



Participant Information Leaflet for expert interviews

Study Title: Labour Market Projections – 2025 to 2035

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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?

The study is being funded by Skills England and undertaken by researchers at the Warwick Institute for Employment Research.

What is the study about?

The purpose of the study is to ultimately to produce high-quality projections of how the UK labour market could evolve from 2025 to 2035, for use by individuals, employers, education and training providers and policy-makers. This element of the study is to collate and interpret evidence on the key forces shaping the UK labour market over 2025–2035 and to explore their implications for skills. This will feed into the projections.

What would taking part involve?

It will involve a 45-60 minute telephone/Teams interview. In addition, some people will be invited to take part in a workshop later on in the study, this is likely to last for 60 minutes.

Do I have to take part?

No. Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation at any point without giving a reason by contacting one of the research team. Further details about withdrawing from the study are provided later on in this document.

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

Your involvement will mean direct input into employment projections that will inform national and local assessments of skills needs, and support scenario development.

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

Apart from a time commitment we do not envisage any disadvantages to your participation in this study.

Expenses and payments

No payments will be made. All meetings will be virtual.

Will my taking part be kept confidential?

Your name and organisation will be kept confidential. We would like to include people's organisation's in the final report, and attendees at the workshop will be known to other attendees.

Any other information you provide will be handled in confidence. All the data from interviews will be pseudonymised as quickly as possible its collection. This means 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. It will be possible for us to withdraw your data up to 2 weeks after the data has been collected and this data will then be securely destroyed if you wish us to do so.

All data will be stored securely in a password-protected folder at the University of Warwick. Only the named researchers will have access to the data.

What will happen to the data collected about me?

As a publicly-funded organisation, the University of Warwick has 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.

Your contact details will be destroyed immediately after the end of the project (September 2026). Consent information will be kept securely for 10 years after the study has finished and then destroyed securely.

Data Sharing

Data will not be shared with any other organisation.

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 have in place policies and procedures to keep your data safe.

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 study?

Your participation is entirely voluntary, and a decision to withdraw participation from the study without giving a reason, will not affect you in any way. If you decide to withdraw from the study, please tell us as soon as possible and we will delete your contact details securely and will not contact you again for the purposes of this research.

What will happen to the results of the study?

The findings and materials from the study will be presented in a report to Skills England. All data will be presented in an aggregate form e.g. in tables and graphs. The report will be made available on the University of Warwick's website. We will also publish research papers in academic journals based on the study.

Who 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:

Peter Dickinson at p.dickinson@warwick.ac.uk

Stef Poole at stefanie.poole@warwick.ac.uk

Who 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

Tel: 02476 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: 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