

Group Development Annual Report 2022

The challenges of previous years, in terms of filling group committee roles, have not been as prevalent this year and our group committees are looking healthier than they have for the last couple of years. The return of the National Conference really helped groups to discuss in person, the roles that were available and the benefits of taking on a role. Obviously, there are still a few gaps, however we don't have any committees where there is only one or two people in role, which is encouraging to see and positive for both the group committees and the members in their groups.

Groups have continued to choose whether they run their meetings all in-person or a mix of inperson and virtual. The virtual meetings continue to work extremely well, particularly for some of the larger groups, where members are spread out geographically. However, all groups have now made the move back to at least one in-person meeting and this has been well received by members.

The mentoring scheme has yet to take off in some groups, but this is due mainly to time restraints, as everybody has been so busy with their day jobs in the return to physical delivery of events. There doesn't seem to be a standard approach as to how the scheme is run within each group, so this will be looked into shortly to see if there can be some uniformity which will help groups to embed it (although if something works well for one group and not for another, then the group should go for what works for them). It must be said however, that the mentoring scheme is running well in several of the groups, so we will look at sharing best practice across all groups.

Having not had much budget over the last couple of years, due to the pandemic, it has been refreshing to see groups being able to spend money again on relevant training and literature (e.g., a poster displaying open days for all member institutions of a group) which benefits all their members. The budget proposals for the forthcoming year will reflect the continued need to deliver high quality training as part of group meetings/training days.

I would like to thank Rebecca Oliver who stepped down from her group chair role during 2022. Rebecca continued her term as group chair for much longer than expected due to a lack of applications for the role when advertised, so thank you for all your hard work and dedication. Welcome to Charlie Smith who took over the South West group chair from Rebecca this year, he has settled in well, particularly as he has had to start from scratch with a new committee.



I would also like to thank Dylan Cozens, who stepped down in 2022, for his continued support and hard work as group chair for the Midlands, Emily Day took over the role this year and she has been a great addition to the group, although due to a change in job, Emily will sadly be stepping down from her group chair role in the near future.

Thanks also go to Grant Cullen for his time as group chair for Scotland, who stepped down due to taking a new role on. Calum Fraser has taken on the role this year and is proving to be another great addition to the group.

Finally, I would like to recognise and thank all group chairs and committees for their amazing support and guidance to members through an extremely busy year of events, following on from the various lockdowns. It has sometimes been hard to juggle everything now life has gone back to 'normal', and you should all be commended for this. You have all continued to ensure that members have remained engaged and supported throughout the year, once again. It is a pleasure to work with all of you and I look forward to working with you all again in 2023, until my role comes to an end in July, after 3 years.

Amanda Kenningley

HELOA UK Vice-Chair (Group Development)

November 2022

*Please note that some group information is missing from the reports due to activity taking place after the report deadline.

HELOA Anglia Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|--------------------------|----------------|-----------------------------|
| Group Chair | Stephanie Jong | University of East Anglia |
| Vice Chair Training & | Lydia Newton | University of East Anglia |
| Partnerships | | |
| Vice Chair Membership & | Annabel Osborn | University of Suffolk |
| Communication | | |
| UCAS Events Working | Leon Harris | University of Hertfordshire |
| Group Representative | | |
| UCAS Product Development | Vacant | |
| Group Representative | | |

2021 Group Meetings

NOTE: attendees exclude the Chair and VC membership and communicatio

| Date of Meeting | 10 th December 2021 | |
|------------------------------------|--------------------------------|--|
| Location | Virtual | |
| Number of Attendees / Institutions | 19 attendees | |
| | Institutions: 6 | |
| | 1. Writtle University College | |
| | 2. University of East Anglia | |
| | 3. University of Cambridge | |
| | 4. University of Suffolk | |
| | 5. University of Hertfordshire | |
| | 6. Norfolk University of Arts | |
| Summary of activity | Welcome and welcome to new | |
| | members | |
| | UKC update | |
| | Membership survey | |
| | Reviewing partnerships | |
| | UCAS update | |
| | Vacant toles | |



| Sharing good practice - breakout |
|----------------------------------|
| room discussions |

2022 Group Meetings: two hours; three online and one in person

| Date of Meeting | 11 th February 2022 | |
|------------------------------------|-------------------------------------|--|
| Location | Virtual | |
| Number of Attendees / Institutions | 4 attendees | |
| | Institutions: 4 | |
| | Writtle University College | |
| | 2. Norfolk University of Arts | |
| | 3. University of Suffolk | |
| | 4. University of East Anglia | |
| Summary of activity | Welcome for new members - getting | |
| | to know you | |
| | Introduction to HELOA and what we | |
| | do | |
| | HELOA's strategic plan | |
| | HELOA Anglia's role | |
| | Discussions about what training new | |
| | members would like to see at | |
| | HELOA Anglia meetings moving | |
| | forward | |

| Date of Meeting | 13 th May, 2022 | |
|------------------------------------|--|--|
| Location | Virtual | |
| Number of Attendees / Institutions | 9 attendees | |
| | Institutions: 6 | |
| | Writtle University College | |
| | 2. University of Cambridge | |
| | 3. University of Hertfordshire | |
| | 4. Norfolk University of Arts | |
| | University of East Anglia | |
| | 6. University of Suffolk | |
| Summary of activity | Welcome for new members - getting | |
| | to know you | |



| UKC update |
|------------------------------------|
| UCAS update |
| Discussion/breakout rooms |
| Training: Equality, Diversity, and |
| Inclusivity Training session |

| Date of Meeting | 19 th October, 2022 |
|------------------------------------|---------------------------------|
| Location | Virtual |
| Number of Attendees / Institutions | 8 attendees |
| | Institutions: 5 |
| | 1. Writtle University College |
| | 2. University of Cambridge |
| | 3. University of Hertfordshire |
| | 4. University of East Anglia |
| | 5. University of Suffolk |
| | |
| Summary of activity | Welcome and icebreaker activity |
| | UKC update |
| | Training: Be presentable |
| | UCAS update |
| | Future dates for 22-23 Academic |
| | Year HELOA Anglia meetings |
| | |

Special mentions

- Leon and Lydia have jumped into their roles and have demonstrated enthusiasm and passion for their respective roles. I cannot thank them enough for stepping into these roles, and helping to create a full committee, which has been two people for quite some time
- Annabel Osborn has been a key member of the committee. She has been able to step into the role of Chair at the National Conference for 2022 and is always extremely knowledgeable and dependable as a member of the committee. I cannot thank Annabel enough for her support, in particular when the number of committee members was low.

Challenges

- Meetings: due to the large scope of the region, it was felt that virtual sessions would be best, and to encourage in-person attendance at the new practitioner's conference, the national conference, and at one in-person group meeting. Many members have reported that they like virtual sessions. However, attendance is lacking. We will review how well attended the session in December is and review.
- Engagement: we continue to encourage all institutions engage with their primary contact - and to consider their role in feeding back to the Anglia Committee
- Training: HELOA states that group training should occur from student finance and the student room at least once per year. This has become a challenge due to availability on the dates set for the meetings.

