## DEVELOPING EXCELLENT PRACTICE AWARD 2019

## Sponsored by Cylix Ltd

## APPLICATION FORM

The award is open to individuals and/or teams who have launched an initiative or project, during 2018/19, that has made a significant and positive impact to the Learning and Development / Academic Development / Organisational Development environment and shows evidence of collaboration both within and external to their own institution.

Judges will assess each entry on the basis of the evidence provided in each section of this form alone, (appendices will not be considered) and up to the specified word limit for each section. Before applying, please make sure you have read the rules of entry and judging criteria at xxx

**1. ABOUT YOU**

Name:

Job title:

Department:

Institution:

Project or initiative title:

**2. THE PROJECT OR INITIATIVE**

Description, contexts and background, including outline approach and the identified staff and/or organisational needs that the project/initiative sought to address. (500 words)

**3. EVIDENCE**

Description of the approach to collaboration and evaluation; what did you plan to do? How did you expect to know what success would look like? Details of the measurable achievements, anticipated and actual benefits, including any cost benefits/return on investment. (500 words)

**4. FEEDBACK**

Include a summary of the feedback or other qualitative evidence of the difference made to individuals, teams, groups or institution(s), anticipated or unexpected outcomes. (500 words)

**5. WIDER LEARNING**

Identify potential key learning points for other institutions and suggestions on how that learning could be shared. (500 words)

**6. SUBMISSION**

Please send your completed form via email to Wendy Mason (wendy.mason@sdf.ac.uk) by 4pm on 17 October 2019.

Shortlisted entrants will be notified by 31 October 2019 and must submit additional material (PowerPoint slide show) to the above address by 14 November 2019, to aid the judges’ final decision and to promote their project/initiative. Presentation to the winner will be made at the conference dinner on 21st November 2019.