



**Participant Information Leaflet**  
for Futuretrack Stage 5 participants

**Version 2, 08/07/2019**

- Study Title:** Degrees of Advantage? A longer-term investigation of the careers of UK graduates (Futuretrack Stage 5)
- Investigator(s):** Ms Gaby Atfield, Professor Peter Elias (Principal Investigator), Dr Wil Hunt, Dr Daria Luchinskaya, Professor Chris Warhurst

**Introduction**

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

**Who is organising and funding the study?**

This study is funded by the Nuffield Foundation and is organised by a research team at the University of Warwick Institute for Employment Research (IER), headed by Professor Peter Elias.

**What is the study about?**

'Degrees of Advantage?', or *Futuretrack Stage 5*, aims to find out what graduates are doing later on in their careers and how earlier higher education and labour market experiences have contributed to these outcomes. It is the fifth and latest wave of *Futuretrack*, a national study that followed 2005-06 applicants to full-time higher education in the UK through undergraduate study and into their early careers (the 'Futuretrack cohort'). The last round of data collection was conducted in 2011-12. At that time, most participants had graduated from their undergraduate degrees and were in employment or further study. However, recent evidence suggests that, as higher education has expanded, it is taking graduates longer to find an appropriate job. As such, a new study that takes a detailed look at graduates' later careers is required to capture the longer-term outcomes and to catch up with the Futuretrack cohort.

'Degrees of Advantage' consists of two research stages: an online survey and a telephone interview. You can choose whether to take part in the survey only or in both the survey and telephone interview, or not to take part at all.

The online survey is hosted by *Qualtrics* software and should take no more than 20 minutes to complete. You will receive an email invitation to join the survey. The telephone interviews will take around 30 minutes and will be arranged at a time convenient for you.

## **What would taking part involve?**

It is entirely up to you to decide whether to take part in this study. We will describe the study and go through this information sheet, which is yours to keep.

**Online survey:** Please note that by returning a completed survey, you are giving your consent for the information that you have supplied to be used in this study and formal signed consent will not be collected where online surveys are concerned. In the online survey you will have the option to opt-in to a telephone interview.

**Telephone interview:** If you choose to participate, we will ask you to sign a consent form to confirm that you have agreed to take part. You will be free to withdraw at any time, without giving a reason and this will not affect you or your circumstances in any way.

If you do participate, the following steps outline the research process.

### **Online survey**

1. If you choose to take part in the online survey by clicking on the survey link in the invitation email, you will be taken to the survey website, hosted by *Qualtrics* software. You will be able to access the survey from a computer or from a mobile device such as a tablet or smartphone.
2. The survey front page will explain the format of the survey and that it will take around 20 minutes to complete. You will then be guided through the survey.
3. You will be able to save your answers and return to the survey at any time.
4. At the end of the survey, you will have the option to give us your consent about whether we may contact you again for research purposes in the future. You will also have the choice to agree to be contacted for a telephone interview.
5. After you have completed and submitted the survey, you will receive an email confirmation from us.

### **Telephone interview**

1. If you choose to give us permission to contact you for a telephone interview, and if you are subsequently contacted, we will first ask for your written consent to be interviewed and will make arrangements for this to take place at a time convenient for you.
2. Please note that any one of the Futuretrack project team members named above may conduct the interview with you.
3. The interviewer will phone you at the arranged time and will guide you through the interview. The interview should take around 30 minutes.
4. You will be able to ask questions at any time, and, should you choose to do so, to stop the interview at any time.
5. After the interview, should you wish to make any further statements or any changes, or ask any further questions, you will be able to contact the researcher by email.

Your data will be stored securely on Warwick University servers and in compliance with the EU General Data Protection Regulation 2018 (GDPR) and the related 2018 Data Protection Act (DPA).

We will clean and analyse the quantitative data, and transcribe and code the interviews. We expect results to become available in autumn 2019. You can stay informed with the latest developments on our dedicated project website: <https://go.warwick.ac.uk/ier/futuretrack>.

### **What are the possible benefits of taking part in this study?**

We hope that by participating in the survey and interview, you will have an opportunity to reflect on your own journey through education and employment, and to take stock of your experiences and achievements to date.

By your taking part in the study, we also hope to find out more about the longer-term outcomes for graduate employment and use this to inform policymakers and career practitioners. We hope that this will improve the careers information available to young people and help them make the decisions that are right for them.