Finance

| Purpose | Amount |
|-------------------------------|---------|
| October: Virtual Meeting | £220.00 |
| Training session | |
| Stationary for members | £149.10 |
| Total committed spend to date | £369.10 |

Future Plans

- First in-person meeting since before COVID-19 will occur on the 16th of December 2023, at the University of Suffolk. We are planning to have our biggest budget spend here with training sessions and catering for the event. Training is planned to include:
 - Mental Health First Aid course/Wellbeing course
 - Unifrog
- Termly Introduction to HELOA sessions for members 1 year or less dates TBC for 2022

Dates for 2022-23 Meetings:

- 16/12/22
- 7/2/23
- Final 2022 date to be confirmed once we know the UKC date

HELOA Anglia Membership



The HELOA Anglia Group currently has 90 individual members across eight member HEIs:

| List of regional institutions |
|--------------------------------|
| Anglia Ruskin |
| University of Suffolk |
| University of East Anglia |
| University of Hertfordshire |
| University of Bedfordshire |
| University of Cambridge |
| Norwich University of the Arts |
| *Writtle University College |

^{*}Awaiting confirmation on renewing membership for 2022/23

Stephanie Jong
HELOA Anglia Group Chair
November 2022

HELOA London Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|--|------------------------------|-----------------------------------|
| Group Chair | Ashleigh Hope | Guildhall School of Music & Drama |
| Group Vice Chair: Membership and Communication | Nick Chambers | City, University of London |
| Group Vice Chair: Training and Partnerships | Charlotte Johnson- Maltby | Kingston University |
| Group Vice Chair: Training and Partnerships | George Green | Imperial College London |
| UCAS Events rep | Kat Knight | City, University of London |
| UCAS Product Development rep | Rhys James | London South Bank University |

2022 Group Meetings

| Date of Meeting | Tuesday 17 th May |
|------------------------------------|--|
| Location | In-person - London South Bank University |
| Number of Attendees / Institutions | 42 / 20 |
| Summary of activity | Introducing the Plus Programme - Elen Rose, |
| | University of Leeds |
| | Collaborative and cross-functional working for |
| | effective Student Recruitment - Linda King |
| | Empowering Student Voices - Social Knowbility |
| | HELOA Mentoring - Chris Mullen |
| | Giving and receiving feedback in a mentoring space - |
| | Guildhall Coaching Associates |

| Date of Meeting | Wednesday 28 th September |
|------------------------------------|--|
| Location | Virtual |
| Number of Attendees / Institutions | 43 / 23 |
| Summary of activity | Student Finance update & National Literacy Trust |
| | presentation |

| Date of Meeting | Tuesday 13 th December |
|------------------------------------|---|
| Location | In-person - Imperial College London |
| Number of Attendees / Institutions | TBC |
| Summary of activity | Peace Project - Loughborough University |
| | Approaches to Evaluation - City, University of London |
| | Crafting Better Work - Tailored Thinking |
| | Discussion and best practice |

UCAS Conventions held in the region:

London Excel - 14-15 March 2022

East London - 7-8 June 2022

Create Your Future London Excel - 3-4 October 2022

Publications/Events (if any)

N/A

Overview

Firstly, we really enjoyed National Conference 2022, particularly our London networking session where we celebrated members' wins, both professional and personal - the London group certainly had a lot to celebrate! The committee were delighted with our successful return to in-person activity in May 2022, with a fantastic training day held at London South Bank University. It was lovely to attend such engaging sessions, to catch-up with colleagues, and to have the opportunity to socialise that evening. We have retained one online meeting, which enables access for members who may not be able to attend in person activity and found that attendance matched our in-person event, with attendees just as engaged and contributing to Q&A and discussion.

Challenges

Time continues to be the biggest challenge for the committee, as our day jobs place increasing demands on us, and this has meant we were unable to implement the mentoring



scheme or other new initiatives as hoped, which is disappointing. We hope to re-launch mentoring sign-ups at the start of 2023, when we should have a little more time to work on mentoring matches and get the scheme going.

It has been difficult to source training that meets the expectations of all of our membership, as everybody's roles are so different and, as ever, it is a fine balance finding appropriate sessions for both recruitment and widening participation colleagues. We hope that in offering some sessions more closely linked to personal or professional development we have been able to bridge this and will look into more sessions like this for 2023.

Special Mentions

As always, big thanks to the committee and our UCAS representatives for their HELOA work in what has been an incredibly busy year. Special thanks to Nick and Charlotte, who will be stepping down in the New Year - we will miss working with you!

Finance

| Purpose | Amount |
|--|---------|
| Catering for May Training Day | £400 |
| External speaker fees and travel expenses for May Training Day | £670.75 |
| FORECAST - Catering for December Training Day | £460 |
| FORECAST - Travel expenses for external speakers for December | £260 |
| Training Day | |
| FORECAST - External speaker fees for December Training Day | £435 |
| Leaving gifts for Nick and Charlotte | £50 |

Future Plans

We intend to prioritise implementation of the HELOA Mentoring Scheme in 2023, and to continue planning and delivering two strong in-person training and development days. We will continue to host one online session in September, which allows us to engage group members who are not based in London. We will also repeat our pre-National Conference drop-in and group travel plans, so that members who are feeling nervous about attending can meet the committee, and other members, beforehand. Two new committee members in early 2023 will likely bring fresh ideas, so who knows what else is in store for the London group in 2023!

Dates for 2023 Regional Meetings

TBC - May, September and December



HELOA London Membership

| List of region | al institutions |
|-------------------------------------|----------------------------------|
| Brunel University London | Northeastern University London |
| City, University of London | Queen Mary University of London |
| Courtauld Institute of Art | SOAS University of London |
| Escape Studios | St George's University of London |
| Goldsmiths, University of London | St Mary's University |
| Guildhall School of Music and Drama | The University of Law |
| Imperial College London | UCL |
| King's College London | University of East London |
| Kingston University | University of Roehampton |
| London Metropolitan University | University of the Arts London |
| LSE | University of West London |
| London South Bank University | University of Westminster |
| Middlesex University | |

Ashleigh Hope
HELOA London Group Chair
November 2022

HELOA Midlands Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|-----------------------------|-----------------------|--------------------------|
| Group Chair (Feb 22- | Emily Day | Lancaster University, |
| present) | | University of |
| | | Wolverhampton (until Oct |
| | | 22) |
| Group Chair (until Feb 22) | Dylan Cozens | Coventry University |
| Vice Chair Memberships | Isobelle Greenhill | University of Leicester |
| and Communications (June | | |
| 22-present) | | |
| Vice Chair Memberships | Georgina Linton-Smart | University of Birmingham |
| and Communications (until | | |
| May 22) | | |
| Vice Chair Training and | Victoria Spink | University of Derby |
| Partnerships (until Oct 22) | | |
| Vice Chair Training and | Savannah Robinson | University of Leicester |
| Partnerships (until Aug 22) | | |
| UCAS Working Group | Emma Clowes | University of Derby |
| Representative | | |
| UCAS Product Development | Sarah Booth | Warwick University |
| Group Representative | | |

