



Group Development Annual Report 2019

Group level member engagement remained stable during 2019, with an overall slight increase in both attendance numbers in meetings and institutions in attendance.

The HELOA offer at group level continues to flourish. All groups offer a training day or conference, and there have been an array of interesting speakers and training sessions covering the breadth of the sector, alongside group meetings. The group reports provided showcase a great range of activity*, utilising expertise from across the membership, the wider sector and beyond. Mention must go to the innovative mentoring scheme created by the North West & Northern Ireland group which is beginning to show great impact and is now going to be implemented across other groups.

Member voice is always at the heart of the work that goes on at group level and we are beginning to a higher demand for sessions that focus more on mental wellbeing and career development to compliment that more traditional sector related updates. This has been supported by the fantastic spreadsheet created by the training team which houses all training information in one place, allows for the easy exchange of information between groups and provides better synergy between groups and the training team.

The biggest challenge at group level remains converting member engagement into applications for group roles. 2019 has been a struggle in filling committee posts and those that have been filled have been mainly been through an uncontested election. A yearly audit has been done to confirm that roles for fit for purpose and I am in the process of re writing role descriptors to align the roles with specific skill development. I am very aware that there are many members out there on fixed term contracts with a desire to get involved with HELOA but are restricted due to the 3-year time constraint places on posts. At the November UKC my proposal to change this to make group committee posts (chair excluded) to a period of 'up to 3 years' was accepted. There is work still to be done however this will continue as a priority throughout 2020.

A large bulk of group spends are spent on hospitality and catering, whilst this may appear excessive on the surface it is fundamental in allowing groups to run quality events at no extra

costs to members. The new training spreadsheet has allowed groups to have better access to expertise from across the entire HELOA network resulting in lower speaker costs.

Finally, there are a number of thanks that I would like to give:

To Gail Alani, Elliott Newstead and Jonathan Atkinson who stepped down from group chair roles during 2019. All three of you made a fantastic impact on your group activity, thank you for all your hard work and dedication. Thank you also to the HELOA training team on supporting groups in the development of the training spreadsheet. This is an invaluable resource which allows for a more joined up approach to training and can ensure that HELOA funds are spent efficiently. The biggest thanks of all must go to the group chairs and committees; for putting yourself forward and being creative, knowledgeable and committed to your roles. For sharing best practice so that the wider membership can benefit, and for being tremendous advocates of HELOA

Helen Walker
HELOA Vice-Chair (Group Development)
December 2019

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

HELOA Anglia Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Rachel Cox	University of Cambridge
Vice Chair (Training)	Scott Knight	UEA
Vice Chair (membership and communication)	Vacant	Vacant

2019 Group Meetings

Date of Meeting	2019 National Conference meeting
Location	Stratford-upon-Avon
Number of Attendees / Institutions	Approx. 30 members
Summary of activity	HELOA Anglia meeting and best practice sharing

Date of Meeting	17 May
Location	University of Hertfordshire
Number of Attendees / Institutions	18 members from 6 institutions
Summary of activity	<p>HELOA Anglia meeting followed by training sessions on:</p> <ul style="list-style-type: none"> • Using Alumni networks to support outreach and recruitment activity • Best practice sharing session • Teacher panel

Date of Meeting	13 September
Location	Norwich University of the Arts

Number of Attendees / Institutions	20 members from 5 institutions
Summary of activity	<p>HELOA Anglia meeting followed by training sessions on:</p> <ul style="list-style-type: none"> • Student finance update • Best practice networking • The EPQ and embedding the qualification into outreach and recruitment activity

Date of Meeting	5-6 December
Location	University of Suffolk
Number of Attendees / Institutions	14 members from 5 institutions
Summary of activity	<p>HELOA Anglia Conference including sessions on:</p> <ul style="list-style-type: none"> - Career development - Student panel - NEACO update - OfS and APPs - HELOA Anglia project showcase - HELOA Anglia meeting

UCAS Conventions held in the region:

- Bedfordshire
- Cambridge
- Essex
- Norfolk
- Suffolk

Publications/Events (if any)

N/A

Challenges

We're a fairly small group spread across a fairly wide geographical area so it's sometimes difficult for members to attend, or for more than one member per institution to attend. We're still looking for someone to take on the VC (memberships and communications role) which we'll be advertising in the new year.

Special Mentions

Thanks to all the institutions who've hosted us this year and helped with arrangements, as well as those who've helped with the minutes etc while we've had vacancies on the committee!

