DaMSSI – ABC project: Vitae Database of Practice
www.vitae.ac.uk/dop

The Vitae Database of practice hosts over 400 examples of institutions’ professional and career development opportunities for researchers and is a major way that HEIs share practice. A revised version of the database was launched in May 2011 aligned to the Vitae Researcher Development Framework and more user friendly for those wishing to contribute case studies and search for examples of good practice.

‘The Database of practice is an excellent resource for sharing of ideas and information. I have recently used it when conducting a review of our entrepreneurship provision to compare our programme with provision elsewhere, and inform our new strategy in this area’.
Dr Donna Murray, Business and Enterprise Training Manger, University of Edinburgh

Registering to add a practice to the database
To enter a practice onto the database you need to register on the Vitae website. To do this select the ‘register’ option along the top dashboard.
Adding an entry onto the database

To log in select the ‘log in’ option from the top dashboard. From the drop down menu you can select ‘My practices’ and press the ‘go’ button. This will take you to a secure section of the website where you can enter the details of your practice.

To create your practice you need to complete the following six sections and then press ‘save’. If you do not want to publish it straight away then you can select not to publish it.
Categories to complete for an entry
To enter a practice into the database you need to complete the following 6 categories. The following lists the details required for each category.

1. **Outline**
   - Practice title
   - Institution
   - Region
   - Outline – a short sentence that summarises the practice

2. **Owners**
   This section allows you to enter the details of the person is responsible for the entry. Details include:
   - Forename
   - Surname
   - Email address

3. **Categories**
   This section is split into five areas which include; the relationship of the entry to the RDF, the focus of the practice, audience, range, and impact.

3.1 **Relationship to RDF**
   In this section you can select the sub-domains of the RDF that relate to your practice.
   - Domain A: Knowledge and intellectual abilities
   - Domain B: Personal effectiveness
   - Domain C: Research governance and organisation
   - Domain D: Engagement, influence and impact

3.2 **Focus:**

<table>
<thead>
<tr>
<th>Focus area</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Researcher-led activities</td>
<td>Eg projects led by researchers/developmental roles for researchers, creating researcher networks. Relates to aspects of principle 5 of the Concordat.</td>
</tr>
<tr>
<td>Personal effectiveness</td>
<td>Eg Interpersonal skills activities, creativity and self management. Relates to aspects of RDF A2, A3, B1, B2.</td>
</tr>
<tr>
<td>Equality and diversity related activities</td>
<td>Equality and diversity initiatives, widening participation activities and cultural awareness. Relates to aspects RDF D1. Relates to aspects of principle 6 of the Concordat.</td>
</tr>
<tr>
<td>HR-related activities</td>
<td>Eg HR policy, recruitment, selection, induction. Relates to aspects of principles 1 and 2 of the Concordat.</td>
</tr>
<tr>
<td>Evaluation mechanisms/impact</td>
<td>Specific evaluation, impact and feedback projects and mechanisms. Relates to aspects of principle 7 of the Concordat.</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Work experience</td>
<td>Eg internships, placements, consultancy projects, work experience activities</td>
</tr>
<tr>
<td>Research project skills</td>
<td>Eg research management and methods, critical thinking, professional conduct. Relates to aspects of RDF A1, A2, C1, C2, C3.</td>
</tr>
<tr>
<td>Academic practice</td>
<td>Eg teaching, generating income, publication, supervision. Relates to aspects of RDF C3, D1, D2, D3.</td>
</tr>
<tr>
<td>Knowledge exchange</td>
<td>Eg public engagement, outreach, research informing policy-making, user engagement. Relates to aspects of RDF D3.</td>
</tr>
<tr>
<td>Researchers’ reflective processes</td>
<td>Eg PDP, appraisal, mentoring. Relates to aspects of principle 5 of the Concordat.</td>
</tr>
<tr>
<td>Researcher development strategy/management</td>
<td>Strategic /management policies, systems, infrastructure for researcher development and Concordat implementation, sustainability strategies.</td>
</tr>
<tr>
<td>Enterprise-related activities</td>
<td>Eg enterprise, innovation and intrapreneurial-related activities, commercialisation. Relates to RDF D3.</td>
</tr>
<tr>
<td>Career development</td>
<td>Eg career management, employability, career coaching. Relates to aspects of RDF B3 and principles 3 and 4 of the Concordat.</td>
</tr>
<tr>
<td>Research into researcher development</td>
<td>Research projects in the field of researcher development</td>
</tr>
</tbody>
</table>

**3.3 Audience**
- Postgraduate researchers
- Doctoral researchers
- Research staff
- Supervisors
- Trainers/facilitators
- Research masters
- Not applicable

**3.4 Range**
This section allows you to identify the range of the practice i.e it is relevant to a particular faculty, discipline etc

<table>
<thead>
<tr>
<th>Range</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>International (open to HEIs outside the UK)</td>
<td>Open to HEIs outside the UK</td>
</tr>
<tr>
<td>Faculty</td>
<td>Focused on a particular faculty</td>
</tr>
<tr>
<td>National/regional</td>
<td>Open across the UK, England, Scotland,</td>
</tr>
</tbody>
</table>
Wales, Northern Ireland or a region of the UK

Department | Focused on a particular department within an institution
Institution | Open across an institution
Discipline | Focused on a particular subject area
Inter-institutional | Collaborative practice actively involving several HEIs/organisations
Not applicable

### 3.5 Impact:
This section allows you to describe any evaluation information for your entry based around the IEG Impact Framework¹.

<table>
<thead>
<tr>
<th>Impact level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2: Learning - Attitude change</td>
<td>eg. improved knowledge, more confident</td>
</tr>
<tr>
<td>Level 3: Behaviour - Behaviour change</td>
<td>eg. reflective, self-aware, more organised</td>
</tr>
<tr>
<td>Level 4: Outcomes - Tangible benefits</td>
<td>eg. better research, improved qualification rates, improved employability</td>
</tr>
</tbody>
</table>

### 4. Practice details:
Rationale, aims and outcomes:
- What is the rationale for doing this?
- How does it fit with institutional strategy?
- What are the main features of the provision?
- What are the aims and expected outcomes?

Engagement:
- Are there any pre-requisites for engagement, e.g. levels of skill, years of experience, essential pre-activities?
- How many participate in each 'activity'?

Evaluation: benefits, challenges and next steps:
- How do you monitor effectiveness?
- Who do you seek feedback from?
- Do you have benchmarks?

### 5. Links and Documents
Any relevant links or documents i.e link to the Jorum database

### 6. Conditions of use
Details the conditions for uploading a practice to the database.