2022 Group Meetings

| Date of Meeting | Midlands Meeting - |
|------------------------------------|-----------------------------|
| Location | Virtual |
| Number of Attendees / Institutions | 33 attendees from 23 HEI's |
| | |
| | Birmingham City University |
| | University of Hertfordshire |
| | Loughborough University |
| | University of Leicester |
| | University of Reading |

| | Aston University |
|---------------------|---------------------------------|
| | University of Birmingham |
| | University of Derby |
| | Newman University Birmingham |
| | University of Nottingham |
| | Bishop Grosseteste University |
| | University of Worcester |
| | Keele University |
| | University of Derby |
| | University of Wolverhampton |
| | Falmouth University |
| | University of Northampton |
| | Staffordshire University |
| | University of Warwick |
| | Cardiff Metropolitan University |
| | Nottingham Trent University |
| | Harper Adams University |
| | Coventry University |
| | |
| Summary of activity | UKC update |
| | Breakout discussions |

| Date of Meeting | Networking and Development Day |
|------------------------------------|--------------------------------|
| Location | Harper Adams University |
| Number of Attendees / Institutions | 31 attendees from 19 HEI's |
| | |
| | Aberystwyth University |
| | Aston University |
| | Birmingham City University |
| | Bishop Grosseteste University |
| | Coventry University |
| | Harper Adams University |
| | Keele University |
| | Loughborough University |
| | Nottingham Trent University |
| | Staffordshire University |
| | The University of Law |

| | University College Birmingham |
|---------------------|---|
| | University of Birmingham |
| | University of Derby |
| | University of Gloucestershire |
| | University of Leicester |
| | University of Nottingham |
| | University of Reading |
| | University of Wolverhampton |
| | |
| Summary of activity | Member networking |
| | UKC update |
| | Intro to Harper Adams University |
| | Breakout session - UCAS/External events |
| | discussions or Update from Midlands WP |
| | forum |
| | Student Finance England update |
| | Building and maintaining effective |
| | relationships with Academic Departments |
| | (University of Leicester Academic Liaison |
| | Team) |
| | Optional tour of Harper Adams University |
| | |

| Date of Meeting | Training Day |
|------------------------------------|---------------------------------|
| Location | Loughborough University |
| Number of Attendees / Institutions | 51 attendees from 22 HEI's |
| | |
| | Loughborough University |
| | Aberystwyth University |
| | Aston University |
| | Birmingham City University |
| | Bishop Grosseteste University |
| | University of Derby |
| | Harper Adams University |
| | Newman University Birmingham |
| | Nottingham Trent University |
| | University of Warwick |
| | Cardiff Metropolitan University |

| | Keele University |
|---------------------|--|
| | University of Nottingham |
| | University of Lincoln |
| | University of Wolverhampton |
| | University of Central Lancashire |
| | University of Hertfordshire |
| | University of Reading |
| | University of Gloucestershire |
| | University of Leicester |
| | University of Warwick |
| | De Montfort University |
| | University of Exeter |
| Summary of activity | Member networking |
| | Pre and Post 16 Audience Insights from |
| | Unifrog |
| | AM Breakout sessions |
| | Building schools and college relationships |
| | OR The Access and Participation Plan- |
| | What does it mean for me from a WP |
| | perspective |
| | PM Breakout sessions |
| | Careers Guidance for HE professionals OR |
| | Exploring Transferable Skills |
| | Student ambassador and teacher panel |
| | Optional tour of Loughborough University |

| Date of Meeting | Christmas meeting - taking place on 6/12/22 |
|------------------------------------|---|
| Location | Keele University |
| Number of Attendees / Institutions | TBC at time of writing 41 bookings from 18 |
| | HEI's |
| | |
| | Birmingham City University |
| | Bishop Grosseteste University |
| | Edge Hill University |
| | Falmouth University |
| | Harper Adams University |
| | Keele University |

| | Lancaster University |
|---------------------|---|
| | Nottingham Trent University |
| | Staffordshire University |
| | , |
| | The University of Law |
| | University of Birmingham |
| | University of Derby |
| | University of East Anglia |
| | University of Hertfordshire |
| | University of Leicester |
| | University of Lincoln |
| | University of Liverpool |
| | University of Warwick |
| | |
| Summary of activity | Member networking |
| | UKC update |
| | |
| | An Introduction to Keele University |
| | HELOA Mentoring |
| | · |
| | HELOA Mentoring |
| | HELOA Mentoring Student Ambassadors discussion topics |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and predictions for 2023 |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and predictions for 2023 Breakout sessions |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and predictions for 2023 Breakout sessions Guarding the Gates to Higher Education: |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and predictions for 2023 Breakout sessions Guarding the Gates to Higher Education: Exploring the Impact of a Criminal Record |
| | HELOA Mentoring Student Ambassadors discussion topics Update on policy changes in 2022 and predictions for 2023 Breakout sessions Guarding the Gates to Higher Education: Exploring the Impact of a Criminal Record on Access to University OR Finding leaks in |

Other meetings

N/A

UCAS Exhibitions held in the region:

Lincolnshire UCAS, University of Lincoln, 23 March 2022
Hereford & Worcester UCAS, University of Worcester, 24 March 2022
East Midlands UCAS, Derby Arena, 29 - 30 March 2022
Birmingham UCAS, NEC, Birmingham, 20 - 21 June 2022
Staffordshire UCAS, Staffordshire University, 23 June

Publications/Events (if any)

Midlands Open Day Poster

The Midlands Committee have created 2 Open Day posters during 2022. These posters included all 21 members of the Midlands as well as The University of Law as they have two campuses within the region. The first poster was created with September to December 2022 dates on and at the time of writing another is being created with Jan - Aug 2023 dates on. 250 A3 copies were printed and handed out to members that attended the September and December HELOA meetings. Member feedback is overall positive about the creation of the poster, a feedback survey was carried out to look at changes to the 2023 posters and will be looked at for the September to December 2023 poster. Overall members wanted two posters each year and would like to continue to receive printed copies. For the Jan - Aug 2023 poster the large QR code used has been changed from Opendays.com to Unitasterdays.com to support the relationship HELOA has with them.

HELOA Mentoring

The Midlands launched the mentoring scheme in 2021, this saw 40 members sign up for the scheme. A year on we have launched sign-ups for 2022/23, members have till December 2022 to sign up to be part of the scheme in 2023. As of early November 2022, 5 members had signed up to take part in the scheme. As part of the December meeting there is a session on mentoring for members.

Outcomes from the 2021 scheme

- 12 members left the sector which ended the mentoring relationship
- At least 5 matches agreed that the mentoring had been useful but had naturally come to a close
- At least one match is continuing into 2022/23

HELOA Open Day Mystery Shopping

This scheme was launched in September 2022, which encouraged members to attend open days at Midlands based institutions and share feedback on the day with the primary contact from that institution. The Midlands committee receive a copy of the feedback and will be sharing key points of best practice at a future Midlands meeting. So far 8 members have signed up to take part in the scheme, at the time of writing the report 5 out of the 8 had attended open days and shared the feedback with the Midlands committee and the HELOA primary contact for that university.

Challenges

The main challenge this year has been filling committee positions. Earlier this year for the VC Memberships and Communications role we needed to go out three times before a member came forward. At the time of writing this report we are currently on the fourth time out for nominations for the two vacant posts of VC training and partnerships and will shortly be going out for the Group Chair role due to myself needing to step down early due to a new job.

