

Participant Information Sheet/Consent Form

Symposium

Title	<i>Digital work practices: where are the jobs, what are they, and how prepared are graduates?</i>
Chief Investigator	A/Professor Fiona Peterson (RMIT University) A/Professor Elspeth McKay (RMIT) Professor Margaret Jollands (RMIT) Professor Abby Cathcart (QUT) Professor Wageeh Boles (QUT)
Associate Investigators	Professor Peter Fray (UTS) Dr Philip Pond (RMIT) Dr Ian Rogers (RMIT) Dr Alexandra Cosby (UTS) Dr Cathy Lockhart (UTS) Dr Tom Lee (UTS)

What does my participation involve?

1 Introduction

You are invited to take part in this research project, which is called *Digital work practices: where are the jobs, what are they, and how prepared are graduates?*

You have been invited as a *Connecting the (Digital) Dots Symposium participant* to discuss with us a learning model we are developing to address digital work practices and the digital capabilities that graduates need, and teaching approaches to support the development of these employability capabilities.

This Participant Information Sheet/Consent Form tells you about the research project. It explains the processes involved with taking part. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully and ask questions about anything that you don't understand or want to know more about.

Participation in this research is voluntary. If you don't wish to take part, you don't have to.

If you decide you want to take part in the research project, you will be asked to sign the consent form at the Symposium. By signing it you are telling us that you:

- Understand what you have read
- Consent to take part in the research project

You will be given a copy of this Participant Information Sheet/Consent Form to keep.

2 What is the purpose of this research?

The purpose of the research is to develop and evaluate a learning model, which will help to prepare students for digital work practices in employment settings.

The research team will work with industry practitioners, students and educators.

Reflection on employment data trends will also illustrate challenges and opportunities within the labour market. The research team's desktop analysis of employment data will include Australian Bureau of Statistics and Graduate Destination/Outcomes Survey data. A labour insights tool will also be used (*Burning Glass*), licensed and supported by the RMIT Careers and Employability area. This tool generates reports of jobs over time, including skills required and locations, according to public advertisements.

3 What does participation in this research involve?

Your participation (if you choose to be involved) in this research will involve a Symposium **feedback form**.

The Symposium (in April 2018) may involve people from industry and education. You will be invited to provide feedback on the learning model being developed by the research team. This will contribute to the research project and refinement of the learning model, including the implications and its implementation.

You will be invited to complete the feedback form during the Symposium.

In the first part of the Symposium, the research team and Expert Panel presentations will be audio/video recorded and later posted in the project website. In the second part of the Symposium, the audience questions and discussion will not be audio/video-recorded.

You can participate in the Symposium activities and decide at the end of the Symposium if you want to submit your feedback form to the research team. You will not be identified personally on the feedback form, but you will be asked to identify your field of practice (e.g. engineering) and if you are an industry practitioner and/or educator.

Hard copies of this Participant Information Consent Form will be provided at the Symposium for signature and collection by the research team.

The Symposium will be held at RMIT University in Melbourne. It will take approximately 1.5 hours and will be facilitated by the Project Leader with the other researchers.

There are no costs associated with participating in this research project, nor will you be paid.

4 Other relevant information about the research project

Overall, it is expected that approximately 150 participants will be taking part in the project. This will include industry practitioners, educators and students, who will have input into the learning model and/or provide feedback on the model developed.

This is an Australian Technology Network of Universities project and involves project partners RMIT University, Queensland University of Technology, and University of Technology Sydney. The research team of 11 includes six highly experienced researchers and five early-career researchers (as listed at the top of this form).

5 Do I have to take part in this research project?

Participation in any research project is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the project at any stage.

If you do decide to take part, you will be given this Participant Information/Consent Form to sign and you will be given a copy to keep.

Your decision whether to take part or not to take part, or to take part and then withdraw, will not affect your relationship with the researchers or with RMIT University, Queensland University of Technology, or University of Technology Sydney.

If you take part in the feedback form activity in the Symposium, you are free to stop participating at any stage or to decline to answer any questions. Any information you have provided will not be included in the study results, if you request this.

6 What are the possible benefits of taking part?

We cannot guarantee or promise that you will receive any benefits from this research; however, you may appreciate contributing to knowledge. Possible benefits may include:

- Improved connections between student learning and industry needs
- A model for learning that will help educators enhance their teaching

There will be no clear benefit to you from your participation in this research.