### **What are the possible disadvantages, side effects or risks, of taking part in this study?**

As the survey is conducted online and designed to be smartphone accessible, and the interviews are conducted by telephone, this study has been designed to minimise any possible disadvantages, side effects, risks, and/or discomforts to you.

If you have feel at any stage that participation in this study puts you under emotional strain, please feel free to contact the study team at the following email address:

[Futuretrack2006@warwick.ac.uk](mailto:Futuretrack2006@warwick.ac.uk).

If you experience any discomforts that we have not foreseen and would like to register a complaint, please see the end of the form for details. We undertake to address any concerns you have with sensitivity and in complete confidence and will be able to give you details of appropriate support services as needed. Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed.

### **Expenses and payments**

No expenses or payments will be made as a result of taking part in the study.

### **Will my taking part be kept confidential?**

Yes. We will follow strict ethical and legal practice and all information about you will be handled in confidence. We will not give out any information to anyone stating that you have participated in Futuretrack, unless you give us explicit permission to do so. The following details explain how your survey and interview data will be kept confidential.

### **Stage 5 Online Survey**

While the survey is live, your survey responses will be hosted by *Qualtrics* software on a secure server, meeting requirements of the EU General Data Protection Regulation 2018 (GDPR) and 2018 Data Protection Act (DPA) regarding the legal grounds for data processing and the preservation of the confidentiality of personal data.

To undertake statistical analysis of the survey data, the IER research team will download data from this server, remove any obvious identifying information (e.g. name, address, date of birth, etc.) and label individual records with a unique numeric identifier. The survey dataset resulting from these deletions is termed a '**pseudonymised**' dataset, which will be stored securely. The removed personal identifiable data, as well as the key linking it to the identifiers, will be stored separately, on an encrypted non-networked computer kept in a locked room at the IER. Only selected members of the Futuretrack project team would have access to these personal details, to be used only as needed (e.g. conducting geographical analysis at the postcode level, contacting selected participants for follow-up research, etc.).

The pseudonymised dataset will be stored securely on University-managed computers protected by password access and complying with University of Warwick regulations on information security. The folder containing the pseudonymised survey data will be restricted to the project team members. No-one outside the project team will have access to the pseudonymised data.

Any reporting of the Stage 5 survey statistics will be done in such a way that no individuals will be identifiable from published data (e.g. reporting at group levels, ensuring that no small groups of survey respondents are identified, not identifying higher education institutions or names of organisations).

Upon project completion, further data will be removed from the pseudonymised dataset (for instance: the name of the institution at which you studied, your job title, and other sensitive and potentially personally identifiable information). This will be done so that an **anonymised** copy of the data without personal information can be deposited in the UK Data Archive (UKDA) within a year of project completion, following the same principles as when Futuretrack waves 1-4 were deposited in the UKDA. The UKDA-deposited Futuretrack Stage 5 data will have identifiers consistent with UKDA-deposited Stages 1-4 data, but *not with the IER-stored Futuretrack data*. As such, there will be no link between the anonymised data deposited in the UKDA and the pseudonymised data stored in the restricted folder on the University of Warwick systems.

### **Stage 5 Telephone Interview**

If you have agreed to take part in the telephone interview and are contacted to arrange an interview, we will ask you to read and electronically accept a consent form before the interview is conducted. This consent form will be returned to the researchers using University of Warwick email. The consent forms will be stored securely in the project subfolder at the IER and will be password protected.

The interviews will last around 30 minutes and will begin with the researcher reading out the purposes of the study and asking if you are happy to continue with the interview. With your permission, interviews will be digitally recorded and the researchers will be responsible for writing up detailed notes afterwards. You can decline interview participation and/or voice recording at any stage of the interview.

All data and summarised notes will be pseudonymised and will be stored securely in a password-protected folder at IER. If anything you have said is reported verbatim, your quotation will be given a pseudonym for the purposes of reporting, and any identifiers will be removed to ensure confidentiality.

All contact details will be stored safely for the follow-up interview phase for 10 years, and then reviewed. If no longer needed after 10 years, your contact details will be destroyed securely.

### **What will happen to the data collected about me?**

As a publicly-funded organisation, we have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. The University of Warwick will keep identifiable information about you for 10 years after the study has finished. Two versions of the data will be stored: a pseudonymised version of the data held at the IER, University of Warwick, and only accessible to the Futuretrack project team, and an anonymised version of the data that will be deposited with the UK Data Archive (as was the case with Futuretrack Waves 1-4). The difference between the pseudonymised version and the anonymised version of the data is explained below.