Special Mentions

The biggest mention must go to the Midlands HELOA members, for engaging with the committee, the meetings as well as other activities such as HELOA mentoring and the open day posters. The committee are here to support you and ensure you get the most out of your HELOA membership as institutions as well as individuals.

Dylan Cozens was Group chair for three years and saw the group through the change from face-to-face events pre covid to online during covid and then to the current hybrid model we have now. A special mention to him for his work during this challenging time.

Georgina Linton-Smart was the VC for membership and communication for the Midlands HELOA group. She was a great help to me when starting in the role of Group Chair. Georgie is currently on maternity leave, and we hope all is going well for Mum and baby and look forward to seeing her on the circuit when she returns in 2023.

During Savannah Robinson's time as VC training and partnerships she offered a fresh perspective on training opportunities for members plus offering a fantastic Christmas quiz. The Midlands committee hope she is having a great time on her career break.

Victoria Spink recently stepped down from her role as VC training and partnerships as she has moved to a HEI outside of the Midlands. It was fantastic to have Vicki on the committee who offered a balanced view to ensure the committee provided opportunities for members within both student recruitment and widening participation. We all wish her the best of luck in her new role.

Isobelle Greenhill joined the committee in June 2022 and has really hit the ground running especially after the committee had had a vacancy within the team for a few months. Within a matter of days, she was leading on the creation of the open day poster. During the last few

months while we have had vacancies for the VC training roles her support has been invaluable.

Emma Clowes and Sarah Booth are the Midlands UCAS representatives and a fantastic part of the Midlands committee. Both have been able to offer support over the last few months while the committee have been trying to fill the two VC training and partnerships. A huge thank you to you both.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2022, we spent the following amount:

| Purpose | Amount |
|--|----------|
| 2 open days posters - designed and printed | £730 |
| Speaker costs to date for meetings | £304.09 |
| Meeting catering costs | £2578.57 |
| Committee leaving gifts | £83.90 |
| Total committed spend to date | £3696.56 |

Future Plans

Dates for 2023 Meetings:

February 2023 - online meeting, potentially with sessions running over 3 days.

May 2023 - Networking and Development Day

September 2023 - Training Day

December 2023 - Potentially Lincoln to tie in with their Christmas Market as a social element for members. Waiting on the 2023 dates to be released.

HELOA Midlands Membership

Following the most recent national membership update of November 2022, the HELOA Midlands Group currently has 278 individual members across 21 member HEIs, with 22 additional regional members from across 15 HEIs:



| List of Midlands institutions | Staffordshire University |
|-------------------------------|-------------------------------|
| Aston University | The University of Northampton |
| Birmingham City University | University College Birmingham |
| Bishop Grosseteste University | University of Birmingham |
| Coventry University | University of Derby |
| De Montfort University | University of Leicester |
| Harper Adams University | University of Lincoln |
| Keele University | University of Nottingham |
| Loughborough University | University of Warwick |
| Newman University Birmingham | University of Wolverhampton |
| Nottingham Trent University | University of Worcester |

Emily Day
HELOA Midlands Chair
November 2022

HELOA North East, Yorkshire & Humber Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|---------------------------|-------------------------|----------------------------|
| Chair | Jennifer Barton | Durham University |
| Vice Chair (Membership & | Peggy Cooke | University of Huddersfield |
| Communication) | | |
| Vice Chair Training & | Stephanie Gordon (until | Leeds University |
| Partnerships | September 2022) | |
| Vice Chair Training & | Marica Shelbourne | University of Huddersfield |
| Partnerships | | |
| Vice Chair UCAS Working | Lucy Rice | Leeds Trinity University |
| Group | | |
| Product Development Group | Stephanie Gordon (until | Leeds University |
| | September 2022) | |

2022 Group Meetings

| Date of Meeting | 7/12/21 | |
|------------------------------------|-----------------------------|--|
| Location | The University of Sheffield | |
| Number of Attendees / Institutions | 36/12 | |
| Summary of activity | Regional meeting. | |
| | Mentoring update | |
| | Teachers panel | |
| | Update on T-Levels | |

| Date of Meeting | 02/02/22 |
|------------------------------------|--|
| Location | Zoom |
| Number of Attendees / Institutions | 21/10 |
| Summary of activity | Regional meeting |
| | Happiness Workshop |
| | Group Discussion - Making Activities |
| | Interactive |

| Date of Meeting | 11/5/22 | |
|------------------------------------|--|--|
| Location | University of York | |
| Number of Attendees / Institutions | 27/16 | |
| Summary of activity | Regional meeting | |
| | Managing Your Workload and | |
| | Learning to Say No | |
| | Group discussions: making activities | |
| | interactive and student ambassadors | |

| Date of Meeting | 22/9/22 | |
|------------------------------------|---------------------|--|
| Location | Teesside University | |
| Number of Attendees / Institutions | 25 / 14 | |
| Summary of activity | Training Day: | |
| | Student Finance | |
| | EDI Session | |
| | Wellness Session | |

| Date of Meeting | 8/12/22 | |
|------------------------------------|--------------------------|--|
| Location | Leeds Trinity University | |
| Number of Attendees / Institutions | TBC | |
| Summary of activity | Regional meeting | |
| | • UUK | |
| | Other session tbc | |

Publications/Events (if any)

Developing a best practice guide for schools - this is almost complete.

Challenges

Members seemed keen to engage socially after meetings and it was something people said they wanted, but so far not many people have. I think there are often good intentions and people are keen, but then when it comes, they are keen to get home. We still haven't been able to develop mentoring. We started but then it has been slightly forgotten due to the committee being busy and also the membership not engaging as much as we hoped.

Special Mentions

I feel like we have had a good year in terms of training and topics at meetings. They have all been well received. Thank you to our outgoing Vice Chair Training, Stephanie Gordon. Steph has brought in some great speakers. We wish her luck on the arrival of her baby daughter.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2022 the North East, Yorkshire & Humber Group used this money for the following:

| Purpose | Amount |
|--|---------|
| Well-being and Resilience Training | £495.00 |
| Travel and parking for speaker at May meeting | £56.35 |
| Leaving gift for outgoing VC Training and Partnerships | £25.00 |
| Lunch at two meetings still to be claimed | £400.00 |
| Total committed spend to date : | £576.35 |

Future Plans

We have a number of potential training sessions and discussion topics for 2023 meetings, including:

- The Brilliant Club
- Data and evaluation
- The Student Room
- WP focussed discussions

Dates for 2023 Regional Meetings to be confirmed:

- February Zoom
- May
- September (Training Day)
- December

HELOA North East, Yorkshire & Humber Membership

The HELOA North East, Yorkshire & Humber Group currently has approx. 229 individual members across 22 member HEIs:

| List of regional institutions | Sheffield Hallam University |
|---------------------------------------|-----------------------------|
| Askham Bryan College | Teesside University |
| Bradford College | University of Bradford |
| Durham University | University of Huddersfield |
| Leeds Arts University | University of Hull |
| Leeds Beckett University | University of Leeds |
| Leeds Conservatoire (previously Leeds | University of Sheffield |
| College of Music) | |
| Leeds Trinity University | University of Sunderland |
| Newcastle University | University of York |
| Northumbria University | York St John University |

