

Evaluating Futures4Schools and Villiers Park Educational Trust Careers Events from 2017 Onwards

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Introduction

You are invited to take part in an evaluation of careers events organised by Futures4Schools and Villiers Park Educational Trust (2017-2021). Before you decide, you need to understand why the evaluation 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 evaluation 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 evaluation?

The University of Warwick's Institute for Employment Research have been commissioned by Futures4Schools to undertake this evaluation.

What is the evaluation about?

The purpose of this evaluation is to find out what learned from attending a Futures4Schools careers event and how this impacted on their future career choices. Furthermore, we would like your ideas on how to improve similar career events in the future.

What would taking part involve?

After reading this information sheet, and if you are still happy to take part, we would like you to complete this survey. Please note, if you continue through the survey then we will assume you have given consent for your views to be used in our evaluation. Any comments you have made in the survey may be included in the final evaluation report as anonymised quotes.

Do I have to take part?

No. Participation in this survey is completely voluntary and choosing not to take part will not affect you in any way.

What are the possible benefits of taking part in this evaluation?

Your views and experiences will help to provide an evidence base for improving career events provided by Futures4Schools and Villiers Park Educational Trust.

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

There are no anticipated disadvantages, side effects, risks, and/or discomforts of taking part in this evaluation as your responses focuses solely on your own experiences.

Expenses and payments

There will be no expenses or payments available for participating.

Will my taking part be kept confidential?

We will not report your name or anything that would make you personally identifiable in any outputs from the evaluation and we will try really hard to ensure that data in any publications is anonymised. If you are identified and quoted in the evaluation report then all identifying information will be removed to ensure confidentiality. For example, the outputs may describe responses in the following way: 'Respondent 1' or 'Respondent 2'. Your data will be stored safely in a restricted access folder at the University of Warwick and will only be accessible by the research team. The IER and its data storage procedures are fully compliant with GDPR. Please see the privacy notice below for more details about the personal data we will collect from you and how it will be used.

What will happen to the data collected about me?

As a publicly-funded organisation, the University of Warwick 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 such evaluations. This means that when you agree to take part in an evaluation, such as this, we will use your data in the ways needed to conduct and analyse the evaluation.

We will be using information to inform and build on evidence we are collecting to offer recommendations on how to improve these careers events. We will act as the data controller for this evaluation and are committed to protecting your rights in line with data protection legislation. This survey data will be kept until the end of the project and then securely deleted. This survey data will be kept for 10 years and reviewed to determine whether it needs to be retained or whether it can be deleted.

The survey data will be pseudonymised as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the data and will be replaced with a respondent number. The key to identification will be stored separately and securely to the research data to safeguard your identity.

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, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

For further information, 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 Legal and Compliance Team at infocompliance@warwick.ac.uk.

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

Participation in this evaluation is entirely voluntary. Refusal to participate will not affect you in any way. If you request to withdraw from the evaluation, it may not be possible to withdraw your data which has already been collected and anonymised. If you have concerns regarding this please contact lorraine.johnson@warwick.ac.uk, or telephone number +44(0)24 76574397.

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 evaluation?

The results of the evaluation will be written up in an evaluation report.

Who has reviewed the evaluation?

This evaluation has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC). HSSREC approval was given for this evaluation, Reference number: HSSREC 176/20-21.

Who should I contact if I want further information?

If you have any questions about any aspect of the evaluation, or your participation in it, not answered by this participant information sheet, please contact, lorraine.johnson@warwick.ac.uk, Tel. +44(0)24 76574397

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the evaluation 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 evaluation:

Head of Research Governance

Research & Impact Services
University House
University of Warwick
Coventry CV4 8UW
Email: researchgovernance@warwick.ac.uk
Tel: +44(0)2476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: infocompliance@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