



## PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM

*Model of Teacher Success: A Framework Validation Project*  
*Dr. Tracy Durksen (School of Education, UNSW Sydney)*

### 1. What is the research study about?

You are invited to take part in a research project entitled: *Model of Teacher Success: A Framework Validation Project*. The department is seeking an empirically supported method that directly assists in selecting and retaining quality teachers – specifically in hard to fill positions, such as rural and remote locations. Given the call for ways of identifying the skills and personal characteristics quality teachers, we begin this project with the question: *What are the characteristics of quality teachers in NSW public schools?* You are invited to participate in the first phase of this project because you were nominated by your executive director.

### 2. Who is conducting this research?

The research project is led by Dr. Tracy Durksen (School of Education, UNSW Sydney) in collaboration with the NSW Department of Education. The research has been reviewed and approved by the UNSW Sydney Human Research Ethics Application Panel (Approval: HC17840) and the NSW Department of Education State Education Research Applications Process (Approval: SERAP2017539). This research is being funded through a partnership between UNSW Sydney and the NSW Department of Education.

### 3. Inclusion/Exclusion Criteria

Before you decide to participate in this research study, we need to ensure that it is ok for you to take part. The research study will include people who meet the following criteria:

- Nominated principal or executive

### 4. Do I have to take part in this research study?

Participation in this research study is voluntary. If you do not want to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the study at any stage. If you decide you want to take part in the research study, you will be asked to:

- Read the information in this document carefully (ask questions if necessary);
- Complete the online consent form (prior to beginning the online questionnaire) if you decide to participate in the study – a copy is included at the end of this document
- Complete a consent form prior to participating in one focus group – a copy is included at the end of this document

### 5. What does participation in this research require, and are there any risks involved?

Participation involves two parts: completing one online questionnaire and then engaging in one follow-up focus group.

#### Completion of One Online Questionnaire

If you decide to take part in the research study, we will ask you to complete an online questionnaire – the link will be sent to you during the week of March 12<sup>th</sup>. The questionnaire is designed to provide you with the opportunity to consider the personal characteristics (i.e., motivations and attributes) you think are essential when recruiting and selecting quality teachers for positions in NSW. Specifically, you will be asked to identify and sort characteristics deemed important for your school/context and in relation to different career stages of teachers. You will also have the opportunity to suggest other essential personal characteristics you consider related to teacher quality. This survey should take up to 45 minutes to complete and we request that you complete it prior to the focus group. The questionnaire is not expected to cause any harm or discomfort, however if you experience feelings of distress as a result, please contact the lead researcher, Tracy Durksen: [tracy.durksen@unsw.edu.au](mailto:tracy.durksen@unsw.edu.au) or by phone 2 9385 8507.

#### Participation in One Focus Group

You will also be asked to participate in one follow-up focus group. You will be invited to participate via the department's video conferencing system or on-site in their Blacktown office for one hour (this will be



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scheduled to occur during the last two weeks of March). Through prompts, you will be asked to help advance our understanding of key characteristics of quality teachers. The focus group should take approximately 60 minutes. To ensure we collect responses accurately, we seek your permission to audio-record the focus group. We don't expect the questions to cause any harm or discomfort, however if you experience feelings of distress as a result of participation in the focus group you can let facilitators know and they will provide you with assistance.

### **6. What are the possible benefits to participation?**

We hope your participation will be personally and professionally beneficial. While we cannot and do not guarantee or promise that you will receive any benefits from this study, we believe the questionnaire and focus group will provide you with the opportunity to reflect on prospective teacher selection practices and professional development within the context of your role in NSW. In addition, the content of this project may be directly applicable to helping the NSW Department of Education validate a proposed model of teacher success. Indirectly, you will also be contributing valuable information that may be used to inform professional learning experiences targeting non-academic growth within and beyond teacher education programs.

### **7. What will happen to information about me?**

Your information will only be used for the purposes of the research described in this letter.

#### **Online Questionnaire**

Submission of your responses to our online questionnaire will be an indication of your consent. By clicking the 'next' button following a 'declaration by the participant' statement (see the end of this letter for a copy), you are providing your permission for the research team to collect and use information about you for the research study. Your data will be kept for a period of 7 years after the project's completion. We will store your responses on a password-protected server at UNSW. We will remove and store any identifiable details in a separate password-protected document in the Chief Investigator's (Tracy Durksen's) office (Room 131 John Goodsell, UNSW, Sydney). Your de-identified information will only be used for the purposes of this research and the related overarching project.

#### **Focus Group**

By signing the consent form you consent to the research team collecting and using information about you for the research study. We will download the audio-recordings from the VC recorder (and back-up recorder) to a password-protected computer and then delete the original files at the end of each day that the focus groups are held. Files with your data will be kept securely for 7 years after the project's completion. We will store information about you in a password-protect computer and/or locked filing cabinet in Room 131 of the John Goodsell Building at UNSW Sydney. Focus group results will also be stored separately from the list of focus group participants, with all identifiable information removed.

#### **All Information Collected**

Researchers at UNSW are required to store their any aggregated data in the UNSW data repository, this is a system called ResData. Once the aggregated data is deposited into this repository it will be retained in this system permanently. It will, however, be retained in a format where your identity will not be known. The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (NSW). You have the right of access to personal information held about you by the University, the right to request correction and amendment of it, and the right to make a complaint about a breach of the Information Protection Principles as contained in the PPIP Act. Further information on how the University protects personal information is available in the [UNSW Privacy Management Plan](#).



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### 8. How and when will I find out what the results of the research study are?

The researcher intends to publish and/ report the results of the research study in a variety of ways. All information published will be done in a way that will not identify you. If you would like to receive a copy of the results you can let the research team know by adding your email address to the online consent form. We will only use these details to send you the results of the research.