Jennifer Barton

HELOA North East, Yorkshire & Humber Group Chair November 2022

North West & Northern Ireland Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|--------------------------|------------------------|--------------------------|
| Group Chair | Chris Mullen | Edge Hill University |
| Vice Chair Training & | Alexandra Whitham | University of Manchester |
| Partnerships | | |
| Vice Chair Training & | Ellie Lloyd Davies | Manchester Metropolitan |
| Partnerships | | University |
| Vice Chair Membership & | Niamh Gallagher | Edge Hill University |
| Communication | | |
| UCAS Events Working | Role currently out for | N/A |
| Group Representative | election | |
| UCAS Product Development | Stephanie Rimmer | Edge Hill University |
| Group Representative | | |

2022 Group Meetings

| Date of Meeting | January 2022 |
|------------------------------------|--|
| Location | Carden Park, HELOA National Conference |
| Number of Attendees / Institutions | 40 |
| Summary of activity | Host intro / chair update |
| | Round table discussions around |
| | what members wanted to see from |
| | group meetings and training days |
| | during 2022 |

| Date of Meeting | Thursday 12 th May 2022 | |
|------------------------------------|--|--|
| Location | Virtual | |
| Number of Attendees / Institutions | 39 | |
| | Edge Hill University | |
| | Lancaster University | |
| | Manchester Metropolitan University | |
| | Queens University, Belfast | |
| | o UCLan | |

| | University of Manchester |
|---------------------|--|
| | University of Salford |
| | Aberystwyth University (regional |
| | rep) |
| | University of Liverpool |
| | Liverpool John Moores University |
| | University of Chester |
| | University of Cumbria |
| | UCEN Manchester |
| Summary of activity | Intro and Updates |
| | Nightline - An introductory session |
| | Making schools and colleges your |
| | best friend - Dan Flatt |
| | Disparages between A-Level and |
| | BTEC outcomes - Catherine Dilnot |
| | UCAS Events Working Group |
| | Update - Nicola Marsden |
| | Virtual social catchup |
| | Virtual social catchup |

| Date of Meeting | Thursday 8 th September 2022 | |
|------------------------------------|---|--|
| Location | Lancaster University | |
| Number of Attendees / Institutions | 41 | |
| | o Blackpool & Fylde College | |
| | Aberystwyth University (regional rep) | |
| | o Edge Hill University | |
| | Lancaster University | |
| | Liverpool John Moores University | |
| | Manchester Metropolitan University | |
| | University of Bolton | |
| | o UCLan | |
| | University of Cumbria | |
| | University of Manchester | |
| | University of Salford | |
| Summary of activity | Intro and Updates | |
| | Spotlight on: Diversity panels - | |
| | Emma Hall | |

| Current student Q&A Panel |
|---------------------------------------|
| Student Finance Update and Q&A - |
| Stephen Jones |
| Optional tour of Lancaster University |
| |
| *SLC representative provided a video |
| update and was present throughout the |
| meeting for questions/queries |

| Date of Meeting | Thursday 9 th December 2022 |
|------------------------------------|--|
| Location | Liverpool John Moores University |
| Number of Attendees / Institutions | Booking went out after report submitted |
| Summary of activity | Intro and Updates |
| | Foundations of wellbeing and |
| | resilience - Charlotte Wiseman |
| | HELOA Partnerships: An Overview |
| | What does being data driven mean in |
| | practice? - Jamie Roberts |
| | Developing interactive outreach for |
| | school staff - FutureU (Lancashire |
| | UniConnect) |
| | Round table discussions |
| | Teacher/Adviser and Student Panel |
| | Social catch up at Christmas markets |
| | |
| | *SLC representative was present at the |
| | meeting for any questions/queries |

UCAS Conventions held in the region:

- Manchester UCAS
- Liverpool UCAS
- Cumbria UCAS
- Edge Hill Higher Education Exhibition

Publications/Events (if any)

- Practitioners guide to Higher Education originally released in January 2021, a
 HELOA Award winning (2022 Group Award) booklet resource with 13 articles around
 a range of topics written by NW&NI members to support experienced and new
 members alike still goes out to every new NW&NI member on their introductory
 email from the HELOA office continues to receive excellent feedback after some
 edits this year.
- Mentoring programme for 2022 concluded 22 people signed up, with 22 pairings.
 2023 scheme due to be launched at January's meeting during National Conference.
- Chris also collaborated with the London and Midlands groups to develop their own mentoring programmes going forward.
- November Mental Health Awareness session delivered at Edge Hill University by Dean McShane. One free place offered per NW&NI institution. 24 members booked on at time of report.
- Collaborative events with Unifrog initiated by members LJMU, Edge Hill, Liverpool
 Hope and University of Liverpool ran an online webinar "Studying in Liverpool" in May
- September Introduction to HELOA session for members of NW&NI for 1 year or less
 3 attendees.

Challenges

- Continued discussion of virtual and physical going forward most members want
 mainly physical with some possible option to join virtually. We also want to make sure
 members, especially from Northern Ireland, are supported as much as possible so
 having one virtual meeting this year received positive feedback and good attendance
 from NI institutions.
- We would encourage all institutions to think about who their primary contact is is it still the most relevant person in your team and are messages about events, updates and elections being passed onto you as members appropriately?

Special Mentions

Ben Kibble-Smith for his effort, commitment, and enthusiasm for pulling together informative, engaging and interesting sessions during his term in the VC Training & Partnership role. Thank you, Ben!

All NW&NI Members for continuing to engage, contribute and collaborate throughout the year with us as a committee and group.

Finance

| Purpose | Amount |
|------------------------------------|-------------------------|
| May Virtual Meeting | |
| Thank you gifts (for non HELOA | £30 |
| members) | |
| September Physical Meeting | |
| Lunch contribution | £626.94 |
| Student Panel expenses | £107.99 |
| Stationary for members | £407.43 |
| December - Physical Training Day | |
| Lunch contribution | £609.80 (planned spend) |
| Speaker costs | £594 |
| Teacher & Student panel thank yous | £60 |
| Total committed spend to date | £2,436.16 |

Future Plans

- Termly Introduction to HELOA sessions for members 1 year or less dates TBC for 2023 - this has gone down well with new members who have previously attended, so we'll like to carry this on
- Collaborative Open Day poster for NW&NI institutions to pass onto school and colleges
- Update of successful practitioner guide new articles, committee updates
- Further project or training to be discussed in December/January for the forthcoming year

Dates for 2022 Regional Meetings:

 Exact dates TBC by end of 2022 but usually first weeks of May, September and December

HELOA North West & Northern Ireland Membership

The HELOA North West and Northern Ireland Group currently has 233 individual members across 17-member HEIs:

| List of Regional institutions | The University of Manchester |
|------------------------------------|--|
| Blackpool and Fylde College | UCEN Manchester |
| Edge Hill University | University Academy 92 (UA92)* |
| Lancaster University | University of Bolton |
| Liverpool Hope University | University of Central Lancashire (UCLan) |
| Liverpool John Moores University | University of Chester |
| Manchester Metropolitan University | University of Cumbria |
| Myerscough College | University of Liverpool |
| Queen's University Belfast | University of Salford |
| | |