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the Anglia Group used this money for the following:

Purpose	Amount
Group Conference accommodation (one night)	£706.50
Group Conference catering	£457.63
Anglia committee planning meeting travel	£27
Speaker thank you presents	£11.45
Total committed spend to date:	£1202.58

Future Plans

Dates for 2020 Group Meetings

Provisional dates are as follows:

Friday 1 May 2020

Friday 18 September 2020

Thursday 26 - Friday 27 November 2020

HELOA Anglia Membership

Following the national membership update at the end of 2018, the HELOA Anglia Group currently has 81 individual members across eight member HEIs:

List of Group institutions	
Anglia Ruskin University	University of East Anglia
Norwich University of the Arts	University of Hertfordshire
University of Bedfordshire	University of Suffolk
University of Cambridge	Writtle University College

Rachel Cox
HELOA Anglia Chair
December 2019

HELOA London Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Rebecca Robson	Brunel University London
Vice Chair (Training)	Ashleigh Hope	Guildhall School of Music & Drama
Vice Chair (Training)	Krishna Maroo	University of West London
Vice Chair (Membership and Communications)	Vacant	

2019 Group Meetings

Date of Meeting	Thursday 16 May 2019
Location	University of West London
Number of Attendees / Institutions	55 members from 23 Institutions
Summary of activity	<p>London Group Meeting</p> <p>Training sessions:</p> <ul style="list-style-type: none"> - Working with London Schools; Andrew Moffat; Greater London Authority - How to deliver careers advice when you're not a careers advisor; Andy Gardner; Central Careers Hub - Career Development and Progression Panel - WP and Recruitment 'How To' sessions - Practice Sharing and Celebrating Success; Lightning Talks

Date of Meeting	Friday 13 September 2019
Location	City, University of London
Number of Attendees / Institutions	Not recorded but approximately 17 members
Summary of activity	London Group Meeting

	Introduction to City, University of London Training sessions: <ul style="list-style-type: none"> - An Introduction to Coaching and Mentoring; Carys Nelkon; Arts Emergency - Small, Specialist Institutions; Ashleigh Hope; Guildhall School of Music & Drama - Careers Panel
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Date of Meeting	Tuesday 10 December 2019
Location	Guildhall School of Music & Drama
Number of Attendees / Institutions	25 members from 17 institutions
Summary of activity	London Group Meeting Introduction to Guildhall School of Music & Drama Training sessions: <ul style="list-style-type: none"> - What NCOP means for London Students and Practitioners; AccessHE - Careers Panel - Collaborating with current students on projects and delivery; Oxford University Islamic Society - Reflections on Good Practice; National Saturday Club

UCAS Conventions held in the region:

- West London (Brunel University London)
- London (ExCel)
- East London (University of East London)

Publications/Events (if any)

N/A

Challenges

We struggle with the engagement of all of our members. We have steady attendance, however only our annual training day in May pulls in a large attendance. Other meetings usually have attendance in the mid-20s which is low for a Group with over 200 members.

We have struggled this year with the Vice Chair (Membership and Communications) role. We had to send out the call multiple times before getting one nomination which went to an uncontested election. Since then the post-holder has changed roles and is no longer able to keep the position on. The role is now vacant and has been since September following unsuccessful calls for nominations.

Not a challenge, but just to note that London has a large number of regional positions. Therefore we get several members attending London meetings, even though their institutions are registered to a different HELOA Group. This explains the difference in institutions in the group and the number that attended the Training Day in May.

Special Mentions

A big thank you to both Ashleigh and Krishna (Vice Chair Trainings) as they have taken on duties from the Vice Chair (Membership and Communications) while the role has been vacant.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the London Group used this money for the following:

Purpose	Amount
HELOA London May Training Day	£1,351
HELOA London September catering	£88.65
HELOA London December Training	£130
HELOA London December Meeting catering	£542.60
Total committed spend to date	£2112.25

Future Plans

Dates for 2020 Group Meetings:

Thursday 21 May 2020

Friday 18 September 2020

Tuesday 8 December 2020

HELOA London Membership

Following the national membership update at the end of 2018, the HELOA London Group currently has 198 individual members across 22 member HEIs:

List of Group institutions	
Brunel University London	City, University of London
Coventry University	Goldsmiths, University of London
Guildhall School of Music and Drama	Imperial College London
King's College London	Kingston University
London Metropolitan University	London School of Economics and Political Science
London South Bank University	Middlesex University
Queen Mary University of London	SOAS University of London
St George's University of London	St Mary's University
UCL	University of East London
University of Roehampton	University of the Arts London
University of West London	University of Westminster

Rebecca Robson
HELOA London Chair
December 2019

HELOA Midlands Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Dylan Cozens	Coventry University
Vice Chair Memberships and Communications	Georgina Linton-Smart	University of Birmingham
Vice Chair Training and Partnerships	Rebecca Brown	University College Birmingham
Vice Chair Training and Partnerships	Dan Flatt	University of Leicester

2019 Group Meetings

Date of Meeting	19th February 2019
Location	University of Wolverhampton
Number of Attendees / Institutions	38 members from 15 institutions
Summary of activity	Discussions around progression opportunities within your institution and a panel made up of experienced HELOA members sharing their career journey in HE.

