

The HELOA UK New Practitioners' Conference The Queens Hotel, Leeds

Monday 24 October and Tuesday 25 October 2016

Monday 24 October

12.00pm **Lunch and registration**

1.00pm **An introduction to HELOA and how the association can support you**

Mike Nicholson, HELOA UK Chair

1.15pm **'Know your HEFCE from your HESA: a beginners' guide to UK HE terminology'**

Mike Nicholson, HELOA UK Chair

This interactive workshop will set the context for the Conference by introducing delegates to a range of terms, acronyms and bodies which relate to Higher Education. The session will also briefly address UK qualification reform.

1.45pm **Engaging your student ambassadors**

Andrea Dapoto, University of Cumbria

This workshop will focus on the methodology of using student ambassadors and volunteers in outreach and schools liaison work, identifying key challenges and solutions.

2.30pm **Introduction to child protection and safeguarding**

Fay Sherrington, Edge Hill University & Vice Chair AMOSSHE The Student Services Organisation

This workshop will provide delegates with knowledge of current legislation on child protection in the UK with practical advice on how this affects schools liaison work using case studies.

3.15pm **Break**

3.30pm **Using social media to target and engage young people**

Billy Reed, King's College London

Using the case study of how the widening participation department at King's College London has embedded social media into its outreach work, this session will explore the impact social media can have on young people. The workshop will also provide top tips on devising a digital communications strategy for outreach.

4.30pm **Basics of Personal Safety**

Melissa Mead, University College London

This workshop will explore issues around personal safety at work, including advice on how to implement lone working and travel policies within your own institution.

5.15pm **Free time**
6.30pm **Networking drinks**
7.15pm **Dinner**

Tuesday 25 October

9.00am **Overview of Student Finance**

Jon Legg, Student Loans Company

This session will provide delegates with an overview of the financial support available to students when applying to university.

10.15am **A Beginners guide to Event Management**

Rachel Lister, University of Cambridge

Whether you are organising a one-day school visit or a week-long residential, a campus tour for five students or an open day for five thousand – discover the how, when, where, why and who of managing an event. Delegates will discover top tips for organising events and have the opportunity to share ideas and best practice with others.

11.30am **Break**

11.45am **Presentation skills workshop**

Matthew Aitchison, University of Cumbria
Roshan Walkerley, University of East Anglia

This practical workshop will allow delegates to develop their presentation skills, allowing them to explore features of engaging and audience-appropriate presentations.

Delegates will put the theory from the Fundamentals presentation skills workshop into practice. Groups will have the opportunity to design their own presentations on their institution's USPs, adapting key messages for different audiences.

1.00pm **Lunch and evaluation**

2.00pm **Depart**

Matthew Aitchison, Conference Officer (New Practitioners')

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