

Short guide to the PGR Portfolio of Activity

The PGR Portfolio of Activity is located in the PGR Toolbox in Liverpool Life: liverpool-life.liv.ac.uk

Website: www.liverpool.ac.uk/pgr-development/toolbox/portfolio-activity/

Video Tutorials: pcwww.liv.ac.uk/~pgro/ToolboxGuides/portfolioactivity.html

Official requirements: Data from the Portfolio of Activity is included in the Annual Report forms each year and you are recommended to keep this record up to date with your professional development and training during the year. This record may include presentations, networking events, conferences, teaching and voluntary activities, as well as any relevant training.

You may be asked to use the Portfolio of Activity to record selected training for your School.

Privacy – the record is shared with others using the email link in the record. Selected items within the record can be kept completely private.

Organisation: The Portfolio is organised according to the four domains of the **Researcher Development Framework (RDF)**, produced by [Vitae](http://vitae.ac.uk) and officially recognised by the University.

See also the [introduction to the RDF for researchers at Liverpool](#).

The Portfolio displays all entries in the four, initially empty, lists that correspond to the RDF domains.

You can use this record flexibly. The lists of activities are suggestions. You can add your own activities to any domain, according to your own preferences for structure.

A: Knowledge and Intellectual abilities

Seminars, Conferences, Library or IT training and related activities.. [Read More](#)

+ Add Activity (see page help)

Activity	Activity Title	Date	Description	RDF sub-domain	RDF Descriptors (Optional)	Select	
Library training	Copyright and your Thesis	28 Feb 2013	Issues concerning copyright and digital publishing (i.e. images)	A1	<ul style="list-style-type: none">Information literacy and management (A1) DeletePublic engagement (D3) Delete+ Additional Descriptor	<input checked="" type="checkbox"/>	Delete

1 Domain Description: links to a longer Domain summary taken from the official framework ([Vitae](http://vitae.ac.uk)).

2 Adding a new record: To add a new record you need to select a Domain, A B C or D, and the type of activity. A popup box then allows you to enter:

- A title for the activity,
- A description if required,
- The date of the activity. Use the start date for an activity longer than one day.
- One of the three sub-domains that is appropriate to your experience.

The Activities: You can add any activities that are relevant to your personal aims or career ambitions, including external activities that enhance your skills-base. The Portfolio of Activity provides a list of suggested activities. You may view these before planning your own personal development.

Use the **'Other'** category to add further activities, or to suit your own preference for ordering.

It is not critical to record your activities in any specific section. But we recommend that your records cover all Domains to demonstrate a broad range of experience.

Dates: the record only allows you to enter one date. However, you can still use one entry to summarise a series of activities. You can choose how you enter these details, one solution is to,

- Enter the initial date for the event, for example date of event or the start date of a conference.
- Enter the range of dates or series in the activity title.
- Enter further details, e.g. seminar titles etc as required in the description.

You can edit the record as many times as necessary.

3 **Editing a record:** The title of the activity is displayed in the list as an underlined link. Click this link to edit the title and description.

4 **Deleting a record:** Use the red '**Delete**' button in the right hand column to delete the entire record.

Emailing the Record:

Ensure that all records to be included in the list have the 'Select' box ticked, i.e. records can be kept completely private if you un-tick this box.

Use the '[+ Email Selected Portfolio Activities To Supervisor](#)' to send the record to your primary supervisor.

Use the '[+ Email Selected Portfolio Activities To Others](#)' to send the record to anyone, including yourself. It is recommended that you do this yearly, as you will lose access to this record when you leave the University.

5 **Selecting the Record**

The data for each year is automatically included in the Annual Progress Report (APR) forms in June each year, which will display the title, names and dates for each record. **Un-tick the select box if you do not want a record to appear in the APR form.**

Note: the description and RDF descriptors for the record will not appear in the APR forms.

6 **RDF descriptors (Optional)**

The use of descriptors allows you to reflect on your experiences and to record any skills gained to document your experiences in your personal development planning and to help prepare for future career applications.

You can associate a descriptor with any of your activities and select a descriptor from any part of the wheel, irrespective of the original Domain.

This part is optional, and is not normally relevant for all activities in your portfolio.

Use the red '**Delete**' button adjacent to a descriptor to remove the association with the activity record.