## DEVELOPING EXCELLENT PRACTICE AWARD 2019

## Sponsored by Cylix Ltd

## GUIDANCE NOTES

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.

**OVERVIEW**

In the current climate in particular, Higher Education is facing considerable challenges and complex change. Those responsible for learning and organisational development in higher education institutions are contributing significantly to meeting those challenges and leading and facilitating change.

The SDF Developing Excellent Practice Award reflects the 2019 National Conference’s over-arching theme of Building bridges for emerging futures taking place on 21st – 22nd November 2019, Hilton Newcastle. Shortlisted entries will be featured prior to the conference in Newcastle, with the winner being announced at the conference dinner on 21st November.

**HOW TO ENTER**

Complete the application form, which is available at <http://sdf.ac.uk/6147/2019-developing-excellent-practice-award-sponsored-by-cylix>. Submissions must be sent by email to Wendy Mason wendy.mason@sdf.ac.uk by 4pm on 17th October 2019

Use the relevant sections of the form to describe why the individual or the team should be considered for the award. If appropriate, the submission should address the project or initiative, its context and the development needs it sought to address. Describe the cross institutional collaboration, evaluation approaches and the impact of the activity. Provide evidence of demonstrable progress or success. Include feedback from those who have benefited and/or who sponsored the project within the institution(s). Identify potential learning points for other institutions. Optional: Indicate whether the submission is to be considered for the Innovative practice award in addition to fulfilling all judging criteria.

**JUDGING CRITERIA**

The SDF Developing Excellent Practice Award seeks to recognise Learning and Development/ Academic Development / Organisational Development projects or initiatives in the broadest sense that have made a significant and positive difference to individuals, teams, groups or the institution as a whole. The judging panel, which will comprise of representatives from the Advance HE, SDF Executive and SDF Committee, will look for projects that:

1. Demonstrates a clear relationship with identified staff, academic or organisational development needs.

2. Provides a significant contribution to developing excellent practice.

3. Shows evidence of collaboration either within or external to the institution.

4. Shows quantitative and/or qualitative evidence of impact.

5. Demonstrates a measurable return on investment/expectation (financial or otherwise).

6. Offers transferable learning for other organisations.

7. Gives evidence of innovating practice with or without the use of technological developments (additional criteria for Innovative practice award).

**RULES OF ENTRY**

To enter, the individual or team being nominated must be members of the Staff Development Forum. If you are not member, please read this guidance to become a member. We expect to draw up a shortlist of entries, based on information provided on the application form by 31 October 2019. No feedback will be provided to entries that are not shortlisted. The judges’ decision is final.

At least one representative from each shortlisted entry should be registered to attend the conference. Shortlisted entrants will also be asked to produce information about their entry as a PowerPoint show or video; this will be used by the judges to aid their final decision. The winner of the award will be announced at the conference dinner on 21st November 2019. We aim to display PowerPoint shows or videos for shortlisted entrants prior to the announcement. We aim to promote the winner's press release amongst the SDF membership.