

## **Innovation and Best Practice Award: HELOA Group Award 2018/19** Sponsored by UK University Search

### **How to Enter**

Entering a project for an Award is easy, free and is open to all HELOA Groups, but please make sure you seek the HELOA Groups' committees approval before you apply.

1. Complete the HELOA Group Spotlight Award entry form using the entry guidelines, including a short summary of the entry which will be included in the National Conference programme. Entries should be submitted by email using the entry form to [training@heloac.ac.uk](mailto:training@heloac.ac.uk) by 5pm 3 December. Shortlisted entrants will be notified by 5pm 17 December.
2. A panel of judges will shortlist up to three finalist entries by 5pm 17 December. Finalists will be asked to create a more detailed overview or display presenting their entry. Finalist overviews will be played / displayed in the category nominations at National Conference in January 2019 and the winner, chosen by the HELOA Executive and UK University Search, announced at the awards evening.
3. The award-winning entry will receive a trophy and certificate, and finalist groups will also receive a certificate.

### **Entry Guidelines**

The HELOA Group Spotlight Award is only open to HELOA Regional Groups

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:

- Group development activities
- Member development or training activities
- Innovative liaison opportunities
- A new resource or intervention;
- An innovative collaboration.

The entry must detail activities that have taken place in the Current HELOA conference year only. The work may be on-going.

Each group is entitled to submit one entry. Entries must carry the approval of the HELOA Group Chair.

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 funds will be taken into consideration when judging the level of activity / engagement.

<b>Value for money</b>	1 2 3 4 5
HELOA funds have been used to the best possible effect. Investing in appropriate development of HELOA members and/or external customers	
<b>Innovation</b>	
To what extent was the project creative and innovative? Did the project represent a new idea, or present a new solution to an existing problem? Did the project demonstrate an innovative approach?	
<b>Impact</b>	
Did the project have an appropriately wide impact? Who was developed by the project? Can you see ways in which the impact of the project could have been further optimised?	
<b>Evaluation</b>	
Do you think the evaluation methods chosen were effective and appropriate to the project? Were the outcomes of the project used to develop your groups' activity?	

- 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.

If you have any questions please contact Chloe Warsop (Conference Manager) or Charlotte Brooks (UK Vice-Chair - Training) on [training@heloac.ac.uk](mailto:training@heloac.ac.uk).