

Strategic, Accessible Labour Market Intelligence in Scotland

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 have been commissioned by Skills Development Scotland to undertake this study.

What is the study about?

The purpose of the study is to provide an evidence base to support SDS investment in its labour market intelligence (LMI) system to ensure it is timely, robust and accessible. The study aims to:

- Identify additional indicators and evidence that would enhance current data on skills demand, supply and mismatches;
- Advise on current SDS products and tools;
- Develop a model that would help SDS to measure the health of Scotland's labour markets including their productivity, inclusiveness and sustainability; and
- Develop a draft digital platform that would enable users to access evidence on the above.

Evidence from the study will feed into the future development of SDS products and tools, as well as provide recommendations for the overall enhancement of the Scottish LMI system.

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 for the purposes of the research and will only be accessible to the named researchers. We will then contact you with information about the interview, the date and time. The interview should last around 45 minutes and will be recorded if you agree. Interviews with colleagues are likely to last up to 90 minutes. 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 there is a preference not to be recorded, the interviewer will take notes. 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 Skills Development Scotland. It will help to provide an evidence base for improvements to their existing LMI products and tools, as well as provide recommendations for future enhancements.

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 study and all best endeavours will be made to ensure that data in any publications is anonymised. All participants will be given an identifier for the purposes of reporting, and any identifying information will be removed to ensure confidentiality. For example, the outputs may describe interview participants in the following way: 'Interviewee 1' or 'Interviewee 2'. 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. 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 whilst reviewing of Scottish LMI system. 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 recordings 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.

Research data will be pseudonymised as quickly as possible after data 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.

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 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.

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?

The results of the study may be published in a final report to Skills Development Scotland. 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: 72.20-21.

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)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: 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