^{*}Non publicly funded institution (NPFI)

Chris Mullen

HELOA North West & Northern Ireland Group Chair

November 2022

HELOA Scotland Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|-----------------------------|-----------------------|---------------------------|
| Group Chair | Calum Fraser | University of Dundee |
| Group Vice-Chair | Matthew Crichton | University of Dundee |
| (Memberships & | | |
| Communications) | | |
| Group Vice-Chair (Training) | Heather Black /vacant | University of Strathclyde |
| Group Vice Chair | Keir Robinson / | Abertay University |
| (Partnerships) | Calum Fraser | University of Dundee |
| UCAS Product Development | Vicky Bannerman | University of Strathclyde |
| Group representative | | |
| UCAS Events Working Group | Helena Ziegler | University of Aberdeen |
| representative | | |

2020 Group Meetings

| Date of Meeting | 13/01/2022 HELOA National Conference | |
|------------------------------------|---|--|
| Location | | |
| Number of Attendees / Institutions | 30 | |
| | University of Aberdeen | |
| | Robert Gordon University | |
| | Abertay University | |
| | University of Dundee | |
| | Edinburgh Napier University | |
| | University of Edinburgh | |
| | Heriot Watt University | |
| | University of the West of Scotland | |
| | University of Strathclyde | |
| | University of Stirling | |
| | Queen Margaret University | |
| | • SRUC | |
| | | |

| Summary of activity | Group Chair's Update - |
|---------------------|--|
| | Guest Speaker - Elliot Newstead |
| | (HELOA Membership Engagement |
| | Manager) |
| | Vice Chair (Training) Update |
| | UCAS Exhibitions/Working group |
| | Vice-Chair (Training and Partnerships |
| | RUK Collaborative Event Update |

| Date of Meeting | 10/02/2022 | |
|------------------------------------|--|--|
| Location | Online via MS Teams | |
| Number of Attendees / Institutions | 43 | |
| | University of the Highlands & Islands | |
| | University of Aberdeen | |
| | Robert Gordon University | |
| | Abertay University | |
| | University of Dundee | |
| | St Andrews University | |
| | Edinburgh Napier University | |
| | University of Edinburgh | |
| | Heriot Watt University | |
| | University of Glasgow | |
| | University of the West of Scotland | |
| | University of Strathclyde | |
| | University of Stirling | |
| | Scotland's Rural College | |
| | Queen Margaret University | |
| | Glasgow Caledonian University | |
| Summary of activity | Guest Speaker - Chris Gibson, Gecko UK | |
| | Sales Manager Scottish Conference Update | |
| | Group Chair's Update - | |
| | Vice Chair (Training) Update | |
| | UCAS Exhibitions/Working group | |
| | Vice-Chair (Training and Partnerships | |
| | RUK Collaborative Event Update | |
| | Sustainable Working | |

| Date of Meeting | 23/05/2021 | |
|------------------------------------|---|--|
| Location | Online via MS Teams | |
| Number of Attendees / Institutions | 37 | |
| | University of the Highlands & Islands | |
| | University of Aberdeen | |
| | Robert Gordon University | |
| | Abertay University | |
| | University of Dundee | |
| | St Andrews University | |
| | Edinburgh Napier University | |
| | University of Edinburgh | |
| | Heriot Watt University | |
| | University of Glasgow | |
| | University of the West of Scotland | |
| | University of Strathclyde | |
| | University of Stirling | |
| | Scotland's Rural College | |
| | Queen Margaret University | |
| | Glasgow Caledonian University | |
| Summary of activity | Interim Group Chair's Update - | |
| | Vice Chair (Training) Update | |
| | UCAS Exhibitions/Working group | |
| | Vice-Chair (Training and Partnerships | |
| | RUK Collaborative Event Update | |
| | Guest Speaker - Freddie Knaggs, Unifrog | |
| | Guest Speaker - Guest Speaker: Muriel | |
| | Alexander, SCAPP | |

| Date of Meeting | 01/09/2022 |
|------------------------------------|---|
| Location | Online via Zoom |
| Number of Attendees / Institutions | 21 |
| | University of the Highlands & Islands |
| | University of Aberdeen |
| | Robert Gordon University |
| | Abertay University |

| | University of Dundee |
|---------------------|---------------------------------------|
| | St Andrews University |
| | Edinburgh Napier University |
| | University of Edinburgh |
| | Heriot Watt University |
| | University of Glasgow |
| | University of the West of Scotland |
| | University of Strathclyde |
| | University of Stirling |
| | Scotland's Rural College |
| | Queen Margaret University |
| | Glasgow Caledonian University |
| Summary of activity | Interim Group Chair's Update - |
| | Vice Chair (Training) Update |
| | UCAS Exhibitions/Working group |
| | Vice-Chair (Training and Partnerships |
| | Bexhill College Tour of Scotland |
| | SEE Event Update & Unifrog Teachers' |
| | Conference |
| | Guest Speaker - Louisa Moreno (Skills |
| | Development Scotland) |
| | Sustainable Working Group |

UCAS Conventions held in the region:

- Glasgow
- Edinburgh
- Aberdeen
- Tayside
- Fife
- Highlands
- Moray
- Ayrshire
- Borders
- Forth Valley
- North Lanarkshire

Publications/Events (if any)

A collaboration between 19 Scottish Institutions took place on the vFairs platform for the second year. This replaced the original Online Collaborative Series which focused on Scotland as a study destination. All HELOA institutions took part in this event in October 2021 which saw over 1000 registrations. The 2022 event was expanded to include a day event and parents' evening. Given the return to physical events attendance was lower with 302 registrations compared to 1200 the previous year. The format of future collaborative events including HELOA members will therefore be reviewed. Our delayed Bi-annual Scottish Conference will finally take place in 2023 and be held at Edinburgh Napier in May, planning for this event is underway.

HELOA Scotland are currently working in Collaboration with Unifrog to deliver an online Teachers' Conference. This is scheduled for November 24th 2022.

A poster showing Open Days taking place at member Institutions was produced.

Challenges

The return to physical events has made time commitment to HELOA activity more difficult. Our September meeting would likely have seen higher attendance had it not conflicted with Scottish UCAS events. The PDC Conference was also poorly attended by Scottish members again due to conflicting dates with Scottish UCAS events and train strikes. Since the lifting of Covid restrictions the group is aiming to find a balance between virtual and physical meetings/events.

Special Mentions

The Scottish Education Exhibition group has worked incredibly hard to deliver these wideranging, complex events which involving multiple partners. A big thank first off to all those who took part and a huge thank you to all the members who worked so hard putting this together.

Once again, a huge thank you to Heather Black who finished her term as VC training earlier this year. Heather has been involved with HELOA Scotland for the best part of a decade and has been an incredibly dedicated contributor to the committee and organisation as a whole. She served two terms as VC Training. Heather's most notable successes have been organising the HELOA Scotland Conferences which took place bi-annually. Heather has been a brilliant committee leader, effectively leading the group to provide a comprehensive and relevant programme to engage members from across HELOA Scotland. During Heather's



tenure the event grew in popularity and is firm favourite amongst HELOA Scotland members. Additionally, Heather's enthusiasm and willingness to work collectively is something that is recognised throughout HELOA and beyond. Heather has continued as caretaker for VC Training while the post is vacant and has begun organising the next conference.