Research data will be **pseudonymised** as quickly as possible after data collection and will be stored at the University of Warwick. This means that all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity.

As mentioned above, further identifiable information will be removed from the pseudonymised dataset, and an **anonymised** version of the research data will be deposited

in the UK Data Archive within a year of project completion. There will be no link between the anonymised data deposited in the UKDA and the pseudonymised data stored in the restricted folder on the University of Warwick systems.

You may ask for data stored about you to be withdrawn from the study. To ask for data stored about you to be withdrawn from the study, please send an email to the research team at [Futuretrack2006@warwick.ac.uk](mailto:Futuretrack2006@warwick.ac.uk), with the subject line: "Request to withdraw my data from the Degrees of Advantage study". You can send this email at any time, but if you do not wish anonymised data about you to be deposited in the UK Data Archive, please ask for your data to be withdrawn within a year of the research project completion (before September 2020). After the anonymised data have been deposited with the UKDA, we will no longer be able to remove your data from the anonymised dataset.

As Futuretrack Stages 1-4 anonymised data have already been deposited with the UKDA, it is no longer possible to remove your data from those stages from the anonymised dataset. We will, however, be able to remove your data (for Stage 5 and/or previous Stages 1-4, depending on the request) from the pseudonymised version of the dataset held at the IER at the University of Warwick at any time.

### **Data Sharing**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

Please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at [GDPR@warwick.ac.uk](mailto:GDPR@warwick.ac.uk).

Please note that identifiable data about you and the pseudonymised version of the dataset will **not** be shared outside the University for this study. However, an anonymised version of your data will be deposited with the UK Data Archive (as with previous Futuretrack Waves 1-4), that may be accessed by researchers from other research institutions.

### **What will happen if I don't want to carry on being part of the study?**

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way. If you decide to take part in the study, you will need to sign a consent form (only for telephone interviews), which states that you have given your consent to participate.

If you agree to participate, you may nevertheless withdraw from the study at any time without giving a reason. This will not affect you in any way. You may withdraw from the study completely and decline any further contact by study staff after you withdraw. To do this, please send an email to the research team at [Futuretrack2006@warwick.ac.uk](mailto:Futuretrack2006@warwick.ac.uk) with the subject line: "Request to withdraw from Degrees of Advantage study". You can send this email at any time.

Please note that withdrawing participation is separate to withdrawing data that has already been collected during the study. You may ask for data stored about you to be withdrawn from the study following the process described above.

If you withdraw from the study, it will often not be possible to withdraw your data which has already been collected, after it has been anonymised. To safeguard your rights, we will use the minimum personally-identifiable information possible and keep the data secure in line with the University's Information and Data Compliance policies.

### **What will happen to the results of the study?**

All research outputs (containing anonymised research results) pertaining to the research project will be added to the dedicated project website Findings page (<https://warwick.ac.uk/fac/soc/ier/futuretrack/findings/>) and will be shared through the Futuretrack Twitter account (@Futuretrack2006) and other social media channels. You will receive a copy of the findings in an accessible 20-page online report.

We envisage the following outputs from the study:

- Project report, including an accessible 20-page online report that you will receive that will summarise the key findings.
- Short topical media briefings on salient issues
- Academic papers, submitted to Work, Employment and Society, the British Educational Research Journal and Studies in Higher Education.
- Monograph, based on collective project team work and edited by the PI, published through an academic publisher, such as Oxford University Press.

The anonymised version of the data will be deposited with the UKDA as described in the section above.

### **Who has reviewed the study?**

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC): Reference number HSS 66/18-19.

### **Whom should I contact if I want further information?**

If you have any questions about any aspect of the study, or your participation in it, not answered by this participant information sheet, please contact the Principal Investigator (PI):

**Prof. Peter Elias**, Institute for Employment Research, University of Warwick  
Coventry CV4 7AL, Tel: +44(0)24 7623286; [Peter.Elias@warwick.ac.uk](mailto:Peter.Elias@warwick.ac.uk)

### **Whom should I contact if I wish to make a complaint?**

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance  
Research & Impact Services  
University House  
University of Warwick  
Coventry  
CV4 8UW  
Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)  
Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Anjeli Bajaj, Information and Data Director who will investigate the matter: [DPO@warwick.ac.uk](mailto:DPO@warwick.ac.uk).

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

**Thank you for taking the time to read this Participant Information Leaflet**