

**GOOD PRACTICE IN KNOWLEDGE EXCHANGE – GP MODEL TEMPLATE**

*maximum 1 page A4 when completed*

**NB Refer to criteria & guidelines when completing – overtype the questions in the boxes**

<b>Title of Good Practice</b>		
<b>Working Group (see Annex A)</b>	<b>Sub-stream</b>	
<b>Key words to reference Good Practice/Recipe</b> (e.g. relationships, consultancy, networks)		
<b>(WHAT) Description of Good KE Practice/Recipe</b>		
<ul style="list-style-type: none"> <li>• <i>What barriers or problems is this KE Practice/Recipe designed to overcome?</i></li>   <li>• <i>What are the key steps? (e.g. do this / do that to achieve this / that)</i></li>   <li>• <i>How does it benefit partners/clients and how have users/beneficiary needs influenced this model?</i></li> </ul>		
<b>(HOW, WHEN) What contextual factors need to be taken into account in the application of this good KE practice?</b>		
<ul style="list-style-type: none"> <li>• <i>What resource and operational implications are there in the adoption and integration of this approach?</i></li>   <li>• <i>What specific operating contexts and environments are important for its application and what key lessons have been learnt from the experiences?</i></li>   <li>• <i>What are the limitations and risks of application of this good KE practice; is it applicable in KE function of any HEI and are there any time-related or regulatory limitations?</i></li> </ul>		
<b>Contact/main contributors:</b>		
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## GOOD PRACTICES IN KNOWLEDGE EXCHANGE

### Criteria

In determining whether the good practices identified can be made available on the 'Good KE Practices' online resource the Steering Group will seek to ensure that they are:

- i. **transferable** – with descriptions that are neutral, objective and 'user-friendly', and enable others to consider the feasibility of implementation in different environments
- ii. **repeatable** – do not lose value or viability by repeated application in different HEIs
- iii. **clear and concise** – lucid and brief with clearly articulated purpose
- iv. **freely accessible** – core elements currently in operation and without restrictions on wider dissemination
- v. **evidence based** – objectively verifiable and of proven effectiveness
- vi. **sustainable** – value/relevance is not time-limited or inherently dependent on dedicated resources

### Guidance

The National Steering Group recognises that good practice in knowledge transfer and exchange comes in various forms and will inevitably vary depending upon users, beneficiaries and the knowledge transfer strategy pursued. The recipe may be extracted from a variety of sources and combined HEI experiences, or be derived from an individual example. However, we are not seeking stories, but a structured analysis, so any example would then need to be distilled and described in very concise, bullet format on the template.

The resultant good practice models are **not case studies** but transferable recipes and should ideally reflect the *collective knowledge of the sector and its partners*. The most evolved recipes will combine the critical elements of practice from different HEI sources.

Good practice constitutes the recipe itself, the debate around it and its implementation or enhancement in the Communities of Practice and beyond.

In order to facilitate exploration and distillation within each Working Group, the following questions are provided as prompts and should be considered, *together with the criteria above*, to aid derivation of the GPs:

#### Practice management

1. Which knowledge transfer process stream(s) /sub-streams apply (see Annex A)?
2. Can the good practice be distilled into the standard 1 page format (template overleaf) and described in brief, easily communicable terms for a wider audience?
3. Have the Working Group reviewed the good practice to ensure it is neutral, credible and transferable and avoids brand promotion and value-laden statements
4. Who are the primary contacts to provide information on the practice and are there any other useful contacts where users could get further information?
5. Can you provide links to reference material such as tools, techniques and case studies if appropriate? (These will be required later on the process).

#### Practice application

6. What are the practical ways this approach helps, and what barriers does it overcome? How does it benefit partners/clients?
7. How have KT/KE user/beneficiary needs influenced or shaped this good practice?
8. Have elements of this practice been used within a specific operating context and environment, and lessons learnt been from this?
9. What resource and operational implications are there in the adoption and integration of this approach?

10. What are the limitations of application of this good practice; is it applicable for the whole HE sector and are there any time related or regulatory limitations?