Date of Meeting	Networking and Development Day 17th May 2019
Location	Loughborough University
Number of Attendees / Institutions	52 members from 19 institutions
Summary of activity	- 'State of the sector' overview by Rebecca Hollington (HELOA VC Partnerships). - Round table discussions on; residentials and summer schools, social media for events and outreach, teacher conferences and CPD. Followed by a Midlands quiz!

Date of Meeting	Training Day 10th September 2019
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Location	Coventry University
Number of Attendees / Institutions	37 members from 16 institutions
Summary of activity	<p>-Keynote from Charlie Smith, UCAS, on trends from Clearing and Confirmation and a UCAS Sync demo.</p> <p>-Breakout sessions; student finance (EU migrant worker eligibility, Loughborough University discussing their student ambassador scheme, Classroom Management by Casey Bailey from Q3 Academy, CACHE discussing T-Level developments and University of Derby covering their response to the APP and an overview of the theory of change.</p> <p>-Advisors panel of colleagues at schools and colleges in the Midlands discussing how they interact with universities and what they would like to see from us.</p>

Date of Meeting	29th October 2019
Location	University of Warwick
Number of Attendees / Institutions	25 members from 9 institutions
Summary of activity	<p>-Dean McShane, University of Chester and Mental Health Nurse, delivering a training session on Mental Health for Student Recruitment and WP</p> <p>-Jon Cheek, Unitasterdays, covering the Midlands section of his National Review of University Guidance and advising how universities can work with Unitasterdays.</p>

UCAS Exhibitions held in the region:

- East Midlands - De Montfort University - 7th and 8th March
- Hereford and Worcester - University of Worcester - 21st March
- Staffordshire - Staffordshire University - 7th June
- Birmingham - NEC - 24th and 25th June

Publications/Events (if any)**Challenges****Special Mentions****Finance**

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the Midlands Group used this money for the following:

Purpose	Amount
Dean McShane, University of Chester, delivering a session on working with students that have mental health problems	£250
Charlie Smith, UCAS, delivering an update on the current HE landscape	£125
Jo Astley, University of Derby, delivering a session on APP and Theory of Change	£30
Catering for 2 Group Meetings, 1 Training Day and 1 Networking and Development Day	£2,200
Total committed spend to date	£2,602

Future Plans**Dates for 2020 Group Meetings:**

- 18/2/20 - Midlands meeting - Newman University
- 28/5/20 - Networking and Development day - University of Nottingham
- 10/9/20 - Midlands Training day - De Montfort University
- 24/11/20 - Midlands meeting - University of Lincoln

HELOA Midlands Membership

Following the national membership update at the end of 2018, the HELOA Midlands Group currently has 262 individual members across 21 member HEIs:

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

Dylan Cozens
HELOA Midlands Chair
December 201

HELOA North East, Yorkshire & Humber Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Amanda Kenningley	University of Huddersfield
Vice Chair (Membership & Communication)	Jennifer Barton	Durham University
Vice Chair Training & Partnership	Amy Wilson	Leeds University
Vice Chair Training & Partnership	Kate Filimon	University of Huddersfield

2019 Group Meetings

Date of Meeting	5th February 2019
Location	Leeds College of Music
Number of Attendees / Institutions	17 members from 15 institutions
Summary of activity	<p>Group meeting.</p> <p>Choice of 2 breakout sessions:</p> <ul style="list-style-type: none"> • Student & postgraduate recruitment • Widening participation <p>External session from U-Explore, reporting on student aspirations and career goals etc.</p>

Date of Meeting	13th May 2019
Location	CU Scarborough
Number of Attendees / Institutions	23 members from 15 institutions
Summary of activity	<p>Group meeting.</p> <p>Group discussion - Engaging workshops.</p> <p>Classroom management training (Laura Kinnair, Teach First).</p>

Date of Meeting	17th September 2019
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Location	Bradford College
Number of Attendees / Institutions	25 members from 14 institutions
Summary of activity	Group meeting. UCAS update (presentation from Angie Hill, Exhibitions Manager, UCAS). Student Finance update (presentation from Kevin McMullan, SFE).

Date of Meeting	12th December 2019
Location	Sheffield Hallam University
Number of Attendees / Institutions	Not available
Summary of activity	Group meeting. NCOP update (Sheffield University). Presentation skills training (external provider, Penny Williams from Silver Bright Solutions).

