



**DEVELOPING EXCELLENT PRACTICE
INITIATIVE OF THE YEAR
2023**



GUIDANCE NOTES

The award is open to individuals and/or teams who have launched an initiative or project, during 2022/23, 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 Festival of Learning and Development overarching theme 'Innovating, nourishing and storytelling: The evolving L&D professional', taking place from 13th - 15th November 2023.

Nominations and shortlisted entries will be featured during the Festival, with the winner being announced on 14th November.

HOW TO ENTER

Submissions must be completed in the *initiative of the year online form* by 3pm on Monday 11th September 2023 and confirmation sent by email to A.Viva@sdf.ac.uk.

- 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.



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 and SDF Council, 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.

RULES OF ENTRY

To enter, the individual or team being nominated must be members of the Staff Development Forum. If you are not a 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 28th September 2023. 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 Festival. Shortlisted entrants will also be asked to produce information about their entry as a PowerPoint show or video; this must be submitted by 3pm on 12th October 2023 and will be used by the judges to aid their final decision.

The winner of the award will be announced on 14th November 2023. 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.