7 What are the risks and disadvantages of taking part?

Whilst all care will be taken to maintain privacy and confidentiality, you may experience embarrassment if one of the group members were to repeat things said in a group discussion. It is advisable that you do not reveal anything too personal or that you may regret later on.

8 What if I withdraw from this research project?

If you do consent to participate, you may withdraw at any time until 19 April 2018, after which time data will be processed for publication. You have the right to have any unprocessed data withdrawn and destroyed, providing it can be reliably identified. If you decide to withdraw from the project, please notify a member of the research team.

9 What happens when the research project ends?

At the completion of the project a research report will be made available to all participants. Please note that if you participate anonymously, you can subscribe to a project email list (weblink will be provided at later date) so that you can be advised of the findings.

How is the research project being conducted?

10 What will happen to information about me?

By signing the consent form, you consent to the research team collecting and using information from you for the research project. Any information obtained in connection with this research project that can identify you will remain confidential.

In this project, what this means is:

- Your name will not be assigned to your data, although a separate code may be used so that if you choose to withdraw we can identify your data.
- Data will be stored for five years before being permanently deleted.
- Any quotes that are published will be carefully anonymised.

It is anticipated that the results of this research project will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your express written permission.

In accordance with relevant Australian and/or Victorian privacy and other relevant laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform the research team member named at the end of this document if you would like to access your information.

Any information that you provide can be disclosed only if (1) it is to protect you or others from harm, (2) specifically allowed by law, (3) you provide the researchers with written permission. Any information obtained for the purpose of this research project that can identify you will be treated as confidential and securely stored.

11 Who is organising and funding the research?

This research project is being led by Associate Professor Fiona Peterson in the School of Media and Communication at RMIT University.

This research has been funded by the Australian Technology Network (ATN) of Universities, which includes: RMIT University; Queensland University of Technology; University of Technology Sydney; Curtin University; and University of South Australia.

12 Who has reviewed the research project?

All research in Australia involving humans is reviewed by an independent group of people called a Human Research Ethics Committee (HREC).

This research project has been approved by the three project partner institutions: RMIT University HREC (CHEAN A 20765-03/17); Queensland University of Technology (1700000520); and University of Technology Sydney (ETH17-1399).

This project will be carried out according to the *National Statement on Ethical Conduct in Human Research* (2007). This statement has been developed to protect the interests of people who agree to participate in human research studies.

13 Further information and who to contact

If you want any further information concerning this project, you can contact:

Research contact person

Name	Associate Professor Fiona Peterson
Position	Project Leader (RMIT University)
Telephone	0418 489 712
Email	fiona.peterson@rmit.edu.au

Or either of the following:

Name	Professor Abby Cathcart
Position	Partner Institution Lead (Queensland University of Technology)
Telephone	07 3138 1010
Email	abby.cathcart@qut.edu.au

Name	Professor Peter Fray
Position	Partner Institution Lead (University of Technology Sydney)
Telephone	02 9514 7522
Email	peter.fray@uts.edu.au

14 Complaints

Should you have any concerns or questions about this research project, which you do not wish to discuss with the researchers listed in this document, then you may contact:

Reviewing HREC name	RMIT University
HREC Secretary	Peter Burke
Telephone	03 9925 2251
Email	human.ethics@rmit.edu.au
Mailing address	Research Ethics Co-ordinator Research Integrity Governance and Systems RMIT University GPO Box 2476 MELBOURNE VIC 3001

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Acknowledgement by Participant

I have read and understood the Participant Information Sheet.

I understand the purposes, procedures and risks of the research described in the project.

I have had an opportunity to ask questions and I am satisfied with the answers I have received.

I freely agree to participate in this research project as described and understand that I am free to withdraw at any time during the project without affecting my relationship with RMIT.

I understand that I will be given a signed copy of this document to keep.

Name of Participant (please print) _____
Signature _____ Date _____

Declaration by Researcher[†]

I have given a verbal explanation of the research project, its procedures and risks and I believe that the participant has understood that explanation.

Name of Researcher [†] (please print) _____
Signature _____ Date _____

[†] An appropriately qualified member of the research team must provide the explanation of, and information concerning, the research project.

Note: All parties signing the consent section must date their own signature.