UCAS Conventions held in the region:

- Tees Valley
- Tyneside
- Humberside
- North & West Yorkshire
- Sheffield

Publications/Events (if any)

N/A

Challenges

Following on from last year and the beginning of this year where we had a very thinly spread committee, thankfully we now at full complement, with two Training & Partnership Vice Chairs alongside the Chair and Vice Chair (Membership & Communication).

Special Mentions

I would like to thank my amazing committee; it has made such a difference having a full complement this year. Also, a big thank you to Chris Morley who has continued in his role as representative on the HELOA UCAS working group. A big thank you also goes to the

members who travel across the length and breadth of the North East, Yorkshire and Humber to attend regular meetings!

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the North East, Yorkshire & Humber Group used this money for the following:

Purpose	Amount
Catering	£600
Total committed spend to date :	£800 including £200 allocated to December meeting

Future Plans

We have a number of suggestions for 2020 meetings, including:

- Governors for schools
- Data and evaluation
- Mental health and wellbeing for staff

We are also going to run our first training day in September 2020, where we will have a full day's programme of training.

Dates for 2020 Group Meetings:

- Tuesday 18th February - Leeds Arts University
- Thursday 14th May - Newcastle University
- Wednesday 16th September - University of Sheffield
- Thursday 10th December - Teesside University

HELOA North East, Yorkshire & Humber Membership

The HELOA North East, Yorkshire & Humber Group currently has approx. 250 individual members across 19 member HEIs:

List of Group institutions	
Bradford College	Coventry University - Scarborough Campus
Durham University	Leeds Arts University
Leeds Beckett University	Leeds College of Music
Leeds Trinity University	Newcastle University
Northumbria University	Sheffield Hallam University
Teesside University	York St John University
University of Bradford	University of Huddersfield
University of Hull	University of Leeds
University of Sunderland	University of Sheffield
University of York	

Amanda Kenningley
HELOA North East, Yorkshire & Humber Chair
November 2019

HELOA North West and Northern Ireland Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Chris Mullen	Edge Hill University
Vice Chair Training & Partnerships	Nadine Shanahan	Edge Hill University
Vice Chair Training & Partnerships	Vacant	
Vice Chair Membership and Communication	Jamie Graney	University of Liverpool

2019 Group Meetings

Date of Meeting	Wednesday 15th January 2019
Location	National Conference
Number of Attendees / Institutions	33 members
Summary of activity	<ul style="list-style-type: none"> - Host intro / chair update - Discussions tables of what members would like to see at upcoming years meetings, especially around accredited or non-accredited training

Date of Meeting	Thursday 16th May 2019
Location	Salford University
Number of Attendees / Institutions	44 members
Summary of activity	<p>Host intro / chair update</p> <p>Engaging with academics - Charles Knight</p> <p>National review of University IAG - Jon Cheek</p> <p>From refugee to UOTY - Gulwali Passarley</p> <p>UCAS Events update - Andrew Cooper</p> <p>Open Day from Hell: Best practise session - Chris Mullen & Nadine Shanahan</p>

Date of Meeting	Thursday 5th September 2019
Location	UCLan
Number of Attendees / Institutions	42 members
Summary of activity	<p>Mentoring networking event (optional 1 hour beforehand)</p> <p>Host intro / chair update</p> <p>Access and participation plans - Charlotte Brooks</p> <p>Evaluating external events - Chris Mullen & Jonny Atkinson</p> <p>Working with Military Families - Stuart Kilmartin</p> <p>Guess who? Developing your student ambassadors best practise session - Nadine Shanahan & Chris Mullen</p>

Date of Meeting	Thursday 5th December 2019
Location	University of Liverpool
Number of Attendees / Institutions	41 members
Summary of activity	<p>Host intro / ice breaker/ chair update</p> <p>Kindness matters - John Magee</p> <p>SFE update - Stephen Jones</p> <p>What do we provide? Evaluating resources - Nadine Shanahan</p> <p>Teachers and Advisers Panel - Various school and college contacts</p> <p>WP: A hot topic debate - GM Higher, Shaping Futures, FutureU</p> <p>UCAS Working Group Update - Ellie Wharfe</p> <p>Governors for Schools - Emma Harris</p> <p>Degree Apprenticeships - Sean Threlfall</p>

UCAS Conventions held in the region:

- Manchester
- Merseyside
- Cumbria
- Edge Hill (to hold their own to replace the lack of Lancashire in July)

- Northern Ireland

Publications/Events (if any)

- Accredited First aid at work one day training ran over two separate dates in February at Edge Hill University. 19 attendees across 8 institutions.
- Publication for Practitioners/Advisers in the pipeline for 2020-21.
- Mental Health Awareness course, Funding agreed for 19/20, dates TBC for February 2020.

