**Graduate School   
Skills Assessment Form**

The Skills Assessment Form should be completed at the beginning of each academic year following a meeting between the Doctoral Researcher and Supervisor/s held early in the term. The aim of the meeting should be to identify the Doctoral Researcher’s training and development needs for the year ahead and for the Doctoral Researcher to identify and plan to attend relevant workshops offered within the DRDP programme which support/address those needs.

If training needs are identified which are not offered within the DRDP, these should also be included on the form, and avenues explored for sourcing and supporting these. Funding via the GER or Professor Geoffrey Petts Memorial Fund should be considered as applicable.

[Globally Engaged Research Scholarship Scheme (GER)](https://www.westminster.ac.uk/research/graduate-school/about-the-graduate-school/globally-engaged-research-doctoral-scholarship-scheme)

[Professor Geoffrey Petts Memorial Fund](https://www.westminster.ac.uk/research/graduate-school/about-the-graduate-school/professor-geoffrey-petts-memorial-fund)

Once completed, the Skills Assessment Form should be uploaded as an attachment to the relevant supervisory meeting log via the VRE. It should also be uploaded as a document to the next APR submission.

Listings and information about the upcoming workshops can be found via the links below:

<https://research.westminster.ac.uk/do/phd-event-navigation/listing>

<https://blog.westminster.ac.uk/doctoralresearcherdevelopmentprogramme/>

**Doctoral Researcher:**

**Director of Studies:**

**Year of Study:**

**Time/Date of Meeting:**

**What new skills/areas do you envisage needing to develop this academic year?**

**Are there existing skills you would like to build on?**

**Have you consulted the DRDP website to review this year’s provision and to identify relevant workshops for attendance (please circle as applicable):** Yes/ No

**Which DRDP workshops have you identified and planned to attend, to address the above identified training and development needs?**

We recommend attendance to at least 5-6 workshops in the 1st year, 3-4 workshops in the 2nd and 3rd year, and 1-2 workshops in the 4th year. This refers to workshops offered by the Graduate School DRDP Programme and **not** School level workshops, which you are also expected to attend.



**For example, we might recommend (amongst others):**

**Year 1**

Your Research at Westminster   
Introduction to the DRDP

The Ethical Researcher

Wellbeing and the Doctoral Researcher  
Literature Searching  
Introduction to Referencing Software (multiple choices available)  
How to Write a Literature Review

Creating and Managing Effective Relationships for Your Research

**Years 2 and 3**

Funding Your Research Activities  
The Confident Speaker  
Defying Writer’s Block: Using mind maps to generate, visualize and structure ideas  
Critical thinking, Argumentation and Academic Voice  
Social Media and Your PhD: Crafting an effective online researcher profile

**Year 4**

Getting ready for Your Final Viva  
Open Access and Your Doctoral Thesis

**Training Beyond the DRDP**

Please include details of any training external to the university that you would like to attend this academic year.

Funding for external training can be applied for through the [GER Doctoral Scholarships fund](https://www.westminster.ac.uk/research/graduate-school/about-the-graduate-school/globally-engaged-research-doctoral-scholarship-scheme).