Louise Irving is another long-standing member of HELOA who was VC partnerships before handing over to Calum Fraser over a year ago. Louise is an excellent collaborator and has well-respected across the HELOA Scotland network. Louise and Heather have been nominated for commendation at the National conference.

Finance

£ 150.00 - HELOA Scotland February meeting 2022

£ 1,200.00 - Open Day posters and mail out 2022

£ 150.00 - HELOA Scotland Christmas Quiz 2021

£ 300.00 - HELOA Scotland Training Event - Speaker

£ 150.00 - HELOA Scotland May meeting 2022

£ 150.00 - HELOA Scotland September meeting 2022

Future Plans

Despite the lifting of restrictions, the success and accessibility of virtual meetings has led us to continue in this format for most of the year. We very much look forward to more physical meetings at the tail end of 2022. Thereafter, a structure of two physical and two virtual meetings will take place each year. A strong Scottish presence is expected at The National Conference in Newcastle and the long-awaited in-person Scottish conference is eagerly anticipated by our members.

We are set to formalise our partnership with Skills Development Scotland (SDS) and continue all the collaborative work that has gone on before with other organisations such as SCAPP.

The eagerly anticipated virtual Scottish Teachers' Conference in partnership with Unifrog will go ahead in November 2022.

Following a recent survey, we will continue to bring in a range of guest speakers which align with the group's training and development needs. We also look to ensure more regular updates go out to all members regarding recent developments and training opportunities.



The group has enjoyed returning to physical events and have seen the benefit this has brought to stakeholders across the country.

Calum Fraser
HELOA Scotland Group Chair
November 2022

HELOA South East Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|----------------------------|-----------------|--------------------------|
| Chair | Steph Coogans | University of Chichester |
| Vice Chair (Membership and | Chris Rogers | University of Chichester |
| Communications) | Ciliis Rogers | Office Stell |
| Vice Chair (Training and | Mel Lawrence | University of Brighton |
| Partnerships) | | |
| HELOA/UCAS Events | Louise Meredith | University of Portsmouth |
| Working Group rep | | |
| HELOA UCAS Product | Edit Liebhardt | University of Reading |
| Development Working | | |
| Group Rep | | |

2022 Group Meetings

| Date of Meeting | 29th March 2022 |
|------------------------------------|--|
| Location | Zoom |
| Number of Attendees / Institutions | 20/11 |
| Summary of activity | Welcome & introductions |
| | 2. Minutes of last meeting and matters |
| | arising |
| | 3. Update from AGM and HELOA |
| | Conference - top things learned from |
| | sessions |
| | 4. Update from UCAS/HELOA Events |
| | Working Group & Discussion |
| | 5. Update on UCAS/HELOA Product |
| | Development Group |
| | 6. Update on Student Finance - Ben |
| | Rutter SLC |
| | 7. Equality, diversity, and inclusion in |
| | marketing and recruitment, Jamel |

| McFarlane, University of Chichester |
|--------------------------------------|
| Students' Union Vice-President |
| 8. Discussion about CPD/training for |
| future group meetings |
| 9. University updates |
| 10. Any other business |
| |
| |

| Date of Meeting | 25th May 2022 |
|------------------------------------|-------------------------------------|
| Location | Zoom |
| Number of Attendees / Institutions | 19/14 |
| Summary of activity | Welcome & introductions |
| | Minutes of last meeting and matters |
| | arising |
| | 3. Update from UKC |
| | 4. Update from UCAS/HELOA Events |
| | Working Group & Discussion m |
| | 5. Update on UCAS/HELOA Product |
| | Development Group |
| | 6. Open Daysif we must. Nyola |
| | Stewart and Steffi Battimelli, |
| | University of Reading |
| | 7. Summary of student sentiment on |
| | The Student Room in 2022, Mhairi |
| | Underwood, Head of Student Voice |
| | and Diversity, The Student Room |
| | 8. UK Uni Search discussion - what |
| | works, what doesn't, future event |
| | location ideas and Northern Ireland |
| | event. |
| | 9. University updates |
| | 10. Any other business |

| Date of Meeting | 14th September 2022 |
|------------------------------------|---|
| Location | Royal Holloway, University of London |
| Number of Attendees / Institutions | 12/9 |
| Summary of activity | Welcome & introductions |
| | 2. Minutes of last meeting and matters |
| | arising |
| | 3. Update from UCAS/HELOA Events |
| | Working Group & Discussion |
| | 4. Update on UCAS/HELOA Product |
| | Development Group |
| | 5. T levels - how are they assessed, |
| | recognised, and relevance to HE |
| | applications. |
| | 6. Coaching with Gail Alani, University |
| | of Southampton |
| | 7. Group budgets - discussion on ideas |
| | for spend |
| | 8. University updates |
| | 9. Any other business |
| | - Opportunities within HELOA |
| | - SE/SW December training |
| | event |

UCAS/UK Uni Search conventions in region:

There have been 4 UCAS fairs in the region this year.

There have been 4 UKUS fairs in the region as well this year.

Publications/Events (if any)

None.

Challenges

Not having any VCs until July this year. Getting members to attend in person - unsure if costs (as the September meeting was the first post Covid meeting) /dates are the issue, even though dates are sent in advance. We could survey members to try and find out what would increase attendance, although surveys for other things have been done in the past and still there has been a lack of engagement.

Special Mentions

Chris Rogers, VC Membership and Communications. Before Chris came into the role, he volunteered to help me with Zoom meetings in terms of letting people into the room, managing the chat, and so on, so I could ensure the meeting still flowed. He has been a huge asset in his role as VC Membership and Communications as the pressure has eased for me when combining this with an increasing workload.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2022 the South East Group used this money for the following:

| Purpose | Amount |
|--|----------|
| Catering for September in person meeting | £315.55 |
| Stationery for December conference | £149.10 |
| Chair travel costs to December training | £100 |
| conference | |
| External speaker costs December training | £1000 |
| conference | |
| Catering costs December training | £275 |
| conference | |
| Total committed spend to date: | £1839.65 |

Future Plans

Dates for 2023 Group Meetings:

Still to be arranged. My plan is to run each on a different day of the week to try and increase attendance and have 2 in person, one online, and the training day in person. I may also change the format as they have been the same format for a number of years.

