

‘Using the RDF Planner as a researcher’ screencast Transcript

- 00:08 This video will show you the first steps in taking control of your professional and career development using the Vitae RDF Planner. You can use the RDF Planner to document your capabilities and expertise. It gives you a single place to store all your achievements and experience. It also enables you to identify what areas are important for you to develop next and create an action plan to make sure you achieve your goals. The RDF Planner gives access to a host of developmental resources and activities so you can realise your potential in careers whether it's within or outside academia.
- 00:42 The RDF is based on the widely acknowledged Vitae Researcher Development Framework, or RDF for short. The RDF has been developed empirically through interviews with researchers from a range of disciplines and describes the knowledge, behaviours and attributes of excellent researchers at all experience levels. For more information, please visit www.vitae.ac.uk/rdf
- 01:05 Here's the RDF Planner, which is available at <https://rdfplanner.vitae.ac.uk>
From this homepage you can log in by selecting the sign in button.
- 01:18 When logging in for the first time, either by receiving an invite from your organisation, or through registering an individual subscription, you'll be taken to this registration form. Once complete, hit save. This will take you to the RDF Planner Researcher homepage. This is the myRDF section where you can assess your skills and expertise, create an action plan for your professional development and access relevant resources to help you achieve your goals.
- 01:46 This is the myEvidence section, which provides a central repository for all the evidence of development you upload to the RDF Planner.
- 01:53 This is the myReports section, which enables you to generate reports to inform your professional development, such as through sharing and discussing progress with your supervisor, PI or other developmental contact. And finally, this is the useful links section, which highlights helpful supporting resources and information to support your use of the RDF Planner.
- 02:14 You can check and change your profile and account details at any time here, and log out from the application here.
- 02:22 Let's start by taking a look at the myRDF section.
- 02:30 The RDF is split into four domains. Select a domain you are interested in for self-assessment. As an example I will click on Domain D. As an alternative to clicking on Domains, we've included some filters to expand

the RDF here. Let's take you through an example of how to document your skills and plan your development. For example, I want to assess my communication media skills, which is in sub-domain D2. Here are the five phases of development for communication media. Phases contain the language you can use to articulate your capabilities both within and outside academia. Consider which phase relates best to your current capability. Click on that phase and mark it as achieved.

- 03:16 You can now add evidence to support your current phase. Select 'Add new evidence'. As an example, I'm going to add a presentation I recently gave at a conference. To do this I select 'Add new' because the file I'm adding hasn't been uploaded before. You can choose between uploading a file, linking to a file, or just entering text. I select 'Upload file'. Complete each of the fields to describe the file you're uploading. Try using the STAR technique to help you be specific with your evidence. Explain the situation, the task, the action and the result. Next browse your local system and select the file to upload. When you're done, select 'Save and close'.
- 04:16 The next step is to think about which of the phases best describes where you want to be in the near future, and create an action plan so you can achieve your goal. Let's say you have completed phase one and you want to progress into phase two of communication media in the next six to 12 months. It's useful to create action plans that are broken down into small, achievable timescales as well as thinking more long-term about your career. You can access relevant training and development resources to help you progress in this phase here. If you are using the Planner through your organisation's subscription, there may be links to your institutions development opportunities, in addition to the array of Vitae resources to help you develop.
- 04:56 Add an action plan about how you aim to reach your target phase for development by selecting the 'Add action' button here. Enter information about how you might develop in this area, for example go on a training course, or through peer advice. Consider your first steps in development as well as your ultimate goal through using SMART objectives.
- 05:21 Clearly define each step along the way. How are you going to review and measure your development? When are you going to take action by? What will you do in the next week, the next month, next quarter, and long-term? Select a target date for completing the action, and when you're done select 'Save and close'.
- 05:43 We've now successfully added an action to a descriptor of the RDF. As you can see this process takes some time, and so assessing yourself against the whole RDF in one sitting is not necessarily possible. Instead, come to your profile whenever you have a spare 5 or 10 minutes and add a piece of evidence or one action. Gradually you will be able to build up a complete

- portfolio of your skills and expertise over time, a record which will stand you in good stead when applying for jobs in the future.
- 06:09 The final features to show you in the myRDF section are RDF lenses. Lenses enable you to view the RDF through a variety of contexts. They are available to select from a dropdown list at the top of the myRDF page, here. A green bar appears at the top of the RDF with information and options related to the lens selected. Once a lens has been selected, you can make it your default view by selecting the 'Make the lens my default' button here. The lens description in the green bar also provides a hyperlink to further information.
- 06:47 Explore the RDF by clicking on a domain, sub-domain, or descriptor. You'll notice that the RDF has been filtered to show only the aspects of the RDF which are applicable to the lens you've selected. This viewing preference can easily be changed to show the entire RDF using the toggle options, here. We've finished looking at the myRDF section. Let's return to the Researcher homepage by clicking on the RDF Planner logo in the header.
- 07:16 Now let's take a look at the myEvidence section, which can be accessed by selecting the module, here. The myEvidence section provides a central repository for all the evidence of development you upload to the RDF Planner. Existing evidence is listed in the table here, can be filtered using the RDF here, and at any time, you can use the keyword search to filter items, here. Existing items of evidence can be edited and deleted through selecting the edit button and the delete button. And finally, to reorder items in the table, click on the corresponding headers.
- 07:51 To add evidence to the repository, please select the 'Add evidence' button, here. There are three ways of adding evidence to the RDF Planner. Firstly you can add a file such as an image or presentation, you can link out to evidence elsewhere on the web, or alternatively you can just add text evidence. Today I'd like to add a link to an article I've published on my blog. I select 'Online' to do this. Whether you're uploading a file, linking to online evidence, or adding text directly to the Planner, you'll need to complete a form when adding evidence. Complete all the necessary fields, select which areas of the RDF your evidence applies to, and on completion hit 'Submit'. Your evidence should now appear in the evidence list. This completes the myEvidence section of this screencast. Let's return to the Researcher homepage.
- 08:40 Finally, let's look at myReports. Select the module here to get to this section. The myReports section offers a variety of useful, structured reports containing actions and evidence information which can be useful as part of developmental meetings with your supervisor or PI, or as part of self-reflection. Reports can be viewed online, or exported from the RDF Planner in a number of formats. Use the 'Save as' function here to export a

report. This concludes the 'Using the RDF Planner as a researcher' screencast. For further information on the Vitae RDF, please visit www.vitae.ac.uk/rdf