### 9. What if I want to withdraw from the research study?

If you do consent to participate, you may withdraw at any time. You can do so by completing the 'Withdrawal of Consent Form' which is provided at the end of this document. Alternatively you can ring the research team and tell them you no longer want to participate. Your decision not to participate or to withdraw from the study will not affect your relationship with UNSW Sydney or the NSW Department of Education. If you decide to leave the research study, the researchers will not collect additional information from you. Any identifiable information about you will be withdrawn from the research project.

### Online Questionnaire

The researcher will delete any information about you that was collected through the online questionnaire.

### Focus Group

If you decide to participate in the focus group, your comments along with other participants will be compiled during the group discussions. Because of the way in which the focus group discussions are conducted, the research team will not be able to withdraw or delete individual participant responses.

### 10. What should I do if I have further questions about my involvement in the research study?

The person you may need to contact will depend on the nature of your query. If you require further information regarding this study or if you have any problems which may be related to your involvement in the study, you can contact:

<b>Name</b>	Dr. Tracy Durksen (Chief Investigator)
<b>Position</b>	Postdoctoral Research Fellow, School of Education (UNSW Sydney)
<b>Telephone</b>	2 9385 8507
<b>Email</b>	tracy.durksen@unsw.edu.au

### Support Services Contact Details

If at any stage during the study you become distressed or require additional support from someone not involved in the research please contact:

<b>Name/Organisation</b>	Michelle Cremona
<b>Position</b>	Senior Advisor, Performance & Productivity
<b>Telephone</b>	02 9836 9711
<b>Email</b>	michelle.cremona9@det.nsw.edu.au

### What if I have a complaint or any concerns about the research study?

If you have a complaint regarding any aspect of the study or the way it is being conducted, please contact the UNSW Human Ethics Coordinator:

<b>Position</b>	UNSW Human Research Ethics Coordinator
<b>Telephone</b>	+ 61 2 9385 6222
<b>Email</b>	<a href="mailto:humanethics@unsw.edu.au">humanethics@unsw.edu.au</a>
<b>HC Reference Number</b>	HC17840



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**Consent Declaration for the Online Questionnaire** *(to be presented online before beginning the questionnaire – link to be provided)*

**Declaration by the participant**

- I understand I am being asked to provide consent to participate in this research study;
- I have read the Participant Information Statement or someone has read it to me in a language that I understand;
- I understand the purposes, study tasks and risks of the research described in the study.
- I provide my consent for the information collected about me to be used for the purpose of this research study only.
- I have had an opportunity to ask questions and I am satisfied with the answers I have received;
- I freely agree to participate in this research study as described and understand that I am free to withdraw at any time during the study and withdrawal will not affect my relationship with any of the named organisations and/or research team members;
- I understand that I can view and download a copy of this Participant Information Statement and Consent Form by visiting <http://tracydurksen.com/participant-information/>

Name of Participant	
Date	
If you wish to receive a summary of the study results, please enter your email address:	

- I understand that by clicking 'Begin Questionnaire' after entering my name and today's date, I consent to my online questionnaire responses to be used for the purposes of this research study.



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**Consent Form for Focus Group Participation** *(To be verbally explained by the researcher at the beginning of the focus group with a request for each participant to email or post a signed copy)*

**Declaration by the participant**

- I understand I am being asked to provide consent to participate in this research study;
- I have read the Participant Information Statement or someone has read it to me in a language that I understand;
- I understand the purposes, study tasks and risks of the research described in the study;
- I understand that the research team will audio/video record the focus group; I agree to be recorded for this purpose.
- I provide my consent for the information collected about me to be used for the purpose of this research study only.
- I have had an opportunity to ask questions and I am satisfied with the answers I have received;
- I freely agree to participate in this research study as described and understand that I am free to withdraw at any time during the study and withdrawal will not affect my relationship with any of the named organisations and/or research team members;
- I understand that in return for my signed consent, I will be given a copy that is signed by the researcher

**Participant Signature**

Name of Participant (please print)	
Signature of Research Participant	
Date	
If you wish to receive a summary of the study results, please enter your email address:	

**Please send via email or post to:**

CI Name:	Dr. Tracy Durksen
Email:	<a href="mailto:tracy.durksen@unsw.edu.au">tracy.durksen@unsw.edu.au</a>
Phone:	2 9385 8507
Postal Address:	Level 1 John Goodsell Building, UNSW Sydney, Sydney, NSW 2052

**Upon receipt of the signed form, the researcher acknowledges:**

- I have given a verbal explanation of the research study, its study activities, and risks and I believe that the participant has understood that explanation.
- A copy with both the participant and the researcher's signatures will be provided to the participant

**Researcher Signature**

Name of Researcher (please print)	
Signature of Researcher	
Date	

*Once the form has been signed by both the participant and researcher, a copy will be provided to the participant by way of email or post (the same method of communication that the participant used to send their signed consent form).*



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## Form for Withdrawal of Participation

I wish to **WITHDRAW** my consent to participate in this research study described above and understand that such withdrawal **WILL NOT** affect my relationship with UNSW Sydney or the NSW Department of Education. In withdrawing my consent, I would like any information which I have provided for the purpose of this research study withdrawn. I understand that the information collected about me during my participation in the focus group cannot be withdrawn given the nature of the focus group.

### Participant Signature

Name of Participant (please print)	
Signature of Research Participant	
Date	

### The section for Withdrawal of Participation should be forwarded to:

CI Name:	Dr. Tracy Durksen
Email:	<a href="mailto:tracy.durksen@unsw.edu.au">tracy.durksen@unsw.edu.au</a>
Phone:	2 9385 8507
Postal Address:	Level 1 John Goodsell Building, UNSW Sydney, Sydney, NSW 2052