

Lifelong guidance policy and practice in the EU: trends, challenges and opportunities

Participant Information Leaflet

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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 University of Warwick's Institute for Employment Research and the University of Jyväskylä's Finnish Institute for Educational Research have been commissioned by the European Commission DG Employment, Social Affairs and Inclusion to undertake a study on lifelong guidance policy and practice in the EU. It is focusing on trends, challenges and future opportunities.

What is the study about?

The scope of the study is to: gather, analyse and synthesise evidence on lifelong guidance policy and activities in the EU focusing on systems and structures; examine recent advancements in lifelong guidance practices; identify elements of effective and relevant lifelong guidance; and explore the future of lifelong guidance highlighting areas for further development, cooperation and coordination.

The study will draw out interesting, innovative and future oriented policy and practices focusing on lifelong guidance policy and practices aimed at adults, both employed and unemployed. The study will have a forward-looking aspect and provide proposals for future development and actors who could be involved in creating a new ecosystem for lifelong guidance across sectors.

What would taking part involve?

If you are happy to take part after reading this information sheet, please complete the consent form included with the information and return to the named researcher who contacted you. At this point, your name, telephone number and email address will be requested for the interview, but this will not be passed on to any third parties: it will be kept securely in a password-protected folder at the University of Warwick or University of Jyväskylä (depending on the researcher who contacted you) for the purposes of the research and will only be accessible to the named researchers. We will then contact you to arrange the interview to ask you about your own views on the research topic. The researcher will call you on the date and time agreed. The interview should last around 45 minutes and will be recorded if you agree. Recordings will be stored securely and used by the researcher to write up a detailed summary of your interview (with quotes) and deleted at the end of the project. If you would prefer not to be recorded, the interviewer will take notes during the interview. You can tell us your preference on the consent form.

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 the time of the interview or up to 2 weeks after your interview, 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 views and experiences will contribute to the evidence we are collecting on behalf of the European Commission. It will help to identify initiatives and/or improvements to existing lifelong guidance policy, practice and innovations, which may help lifelong guidance service develop.

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

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

Expenses and payments

There will be no expenses or payments available for participating in the interview.

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 research and all best endeavours will be made to ensure that data in any publications is anonymised. All participants will be given a pseudonymised title for the purposes of reporting, and any identifying information will be removed to ensure confidentiality. For example, the report may describe interview participants in the following way: 'career stakeholder, education sector, Norway' or 'social partner, Finland'. Your interview data will be stored safely in a restricted access folder at the University of Warwick and will only be accessible by the research team. Contact details will not be stored in the same file as your interview data. The IER and its data storage procedures are fully compliant with GDPR, as are those of the University of Jyväskylä. 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 study. 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 your interview to inform and build on evidence we are collecting during a literature and review of systems. We will act as the data controller for this study and are committed to protecting the rights of individuals in line with data protection legislation. Interview recording will be kept until the end of the project and then securely deleted. An anonymised summary of your interview will be kept for 10 years and reviewed to determine whether it needs to be retained or whether it can be deleted.

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 Information and Data Compliance Team at GDPR@warwick.ac.uk.

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 do agree to participate, you have the right to withdraw from the study and decline any further contact up to 2 weeks after your interview. If you withdraw from the study, it will often not be possible to withdraw your data which has already been collected and anonymised. In order to withdraw, please contact on Sally-Anne.Barnes@warwick.ac.uk, or telephone number +44(0)24 76574397.

What will happen to the results of the study?

The results of the study will be published in a final report to the European Commission. Peer-reviewed articles may also be prepared for publication in an academic journal. If you do not wish for your data to be included in an academic publication, please indicate this while completing the consent statements or let us know at the time of the interview.

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). HSSREC approval was given on [date of HSSREC approval], Reference number: [add number].

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, Sally-Anne.Barnes@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 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: +44(0)24 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.

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