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|  |  ABN 15 211 513 464 |  |
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**Raising Career Awareness in schools**

**PARTICIPANT INFORMATION STATEMENT**

* **What is this study about?**

You are invited to take part in a research study about*The purpose of the study is to examine the effectiveness of Careers Services (CS) in disadvantaged schools and to examine the collective interactions by staff with students that excite career awareness. The study will seek to examine the extent to which such collective leadership exists and works in disadvantaged schools to raise career awareness.*

You have been invited to participate in this study because *your school has been selected to participate in this study.* This Participant Information Statement tells you about the research study. Knowing what is involved will help you decide if you want to take part in the research. Please read this sheet carefully and ask questions about anything that you don’t understand or want to know more about.

Participation in this research study is voluntary.

By giving your consent to take part in this study you are telling us that you:

* Understand what you have read.
* Agree to take part in the research study as outlined below.
* Agree to the use of your personal information as described.

You will be given a copy of this Participant Information Statement to keep.

**Who is running the study?**

 The study is being carried out by the following researchers:

* Dr. Remy Low – Lecturer at The University of Sydney
* Dr. Samantha McMahon - Lecturer at The University of Sydney
* Mr. Greg Baird PhD student at The University of Sydney

Mr. Greg Baird is conducting this research as part of his **PhD** *studies* at **The University of Sydney**. This will take place under the supervision of **Dr. Remy Low and Dr. Samantha McMahon.**

**What will the study involve for me?**

You will be asked to take part in a twenty-five question multiple choice survey, at the start of the research. This should provide participants with an introduction to the researcher and the scope of the research. The survey will help the participant to evaluate how informed/skilled they are with Careers related matters. This survey will also help inform the interview process that will follow. Please note the answers that you provide for this survey will be kept absolutely confidential.

Participants will then be asked to participate in an audio-taped interview that will discuss individual perception of Careers Education as they relate to the answers provided in the survey. This interview will take 40-50 minutes and will involve you missing one period during the course of a particular day. Please note that the recording of interviews will be used exclusively for research purposes and will be de-identified.

There will be thirty students selected over years 10-12. If your child does elect to be involved and is not selected it will be entirely related to the design of the research and the aim to provide an even gender mix. Please note that the selection process will be entirely confidential. Individuals will be asked to participate in an audio-taped **Interview** that will discuss perception of Careers Provision. Please note that the recording of interviews will be used exclusively for research purposes and will be de-identified and therefore effectively anonymous. The survey results will be used to inform the interview. Participants will be able to decide to continue or discontinue their involvement in the study at any stage.

 **Participant rights within the study:**

Being in this study is completely voluntary and you do not have to take part. Your decision whether to participate will not affect your current or future relationship with the researchers or anyone else at the University of Sydney. If you take part in a **focus group**, you are free to stop participating at any stage or to refuse to answer any of the questions. However, it will not be possible to withdraw your individual comments from our records once the group has started, as it is a group discussion.

If you decide to take part in the study and then change your mind later, you are free to withdraw at any time. You can do this by either letting your school contact know or by sending an email to the researcher who can be contacted via the following email: gbai6875@uni.sydney.edu.au

Submitting your completed questionnaire, along with parental permission, is an indication of your consent to participate in the study. You can withdraw your responses if you change your mind about having your responses included in the study, up to the point that these responses have been analysed and results published.

During the interview to follow the completed questionnaire, that you are free to stop the interview at any time. Your answers will be withdrawn unless you say that you want us to keep them, any recordingswill be erased and the information you have provided will not be included in the study results. It is important that you understand that you may also decide not to answer any questions that you do not wish to answer during the interview. You have the ability to decide which questions you feel comfortable answering and which you do not. If you decide to withdraw from the study, we will not collect any more information from you. Any information that we have already collected, however, will be kept in our study records and may be included in the study results.

It is important to note that, aside from the inconvenience of giving up your time during the school day, it is not expected that there will be any risks or costs associated with taking part in this study.

**Benefits from being in the study:**

There are potential **Benefits to the School** and to **Individuals** participating in the study. The school will gain a greater awareness of the ways in which they provide Career Services to students. They will gain a greater awareness of the collective role of Career Services (CS) in the school and how they can better function as a team to provide Career Awareness to their students. **Individuals** will gain knowledge of their own baseline awareness regarding Careers Services through the survey and the interview. They will realise that the researcher will be returning to the school for a follow-up interview and this may encourage them to gain greater self-awareness of CS in the interim period. The process will act as a careers discussion and will support the development of their self-awareness and possibly lead to some decision-making regarding their future career direction.

The **Wider Community** will gain from this study as the de-identified information and research driven analysis will create greater knowledge regarding how CS works in schools particularly in a disadvantaged environment. This could support the educational community and may inform future resource allocation for educational institutions outside the selected schools in this study. The research finding will, potentially, be published in Career Journals and other educational publications in order to contribute to the knowledge of student aspirations and the application of Careers Services.

 **The use of information collected for the purpose of this study.**

The information to be collected and used in this study specifically relates to the way that Careers Services are used within the school community and the amount of Careers Service Awareness that an individual has gained from these services. This will be measured by responses to the survey, interview and follow up interview in twelve months. The interview and the follow up interview will be audio-recorded in order to avoid note-making during the interview. This data will be de-identified for the purposes of the study. This information will be analysed and global conclusions made that could benefit the individual participant, the school and the wider educational community.

It is important to note that only the researcher and the participant will have access to information provided. The return interview will enable the individual to reflect on their original position regarding career awareness. This can positively advantage them as a result of their involvement in the research. Students that would like access to their personal information can access this information by contacting the school contact or the researcher directly.

The de-identified study results will be published in Prospects, and other Career Professional Journals to provide information that could inform the improvement of practice within schools within and without the selected schools of this study. The electronic storage of data will be securely stored at all times on both the researcher’s laptop and in an external hard-drive. The data will be held until the research has been published, approximately 2024. It will then be permanently deleted. The data will also be de-identified and held in a software package, NVivo and stored on google drive.

By providing your consent, you are agreeing to us collecting personal information about your child for the purposes of this research study. The information will only be used for the purposes outlined in this Participant Information Statement.

**What if I would like further information about the study?**

When you have read this information, *Mr. Greg Baird* will be available to discuss it with you further and answer any questions you may have. If you would like to know more at any stage during the study, please feel free to contact *him via email at: gbai6875@uni.sydney.edu.au*

 **Will I be told the results of the study?**

Participants will be provided with feedback to their survey results during the interview process. They will also be provided with feedback about the overall study results upon completion of the final submission. This will be provided in a summarised form and emailed to the participants.

 **What if I have a complaint or any concerns about the study?**

Research involving humans in Australia is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). The ethical aspects of this study have been approved by the HREC of the University of Sydney *[INSERT* protocol number once approval is obtained*].* As part of this process, we have agreed to carry out the study according to the *National Statement on Ethical Conduct in Human Research (2007).* This statement has been developed to protect people who agree to take part in research studies.

If you are concerned about the way this study is being conducted or you wish to make a complaint to someone independent from the study, please contact the university using the details outlined below. Please quote the study title and protocol number.

The Manager, Ethics Administration, University of Sydney:

* + **Telephone:** +61 2 8627 8176
	+ **Email:** human.ethics@sydney.edu.au
	+ **Fax:** +61 2 8627 8177 (Facsimile)

# This information sheet is for you to keep