://www.staffdev.ox.ac.uk/wld

2. Discuss with your manager:
* The course you want to do
* How it will increase your skills
* How it can benefit the team
* The time commitment

3. Attend an Information Session (with your manager if possible) Details on the website at: **http://oxfordworklearndevelop.eventbrite.com**

4. Complete application form
* Your manager needs to support your application

5. Phone call from Training Team
*To discuss details of course
*Make appointment for initial visit

6. Visit from Training Team (at your workplace)
* Completion of initial consultation and assessment
* 2-3 hours, confirm details and start dates

7. Complete enrolment process, including apprenticeship and funding paperwork

8. Course Induction, introduction to training programme and supporting IT packages

9. Attend any professional training sessions and complete work-based elements

10. Complete any required end point assessments, exams, portfolios, etc.

11. Successful completion and award of professional qualification