- Mid Feb
- Mid May
- End of September
- Early December joint SE/SW Training Day/Christmas Conference

HELOA South East Membership

The HELOA South East Group currently has 217 individual members across 17 member HEIs (including regional officers based at institutions not in the South East):

| List of Regional institutions | University of Chichester |
|--------------------------------------|---------------------------|
| Buckinghamshire New University | University of Kent |
| Canterbury Christ Church University | University of Oxford |
| National Film and Television School | University of Portsmouth |
| Oxford Brookes University | University of Reading |
| Royal Holloway, University of London | University of Southampton |
| Solent University | University of Surrey |
| University for the Creative Arts | University of Sussex |
| University of Brighton | University of Winchester |

Steph Coogans

HELOA South East Group Chair November 2022

HELOA South West Annual Report 2022

Group Committee Officers

| Committee Position | Name | Institution |
|--------------------------|------------------------------|---------------------------|
| Chair | Charlie Smith | University of Bath |
| Vice Chair Training & | Sarah Almond | University of Bristol |
| Partnerships | | |
| Vice Chair Memberships & | Lowri Jamieson | University of Bristol |
| Communication | | |
| UCAS Product Development | Vacant | |
| Group representative | | |
| UCAS Events Working | Oliver Stacey | University of South Wales |
| Group representative | (vote for new representative | |
| | now open, closing on 21 | |
| | Nov 22) | |

2022 Group Meetings

| Date of Meeting | 17 Feb 2022 |
|------------------------------------|---|
| Location | Online update |
| Number of Attendees / Institutions | 30 attendees from 14 institutions. |
| Summary of activity | Only session featuring a UCAS update delivered by Samantha Sykes from UCAS. |

| Date of Meeting | 7 April 2022 |
|------------------------------------|---|
| Location | In person at the University of Bristol |
| Number of Attendees / Institutions | 22 attendees from 12 institutions including |
| | guests from Coventry University |
| | |
| Summary of activity | First in person meeting post pandemic and |
| | first with new committee in place. |
| | Coventry delivered a session on creative |
| | presentations then we had a networking |

| session followed by a policy update and |
|---|
| discussion from Sunday Blake, WONKHE. |

| Date of Meeting | 7 July 2022 |
|------------------------------------|-------------------------------------|
| Location | Virtual |
| Number of Attendees / Institutions | 21 attendees from 12 institutions |
| Summary of activity | This was a session delivered by The |
| | Diversity Trust on EDEI. |

| Date of Meeting | 5 October 2022 |
|------------------------------------|--|
| Location | In person meeting at Uni of Exeter |
| Number of Attendees / Institutions | 33 attendees from 11 institutions |
| Summary of activity | The meeting started with a session |
| | delivered by Jack Clare (Uni of |
| | Wolverhampton) on project management, |
| | then we had group discussion on student |
| | ambassadors, followed by a student finance |
| | update from SLC then O Stacey gave an |
| | update on the UCAS working group. |

Upcoming activity

Annual joint training day with the South East HELOA group due to take place on 15 December 2022 at Bournemouth University.

Challenges

All of the committee are relatively new in post so have been learning as we go on what is required and the tools/resources available to support us. Without a proper handover the committee have been working hard to make the meetings worthwhile and engaging for members.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support regional activity. In 2022 the South West Group plans to access funding for our annual joint South West and South East training day in December 2022.



Future Plans

Dates for 2023 Regional Meetings: TBC

Plan to introduce the HELOA mentoring scheme following the December meeting.

HELOA South West Membership

The HELOA South West Group currently has 194 members across 18 HEIs.

Bridgwater & Taunton college are no longer members but the Dyson Institute of Engineering and Technology have joined HELOA as Associate Members.

| List of Regional institutions | Plymouth Marjon University |
|------------------------------------|-----------------------------------|
| AECC University College | Royal Agricultural University |
| Arts University Bournemouth | University Centre Weston |
| Arts University Plymouth | University of Bath |
| Bath Spa University | University of Bristol |
| Bournemouth University | University of Exeter |
| Dyson Institute of Engineering and | University of Gloucestershire |
| Technology | |
| Exeter College | University of Plymouth |
| Falmouth University | University of the West of England |
| Hartpury University | |

Charlie Smith
HELOA South West GroupChair
November 2022

HELOA Cymru | Wales Annual Report 2022

| Group Committee Officers | | |
|--|-----------------|------------------------|
| Committee Position | Name | Institution |
| Chair | Andrew Jackson | University of South |
| | | Wales |
| Vice Chair (Membership and | Lily Wearden | Aberystwyth University |
| Communications) | | |
| Vice Chair (Training and Partnerships) | Katie Gamston | Cardiff Metropolitan |
| | | University |
| Vice Chair (Training and Partnerships) | Katie Whitmore | University of South |
| | | Wales |
| UCAS Working Group Representative | Llinos Williams | Bangor University |
| UCAS/HELOA Product Development | Chris Edwards | University of South |
| Representative | | Wales |

| Group Meetings | |
|-----------------------|--|
| Date of Meeting | 28 January 2022 |
| Location | Online |
| Number of Attendees / | 12 attendees |
| Institutions | 8 institutions |
| Summary of activity | UCAS Working Group Update |
| | UKC and National Update |
| | Discussion on online/in-person/hybrid meetings |

| Date of Meeting | 24 May 2022 |
|-----------------------|---|
| Location | Online |
| Number of Attendees / | 20 attendees |
| Institutions | 8 institutions |
| Summary of activity | UCAS Working Group Update |
| | Discussion on events to date and feedback |

| Date of Meeting | 22 September |
|-----------------|------------------------|
| Location | Cardiff Met and online |

| Number of Attendees / | 13 attendees |
|-----------------------|--|
| Institutions | 6 institutions |
| Summary of activity | Nicola Marsden (Lancaster University) delivered a |
| | presentation on Building Effective Relationships |
| | Update from the UCAS Working Group Meeting held 15th |
| | September at UCAS HQ |
| | HELOA UKC Update |
| | Product Development Rep Election |

| Date of Meeting | 8 December |
|-----------------------|--------------------------------------|
| Location | University of South Wales and online |
| Number of Attendees / | TBC |
| Institutions | |
| Summary of activity | TBC |

UCAS Conventions held in the region:

- UCAS West Wales 5th April 2022
- UCAS Cardiff 26th April 2022
- UCAS North Wales 27th April 2022
- UKUni Search Cardiff 1st July 2022
- Skills Cymru 19th 20th October

Publications/Events

Unitasterdays - Teachers' Guide to University, several contributions

Challenges

- Maintaining engagement in a hybrid world
- Increased workloads

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2022, the HELOA Cymru | Wales Group spent a small amount on catering for one in person event.

Future Plans

Recruitment of new chair in 2023



- · Delivery of bitesize taster training
- Delivery of two-day training event
- Develop partnerships with key organisations e.g., Coleg Cymraeg Cenedlaethol

Dates for 2021 Group Meetings:

| • | Thursday 2 nd February 2023 | Online |
|---|--|--------|
| • | Friday 12 th May | Hybrid |
| • | Friday 22 September | Online |
| • | Friday 8 December | Hybrid |

HELOA Cymru | Wales Membership

The HELOA Cymru | Wales Group currently has 85 individual members (including 3 honorary members) across 9 member HEIs.

We also have one associate member, and 2 attendees to our meetings from other regions who work in Wales in a regional capacity.

| List of institutions | |
|--------------------------------------|---|
| Aberystwyth University | Swansea University |
| Bangor University | University of South Wales |
| Cardiff University | University of Wales Trinity Saint David |
| Cardiff Metropolitan University | Wrexham Glyndŵr University |
| Royal Welsh College of Music & Drama | |

Andy Jackson HELOA Cymru | Wales Group Chair

November 2022