Challenges

- Finding adequate hosts
- Spaces on campus (RoomBookings)
- Funding lunches considering members need to travel to attend meetings.

Special Mentions

Jonathan Atkinson for an outstanding tenure as Chair, extremely enthusiastic, engaging as well as excellent leadership and commitment to the group and the region.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the North West and Northern Ireland Group used this money for the following:

Purpose	Amount
Contribution for refreshments / room hire at training day & group meetings	£1297.50
Speakers for Group Meeting and Training Day	£900
Accredited Mental Health Awareness Course (Booking and Dates TBC)	£600
Stationary for Group	£182.75 (not including delivery costs)
Thank yous for students and teachers panel (Group meeting, December 2019)	£23.74
Total committed spend to date:	£3003.99

Future Plans

Dates for 2020 Group Meetings:

Exact dates TBC in January 2020 at National conference:

January (conference) - May - September - December (first Thursdays of the month)

HELOA North West and Northern Ireland Group Membership

The HELOA North West and Northern Ireland Group currently has 195 individual members across 17-member HEIs:

List of Group institutions	University of Chester
UCEN Manchester	University of Bolton
Queens University Belfast	University of Central Lancashire
Liverpool Hope University	Lancaster University
Liverpool John Moores University	University of Cumbria
University of Liverpool	Salford University
Manchester Metropolitan University	University of Manchester
Blackpool and Fylde College	Myerscough College
University College Blackburn	Edge Hill University

Chris Mullen

HELOA North West and Northern Ireland Chair

December 2019

HELOA Scotland Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Ali Clark	University of Stirling
Vice Chair (Membership and Communication)	Joanna Taylor	University of Strathclyde
Vice Chair (Partnerships)	Louise Irving	Abertay University
Vice Chair (Training)	Heather Black	University of Strathclyde
Web Officer	Ysabelle Graham-Smith	Queen Margaret University

2019 Group Meetings

Date of Meeting	Monday 18 th February 2019
Location	Glasgow Caledonian University
Number of Attendees / Institutions	21 members / 12 institutions
Summary of activity	<ul style="list-style-type: none"> • UCAS and SDS advised that the Borders UCAS event was being cancelled for 2019. • Planning team for 2020 HELOA Scotland Conference had been established. • HELOA Scotland won the Innovation & Best Practice: Group Award at the national conference in January.

Date of Meeting	Monday 13 th May 2019
Location	University of Edinburgh
Number of Attendees / Institutions	18 members / 11 institutions
Summary of activity	<ul style="list-style-type: none"> • AC outlined the North West & NI Group's mentoring scheme • LI and AC sent formal letter to Tim Skutt (UCAS) regarding cancellation of Borders event.

	<ul style="list-style-type: none"> • Helena Ziegler, University of Aberdeen elected new Scotland representative on the UCAS/HELOA Working Group. • Funding update provided at meeting by SAAS (Student Awards Agency for Scotland).
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Date of Meeting	Friday 1st November 2019
Location	University of Stirling
Number of Attendees / Institutions	23 members / 12 institutions
Summary of activity	<ul style="list-style-type: none"> • Training on Gender Action Plan given by Emma Roberts from the Scottish Funding Council. • Scottish Local Organisers meeting to be held earlier on 10th December - a welcome change. • AC and LI to meet with Tim Skutt from UCAS at Abertay University on 4th November. • Dates for HELOA Scotland Conference 2020 now confirmed as 19th and 20th May, and will include sessions by Tim Skutt and on the IB. • HELOA Scotland's new mentoring scheme to be launched before Christmas.

UCAS Conventions held in the region:

Date	Region	Venue
Thursday 29 th August 2019	Tayside	University of Dundee
Tuesday 3 rd September 2019	Glasgow	SEC Centre

Wednesday 4 th September 2019	Borders	Borders Event Centre
Thursday 5 th September 2019	Dumfries & Galloway	The Bridge, Dumfries
Wednesday 11 th September 2019	Stornoway	The Nicolson Institute, Stornoway
Tuesday 17 th September 2019	Edinburgh	Royal Highland Centre
Wednesday 18 th September 2019	Lanarkshire	University of West of Scotland
Thursday 19 th September 2019	Ayrshire	Ayrshire College, Kilmarnock
Friday 20 th September 2019	Forth Valley	Forth Valley College, Stirling campus
Tuesday 24 th September 2019	Highlands	University of the Highlands and Islands, Inverness
Wednesday 25 th September 2019	Moray	University of the Highlands and Islands, Elgin
Thursday 26 th September 2019	Aberdeen	University of Aberdeen
Tuesday 1 st October 2019	Fife	Roths Halls, Glenrothes

Publications/Events

HELOA Scotland's Web Officer once again oversaw the production and mail out of the Open Day posters to key contacts in schools, libraries and Skills Development Scotland offices. In addition to being sent out to Scottish schools, schools in Northern Ireland and the North of England were also targeted.

