



HELOA Midlands Training Day Agenda

University College Birmingham

Thursday 4 December 2025

Registered Charity numbers: 1182953 (England & Wales) and SC050285 (Scotland)

10:30 - 11:00 - Arrive, sign in & Network with tea and biscuits

11:00 - 11:30 - Welcome & Introductions

- Updates from Chair
- Updates from VC Partnerships

11:30 - 12:00 - AGM recap & discussion

12:00 - 13:00 - HE Project Management: An Introduction - Amy Manktelow - Nottingham Trent University

An introductory workshop demonstrating project management techniques that will enhance colleagues' understanding of how to better manage projects in Higher Education context.

A session that has had a great deal of positive feedback from other HELOA groups who have had Amy in, we thought it was about time that the Midlands got to benefit from her wealth of knowledge and experience.

13:00 - 14:00 - Lunch & networking

- From 13:30 we will be running a 30 min campus tour for those who would like to see UCB in action

14:00 - 14:45 - Round table discussions

On campus subject specific events

We all know how valuable it is to get students onto campus to experience our subjects first-hand. We're keen to hear what's working well for you, what challenges you've encountered, and any new ideas you're considering. This is an opportunity to share insights and learn from each other.

Drafting comms/emails/working with excel

The joys of juggling admin... or many of us, this can be one of the more tedious parts of the job. But there are ways to make it more manageable, and even efficient. What are your top tips for drafting emails and communications? And how are you using tools like Excel to streamline your processes and save time?

Managing time and workloads- regional officers managing time and what schools to prioritise

With time being so limited during peak periods, especially if you're frequently on the road or managing a large region like the Midlands, we thought it would be helpful to hear how others stay on top of things. What are your top tips? How do you prioritise school requests when demand is high, and how do you balance competing commitments while staying responsive and effective?

Getting creative within WP

With 13 distinct student profiles falling under the Widening Participation (WP) remit, how can we think creatively to better reach and support our specific audiences? This discussion is a great opportunity to explore what initiatives colleagues are running and to share ideas that help engage as many WP students as possible. Let's talk about what's working, the challenges you're facing, and any fresh, innovative approaches you're exploring.

14:45 - 15:00 - BREAK

15:00 - 15:50 - Breakout Sessions

Option 1:

Ignite Your Spark - Widening access at the University of Northampton.

Natasha Mycawka - Widening Access Manager - University of Northampton

Ignite Your Spark with the University of Northampton: Widening Access through Schools Engagement.

This session will explore the impactful work of the University of Northampton's Schools Engagement team, with a focus on widening access to higher education. Through a series of project case studies and evaluation insights, the presentation will highlight effective outreach strategies and showcase examples of best practice. It will examine how the team's initiatives complement the Uni Connect programme within Northamptonshire and align with recruitment-driven activities led by the university's Marketing department. The session will highlight the primary outreach work delivered by the team, which has commitment through the university's APP (Access and Participation Plan).

Attendees will be introduced to practical tools and methodologies employed to engage learners and assess programme effectiveness. The session will also consider the pivotal role of Student Ambassadors as relatable role models, and demonstrate how the university utilises the HEAT Student Ambassador Portal to streamline recruitment and shift management across campus.

This session invites participants to listen, share experiences, and engage in meaningful dialogue around access, primary interventions and engagement in higher education outreach.

Option 2:**Strengthening Partnerships: Working Effectively with Target Schools/Colleges**

We're shaking things up with this session and trying something a little different. Whether you've been in student recruitment for ten years or just a few months, your insights are valuable and this interactive, collaborative workshop is designed to bring them to the table. Together, we'll explore what makes school partnerships truly effective, reflect on shared challenges, and work through practical strategies to overcome them. Expect plenty of discussion, peer learning, and take-away tools you can use straight away to strengthen communication, collaboration, and impact in your work. Led by the committee, this session is all about sharing best practice, learning from each other, and coming away with fresh ideas to enhance how we work with schools. No long power points, just real conversations and useful outcomes.

15:50 - 16:00 - Finish & close

16:00 onwards- Optional christmas drinks in Birmingham city centre.

***All sessions are subject to change**