

## **HELOA Best Practice: Group Award 2022**

### **Sponsored by UK Hex**

#### **How to Enter**

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

1. Complete the online HELOA Group Award entry form, using the entry guidelines below. Entries should be submitted using the online entry form on the website (<https://www.heloa.ac.uk/awards>) by 11:59am 12 November. Shortlisted entrants will be notified by 5pm 10 December.
2. Up to two finalist entries will be shortlisted and included in the National Conference programme, with the winner, chosen by UK Hex, announced at the National Conference awards evening in January.
3. The award-winning entry will receive a trophy, and finalist groups will also receive a certificate.

#### **Entry Guidelines**

The HELOA Group Award is only open to HELOA Groups.

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

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

The entry must detail activities that have taken place since the last HELOA conference in January 2020. The work may be on-going.

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

Submission form questions:

We recommend that you compile your answers to each question on a word processor and then copy and paste them into our online submission form on the website: <https://www.heloa.ac.uk/awards/>

Project title

Background and Project Description - Provide a summary of your project. Discuss the context of your project within your HELOA group, and why you feel that

this gives a good example of best practise to other HELOA groups (approx 500 words).

Approximate budget - Please briefly explain how you calculated the project budget. (approx 250 words).

Innovative features - Please briefly describe any project features that are particularly innovative (approx 500 words).

Project impact - You might also wish to discuss how the project has benefitted/is continuing to benefit HELOA members. (approx 500 words).

Please feel free to provide existing feedback from members, such as quotes. (If you would like to submit any photos, please email these to [training@heloac.ac.uk](mailto:training@heloac.ac.uk)).

Please provide a summary of the project in no more than 100 words. Should your project be shortlisted, this summary will be included in the conference brochure and related communications.

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

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

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

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

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

2- The category was mostly unsatisfactory.

1 - The category was poor.

0 - The category was not addressed.

Online submission form: <https://forms.gle/njdMB4wHhK2PrC937>

If you have any questions please contact the Training Team on [training@heloac.ac.uk](mailto:training@heloac.ac.uk).