Challenges

The challenges faced by HELOA Scotland over the past few years have been rectified. The Scottish UCAS events for 2020 have now been incorporated into the national registration process for UCAS events. It is hoped this will lead to a greater number of UK universities out-with Scotland attending these events.

In addition, the Chair has worked with Angie Hill of UCAS on making improvements, namely the layout of specific events in order to avoid congestion, and the updating of UCAS presentations to reflect the differences in the Scottish HE system.

Special Mentions

Huge thanks go to Ysabelle Graham-Smith, our outgoing Web Officer, who was responsible for the organisation and production of the Open Days poster for the last few years. Ysabelle has now moved onto a new role at the University of Edinburgh, and everyone at HELOA Scotland wishes her well.

In addition, special thanks go to Louise Irving, VC (Partnerships), Claire Forsman and Helena Ziegler, outgoing and incoming UCAS/HELOA Working Group representatives, for their continued work liaising with UCAS. I am sure we can all agree there have been some major improvements, particularly in the last year. Louise was also instrumental in lobbying UCAS and other key stakeholders to ensure the return of the Borders UCAS Exhibition in September, which was gratefully received by teachers and pupils in this region.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the (Scotland) Group used this money for the following:

Purpose	Amount
Open Day posters (production and mail out)	£731.22
3 x HELOA Scotland meetings	£450.00
Total committed spend to date	£1,181.22
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Future Plans

2020 looks like it will be an exciting year for HELOA Scotland. Firstly our biennial Conference is due to be held at the University of Aberdeen on 19th and 20th May, which will include workshops from Tim Skutt of UCAS and Peter Fidczuk from the IB.

Having been inspired by the North West & Northern Ireland group's mentoring scheme, HELOA Scotland will launch their own scheme in January. Once mentors and mentees have been paired up, we will be hosting an official launch event.

Although provisional at present, HELOA Scotland also hopes to host a Scottish teachers and advisers' conference.

Two of the Group Committee roles will be advertised in 2020, the post of VC (Membership and Communication) in April, as well as the role of Chair in July.

Dates for 2020 Group Meetings:

- Thursday 16th January 2020 - HELOA Conference, Stratford-upon-Avon
- Thursday 20th February 2020 - University of Strathclyde
- Wednesday 20th May 2020 - University of Aberdeen
- Tuesday 3rd November 2020 - Abertay University

HELOA Scotland Membership

Following the national membership update at the end of 2019, the HELOA Scotland Group currently has 100 individual members across 16 member HEIs:

List of Group institutions	
University of Aberdeen	University of the Highlands and Islands
Abertay University	Queen Margaret University
University of Dundee	Robert Gordon University
University of Edinburgh	University of St Andrews
Edinburgh Napier University	University of Stirling
University of Glasgow	University of Strathclyde
Glasgow Caledonian University	SRUC
Heriot Watt University	University of the West of Scotland

Ali Clark
HELOA Scotland Chair
December 2019

HELOA South East Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Steph Coogans	University of Chichester
Vice Chair (Membership and Communications)	Vacant as of 20 December	
Vice Chair (Training)	Vacant as of 29 November	

2019 Group Meetings

Date of Meeting	13th February 2019
Location	Bucks New Uni
Number of Attendees / Institutions	13 members from 9 institutions
Summary of activity	Icebreaker Overview of AGM and Conference UCAS/HELOA WG update SFE update Round table discussion about challenges in sector

Date of Meeting	15th May 2019
Location	Oxford Brookes University
Number of Attendees / Institutions	25 members from 13 institutions
Summary of activity	UCAS events so far - discussion for UCAS/HELOA WG to use in meeting SFE update UCAS Insights session AOB - think about private providers project and what the group's training needs are

Date of Meeting	25th September 2019
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Location	University of Surrey
Number of Attendees / Institutions	12 members from 7 institutions
Summary of activity	<p>SFE update and myth busting quiz</p> <p>Intro to T levels - Pearson</p> <p>Governors for Schools presentation</p> <p>Round table discussion - using topics taken from National Conference</p>

UCAS Conventions held in the region:

- Hampshire
- Sussex
- Surrey
- Kent

Publications/Events (if any)

SE/SW Training Day on 12 December

Challenges

Attendance at meetings - would like to increase across all. September especially poor. Sent poll to group to ask preferred date - remain in September or move to November. Majority voted November so this meeting date will move from Sept to Nov in 2020

Getting someone to replace VC Membership and Comms (one call for nomination has gone out already. Another is due in the new year.

