

Key	Experience	Knowledge/understanding	Skill level
1	I have no experience of this.	I have no knowledge/understanding of this.	I have no skill in this area.
2	I have some limited experience of this.	I have a little knowledge/understanding of this.	I have some basic skill in this area.
3	I have regular experience of this, but require further experience to become highly proficient	I have a good working knowledge of this area, but need to increase my knowledge to become highly proficient.	I am competent in this area, but require further development o become highly proficient.
4	I have extensive experience of this, and am able to use this experience effectively in my research.	I have extensive knowledge in/understanding of this area, which supports my research effectively.	I am highly skilled in this area, to a level that supports my research effectively.
5	I consider myself an expert in this and could train others in the area.	I consider myself an expert in this and could train others in the area.	I consider myself an expert in this and could train others in the area.

You are going to need to refer to this so you can mark your skill in different areas - don't worry too much about the fine detail - 1=I know nothing, 5=I am an expert

Identify where the experience came from

RDF Domain A: Knowledge and Intellectual Abilities
the knowledge, intellectual abilities and techniques to do research

	Current skill level	How has this skill level been obtained?	Required skill level	Priority	Training plan agreed with supervisors (where appropriate)
	3	Managed website and social media accounts for team in my previous job, including producing materials for it, however have not done this in a research environment.	4	Low	Read blogs and websites from researchers in my field to gain understanding of the tone and style used. Seek out relevant training session either from the DDP or online. Aim to be able to make suitable materials by the end of year one.
Knowledge of how to create materials suitable for presentation on-line					

Identify areas for improvement

Your supervisor may suggest changes to your plan if they feel you have missed things that are important/valuable

RDF Domain B: Personal Effectiveness
the personal qualities and approach to be an effective researcher

	Current skill level	How has this skill level been obtained?	Required skill level	Priority	Training plan agreed with supervisors (where appropriate)
Understanding of how to prepare for the viva	1	NA	4	Middle of year 2	Work with supervisor to gain understanding of preparation needed. Make use of guidance provided by vitae.ac.uk
Experience of preparing a CV	4	As a mature student I have held several jobs and produced CVs for several purposes as well as making use of Linkdin	2	NA Non-urgent	I have a job which I will be continuing part-time during my PhD and can return to afterwards. Consider making use of specific support from Careers service as they have dedicated Researcher Advisors and may be able to support you if you choose to have a change of career after completing PhD

You can rate the priority however suits you best, on a scale or with dates or some other way - think about how you work well

Enter any ideas you have for training that could be useful - don't worry if you are not sure what you can do, your supervisor will help

RDF Domain C: Research Governance and Organisation
the knowledge of the standards, requirements and professionalism to do research

	Current skill level	How has this skill level been obtained?	Required skill level	Priority	Training plan agreed with supervisors (where appropriate)
Understanding of copyright issues relevant to doctoral research	2	Some personal investigations into the subject prior to applying for PhD	3-4	End of first year	Make use materials provided by supervisor to understand copyright issues around research

Training and experience does not have to be official so long as you can explain what was done

RDF Domain D: Engagement, Influence and Impact
the knowledge and skills to work with others and ensure the wider impact of research

	Current skill level	How has this skill level been obtained?	Required skill level	Priority	Training plan agreed with supervisors (where appropriate)
Understanding of how to get the best from the student-supervisor relationship	1	I have not had a student-supervisor relationship previously	4	High	Hold meeting to agree expectations and boundaries 1 st month of PhD
Anything else identified and agreed by the supervisor and the student [please specify]: Widening participation skills	2	I have assisted in my son's school 'Projects Day'	4	High	Work with supervisor on project for the Festival of Arts and Humanities showcasing benefits of poetry in the prison population.

Setting specific dates to achieve things by can be helpful

Your supervisor may ask you to become involved in some training or experience beyond what is on the standard form