

Guidance for Workshop Organisers

INTRODUCTION.....	1
EDUCATION DATABASE	2
TALENT BANK	2
ASSESSMENTS, DEADLINES, LENGTH, STRUCTURE ETC.	3
MARKING FRAMEWORK	4
WORKSHOP SELECTION	4
RECORD OF STUDENT ATTENDANCE	4
HAVE ANY QUESTIONS?.....	5

Introduction

This document has been created to provide overall guidance and information to support our workshop organisers.

The MRC Doctoral Training Partnership training catalogue, which comprises a combination of compulsory and optional workshops of theoretical and practical training, is to ensure that students will acquire a deep understanding of core principles that underpin biomedical research and training.

In 2017-18 we are offering the MRC DTP students the following workshops:

Compulsory for all MRC DTP students:

- Experimental design and statistical methods
- Critical thinking skills - delivered by each Theme
- Research ethics and integrity

Organised by MRC DTP Theme 1:

- Critical thinking skills
- Computational approaches to protein structures
- Flow cytometry
- Imaging
- Mass spectrometry
- Recombinant protein production and protein interaction assays

Organised by MRC DTP Theme 2:

- Critical thinking skills
- Genetic association studies: uncovering the secrets of your genome
- Quantitative genetics and twin modelling
- Using mouse models to study behavior

Organised by MRC DTP Theme 3:

- Critical thinking skills
- Quantitative polymerase chain reaction (qPCR)
- Mammalian cell culture
- Fundamentals of cellular electrophysiology
- Fluorescence immunohistochemistry
- Non-coding RNAs in disease
- Radioimmunoassay

Organised by MRC DTP Theme 4:

- Critical evaluation of the scientific literature
- Introduction to whole body imaging
- Molecular imaging with radionuclides
- Multi-modal imaging (non-radionuclide)

Organised by Stem Cells & Regenerative Medicine:

- Stem Cells and Regenerative Medicine 1 – Latest Developments
- Stem Cells and Regenerative Medicine 2 - Adult Mouse Stem Cells Practical

Organised by Maudsley BRC:

- Conducting and analysing qualitative interviews
- Basic neuroanatomy

Education database

The Education Database is an important tool that KCL uses primarily to collect information on education contributions. The information recorded in the database is used to produce the reports that support PDRs. It also drives the distribution of teaching income between faculties and divisions, and informs decisions regarding future curricular initiatives.

We ask all King's employed staff—academic, research (from Research through to Senior Research Fellows)—and PhD students to record their contributions to the MRC DTP in the [Education Database](#).

Workshop organisers and deliverers should use code **7MRD0005**.

Note that the database has been enhanced to display all tariffs as you enter your contributions.

Should you have additional questions, you can contact educationdb@kcl.ac.uk. You can also visit the [intranet](#) for more information.

Talent bank

Guidance instructions for workshop organisers to book student demonstrators/help through the [King's Talent Bank](#):

Firstly, you should contact the [MRC DTP Coordinator](#) to discuss your support needs and to seek approval before confirming pay rates and budget code information.

If you are new to the talent bank, you should [email](#) and ask to be registered on the system.

If you know the student demonstrators, you will need to ensure that these are also registered.

The next step is to search for the worker's profile in Talent Bank using the "Search for workers" option on the left hand side menu, by typing the first name or last name in the search box and then press search.

Once you find the worker click on their name to bring up their profile.

If the candidate in question is fully compliant you will see three green ticks followed by an option to "Offer assignment". You will be unable to offer an assignment to a worker who is non-compliant.

Once you have selected "Offer assignment" a short form will appear. Complete this with the details of the assignment you are offering. Once you are happy, scroll down to the bottom of the page and select "Send offer to worker".

This will email the Assignment offer directly to the worker, asking them to respond by the date you specified.

The Worker will have the option to accept or decline the job.

Once accepted, an active assignment and initial timesheet will automatically be created for the worker.

It is important to put down two different names to authorise timesheets in case the lead organiser is away or on leave when a timesheet needs to be authorised. The MRC DTP Coordinator can be put down as the second authoriser. The MRC DTP Coordinator should also be named as invoicing contact for budget monitoring purposes.

Please note that we cannot pay for any demonstrators that are on KCL grade 6 or above.

For further support with using the talent bank, please contact the Talent Bank Customer Services Team via [email](#) or phone 020 3598 2773.

Assessments, deadlines, length, structure etc.

Each workshop must have an assessment set for all students to complete. The organiser can decide what is the most appropriate format of assessment to set. Examples are a 600-800 short report, abstract writing exercise, exam, presentation, debate. The assessment should not be too onerous for the students. The only requirement is that a mark (out of 100) for each student is sent to the MRC DTP Coordinator.

For the MRes students, the mark given for each of their eight workshops goes towards their MRes award classification. The credit structure of the MRes is as follows:

Module	Number of credits
Rotation 1	40
Rotation 2	40
Rotation 3	40
PhD Proposal	40
Experimental Skills	20
Total: 180	

Each workshop is worth 1/8 or 2.5 credits of the experimental skills module.

The MRC DTP Coordinator will be in contact with each organiser to plan the assessment set date, deadline date, and when marking should be completed by. Normally students are given two weeks to complete an assessment, however this may differ if there are clashes with other deadlines such as the rotation reports.

Marking framework

Information coming soon

Workshop selection

All MRC DTP students are expected to attend, complete and pass the assessment for our three compulsory workshops.

1+3 students then choose an additional five workshops from our training catalogue in their MRes year, and are encouraged to take additional workshops in the PhD years

PhD students choose an additional two workshops in year 1, and are encouraged to take more workshops in subsequent years.

Students can select workshops that are organised by any of the Themes.

Students select their workshops on the Skills Forge booking system in July. Workshop organisers will be contacted in August - September with confirmations of numbers attending their workshop.

Record of student attendance

Ahead of a workshop the organiser will be sent register. It is important that a record of attendance is taken at all sessions of each workshop.

Completed registers should be scanned and sent to the MRC DTP Coordinator as soon as possible after the workshop.

This information will then be uploaded onto Skills Forge and the students' records.

Have any questions?

If we haven't answered your question in this guidance document, please contact the [MRC DTP](#) and we will respond as soon as possible.