Special Mentions

Gail Alani for a thorough handover and encouraging me to go for Group Chair

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the South East Group used this money for the following:

Purpose	Amount
Catering for 3 x group meetings	Not yet invoiced
SE/SW Training Day	TBC
Travel and to May meeting (Chair)	£46.57

Travel to September meeting (Chair)	£49.50
Total committed spend to date	£96.07
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Future Plans

Dates for 2020 Group Meetings:

12th February 2020

13th May 2020

18th November 2020

HELOA South East Membership

Following the national membership update at the end of 2018, the HELOA South East Group currently has 208 individual members across 16 member HEIs:

List of Group institutions	University of Reading
University of Chichester	Bucks New Uni
University of Portsmouth	University of Brighton
University of Winchester	University of Sussex
Southampton Solent	University of Kent
University of Southampton	Canterbury Christ Church
Royal Holloway	University of Oxford
Oxford Brookes University	Sparsholt College
University Centre Farnborough	

Steph Coogans
HELOA South East Chair
December 2019

HELOA South West Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Rebecca Oliver	Bournemouth University
Vice Chair Training	JJ Clark	University Centre Weston
Vice Chair Memberships & Communication	Louis Ormston	Bournemouth University
UCAS Working Group Rep	Christina Hardie	University of Exeter

2019 Group Meetings

Date of Meeting	1 April 2019
Location	University of Bath
Number of Attendees / Institutions	25 people, 12 institutions
Summary of activity	<p>Updates from SLC</p> <p>UCAS working group updates</p> <p>Understanding the EPQ - Jamie Graney</p> <p>Paid events - discussion</p> <p>HELOA National Conference feedback</p>

Date of Meeting	28 June 2019
Location	Bicton College
Number of Attendees / Institutions	Not recorded
Summary of activity	<p>Updates from SLC</p> <p>Developing skills workshops for schools & colleges - Cheryl Voake-Jones, University of Bath</p> <p>UCAS working group updates</p> <p>Training discussion</p>

Date of Meeting	4 November 2019
Location	UWE, Bristol Frenchay Campus
Number of Attendees / Institutions	22 attendees, 11 institutions
Summary of activity	Updates from UCAS - Suzanne Campbell

	Get into Teaching - Olivia Dyke and Jane Wilkinson Governors for Schools - Daniel Fuller UCAS working group updates Non-publically funded providers discussion
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UCAS Conventions held in the region:

Bristol, Cornwall, Dorset & Exeter

South West & South East Training Day

Wednesday 11 December 2019 - Buckinghamshire New University

We continue to work collaboratively with our colleagues in the South East to deliver a one-day training opportunity in December. The programme for 2019:

Key-note/workshop title	Delivered by
HELOA Update and Sector Overview	Jonny Atkinson, HELOA UK Chair
Talking Anxiety	Nick Elston, Motivational Speaker
Hard to Reach? Engaging under-represented groups in outreach activity	Alex Blower, Southern Universities Network
What is a Theory of Change and how can it benefit my work	Sarah Dobie, Bournemouth University
An introduction to T-Levels	David MacKay, Pearson
Marginal Gains	Sander De Groot, MADE training
A Guide to Degree Apprenticeships	Holly Hart, University of Chichester
Classroom Management and engaging students	Ciara Newby, University of Bath
Developing and managing effective student ambassadors for WP and Student Recruitment	Dr Karl Devincenzi, University of Exeter

South West HE Advisers days

Members continue to support Teachers and Careers Leader events across the region

Challenges

No handover between outgoing VC for Membership & Communication and incoming post-holder

No VC Training in post in the SE so additional pressure for the organisation of our joint December training event.

Special Mentions

We would like to thank Sarah Byard, outgoing Vice Chair of Memberships and Communication for all of her hard work in post.

Also a huge thank you to JJ Clark for delivering a fantastic join training day for the SW & SE Group.

