

**HELOA Innovation and Best Practice Awards 2013/2014**

* Would you like to gain national recognition for the innovative liaison work that is taking place in your team?
* Would you like to share your best practice and receive feedback and ideas from the HELOA membership?

HELOA is pleased to continue the ‘Innovation and Best Practice Awards’. We would like to recognise some of the excellent work that is taking place everyday amongst our membership, and hope that many of your will take the opportunity to showcase your best work at the 2014 HELOA National Conference.

**How to Enter**

1. The awards are free to enter and are open to any HELOA member at any level, institutional approval must be sought before entering.
2. Complete the HELOA Innovation and Best Practice entry form using the entry guidelines set out below.
3. Submit a short word summary of the entry which will be included in the National Conference programme.
4. A panel of judges will shortlist up to five finalist entries for display at the National Conference. Finalists will be asked to create a more detailed overview or display presenting their entry. Finalist material will be displayed at the National Conference in January 2014, where delegates will vote for the winning entry.
5. Award winning entry will receive a trophy and certificate.
6. Finalist institutions will also receive a certificate.

**Entry Guidelines**

The HELOA Innovation and Best Practice Awards are only open to HELOA members.

Judges will be looking for examples of best practice across the sector, this could be in any aspect of higher education liaison work, but may include;

A special project

A specific marketing initiative

A new resource or intervention

An innovative collaboration

The entry must detail work that has taken place in the last three years or less. The work may be on-going.

Each member is entitled to submit one entry; multiple applications from institutions are acceptable as long as they are led by a different HELOA member.

Entries should be submitted by email as a word document by the 1st November 2013, and shortlisted Entrants will be notified by the 29th November 2013.

Please also submit a further 100 word summary as a separate word document which can be included in the National Conference programme. Only the finalists will appear in the programme.

Entries will be scored out of 20 with 5 marks being awarded for each of the following categories. Entries will be expected to show good use of available resources and value for money. Available budget will be taken into consideration when judging project outcomes.

|  |  |
| --- | --- |
| How innovative was the project  | 1 2 3 4 5 |
| How well did the project achieve its aims |  |
| How well was the impact of the project assessed? |  |
| How effectively could this be disseminated for the wider HELOA membership? |  |

5 - All aspects of the category were achieved to an excellent standard.

4 - Most aspects of the category were achieved to a good standard.

3 - Most aspects of the category were achieved to a satisfactory standard.

2- The category was mostly unsatisfactory.

1 - The category was poor.

0 - The category was not addressed.

Please submit your completed HELOA Innovation and Best Practice 2013/2014 entry in word format via email to: training@heloa.ac.uk

\*If an institution plans to undertake any press/media coverage about their entry they must notify Paul Ireland at marketing@heloa.ac.uk.