Finance

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the South West Group used this money for the following:

Purpose	Amount
Joint training day: South West and South East Group	£2,000
Group meetings: catering and speaker costs	£400
Total committed spend to date :	£2,400

Future Plans

Dates for 2020 Group Meetings:

1. Friday 21 February 2020 University of Exeter, Streatham Campus
2. Monday 8 June 2020 University of Gloucester, Park Campus
3. TBC

HELOA South Membership

Following the national membership update at the end of 2018, the HELOA South West Group currently has approx. 158 individual members across 15 member HEIs:

List of Group institutions	
AECC University College	Arts University, Bournemouth
Royal Agricultural University	Bath Spa University
Bournemouth University	Somerset College
Truro College	University College Falmouth

University College Marjon	University of Bath
University of Bristol	University of Exeter
University of Gloucestershire	Plymouth University
UWE Bristol	

Rebecca Oliver
South West Chair
December 2019

HELOA Cymru | Wales

Annual Report 2020

Group Committee Officers

Committee Position	Name	Institution
Chair	Rebecca Bowen	University of South Wales
Vice Chair (Membership and Communications)	Alex Kennedy	University of South Wales
Vice Chair (Partnerships and External Relations)	Cathy Piquemal	Aberystwyth University
Vice Chair (Training)	Vacant	
UCAS Working Group Representative	Llinos Williams	Bangor University

2019 Group Meetings

Date of Meeting	23 January 2019
Location	Stratford-upon-Avon
Number of Attendees / Institutions	5 attendees / 3 institutions
Summary of activity	<ul style="list-style-type: none"> • HELOA Wales Training Conference • Skills Cymru 2019 • Attendance at National Conference • Student Finance update (Jon Legg)

Date of Meeting	21 May 2019
Location	Bangor University
Number of Attendees / Institutions	24 attendees / 8 institutions
Summary of activity	<p><i>Meeting held as part of HELOA Wales Training Conference</i></p> <ul style="list-style-type: none"> • HE in Scotland update (Ali Clark) • Programme ideas for 2020 National Conference • Non-publicly Funded Institutions discussion • UCAS Working Group update

	<ul style="list-style-type: none"> • Student Finance update and discussion on format/content at future meetings
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Date of Meeting	27 September 2019
Location	University of Wales Trinity Saint David (SA1 Campus)
Number of Attendees / Institutions	11 attendees / 5 institutions
Summary of activity	<ul style="list-style-type: none"> • Roundtable discussion: Recruitment events feedback • HELOA Wales Conference feedback • UCAS Working Group update • Student Finance Update (Phil Lynes and Stephen Jones) • Skills Cymru logistics • Revolution Viewing presentation (Vicky Hayhurst)

Date of Meeting	6 December 2019
Location	Cardiff Metropolitan University (Llandaff Campus)
Number of Attendees / Institutions	17 attendees / 7 institutions
Summary of activity	<ul style="list-style-type: none"> • Carol service at Llandaff Cathedral • Vice-chair (Training and Partnerships) role discussion • AGM and proxy process briefing • UCAS Working Group update • Student Finance update (Chair) and discussion on format/content at future meetings

UCAS Conventions held in the region:

- North East Wales - 20 March - Wrexham Glyndŵr University
- West Wales - 9 April - University of Wales Trinity Saint David (Carmarthen Campus)

- Cardiff - 10 April - Cardiff Metropolitan University (NIAC)
- North West Wales - 11 April - Bangor University

Publications/Events

- Group Open Day poster for schools and colleges - distributed in April
- Two-day Group Training Conference - 21-22 May
- Joint stand at Skills Cymru Llandudno - 16-17 October

Challenges

- Failed to recruit to Vice-chair (Training) position after 3 calls for nominations

Special Mentions

A huge thank-you to Group Vice-chairs Alex and Cathy for their continued hard work, and for their support in delivering a fantastic training conference in May, especially in the absence of a Vice-chair (Training). Thanks also to Llinos for her invaluable contribution to the UCAS Working Group on behalf of HELOA Cymru | Wales. Finally, many thanks to all members engage with group and national activities - without you, there is no HELOA. Diolch yn fawr iawn!

HELOA UK provides a funding pot that group chairs can bid on to support group activity. In 2019 the HELOA Cymru | Wales Group used this money for the following:

Purpose	Amount
2019 Open Day poster (design and print)	£811.68
2019 Open Day poster (postage)	£178.37
Two-day residential training conference (inc. accommodation)	£2511.36
Two-day residential training conference (speaker fees and expenses)	£823.30
September meeting catering costs	£227.25
Total committed spend to date	£4551.96

Future Plans

- Revise Vice-chair (Training and Partnerships) role descriptor and elect to role
- Online survey to gather feedback on format of future meetings
- Better engagement with relevant organisations, eg, Seren Network

- Succession planning for Group Chair and Vice-chair (Membership and Communications) roles

Dates for 2020 Group Meetings:

14 May - Wrexham Glyndŵr University

24 September - Aberystwyth University

3 December - University of South Wales

HELOA Cymru | Wales Membership

Following the national membership update at the end of 2018, the HELOA Cymru | Wales Group currently has 74 individual members (including 4 honorary members) across 9 member HEIs:

List of Group 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	

Rebecca Bowen
HELOA Cymru | Wales Chair
December 2019