Appendix B – Participation and Consent Forms

ACU National
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January 2008

CONSENT FORM

TITLE OF PROJECT:
An explanatory study of subject selection choices between academic and vocational education subje at Year 10 level in secondary schools in Queensland: A Quantitative and Qualitative Analysis

PRINCIPAL SUPERVISOR:
Dr Judith Mulholland

STUDENT RESEARCHER:
Therese Nolan

PROGRAMME IN WHICH ENROLLED:
Doctor of Education

I, ... (the participant) have read and understood the information provided in the Letter to Participants. Any questions I have asked have been answered to my satisfaction. I agree to participate in the two questionnaires and consider an interview. The first questionnaire may take approximately 30 minutes to complete on line and the second questionnaire approximately 20 minutes. The interviews will take no more than 30 minutes and I understand that I may have an adult present during the interviews if I am uncomfortable about telling the story behind my choices for senior study. I realise that the interviews will be tape recorded. I realise that I may withdraw my consent at any time without comment or penalty and without affecting my future studies. I agree that research data collected for the study may be published or may be provided to other researchers in a form that does not identify me in any way.

NAME OF PARTICIPANT: .....
(please print)

SIGNATURE OF PARTICIPANT: .....

DATE: 2008

SIGNATURE OF SUPERVISOR: .....

DATE: 2008

SIGNATURE OF STUDENT RESEARCHER: .....

DATE: 2008

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INFORMATION LETTER TO PARTICIPANTS

TITLE OF PROJECT:
An explanatory study of subject selection choices between academic and vocational education subje at Year 10 level in secondary schools in Queensland: A Quantitative and Qualitative Analysis

PRINCIPAL SUPERVISOR:
Dr Judith Mulholland

STUDENT RESEARCHER:
Therese Nolan

PROGRAMME IN WHICH ENROLLED:
Doctor of Education

Dear Participant

You are invited to participate in a study that investigates how students make their subject choices between the academic and vocational education subjects for senior studies whilst in Year 10. This will involve completing two questionnaires during school time using computers. One questionnaire will be in Term II and seek to find out your interests and what you think you may choose at this time. The second questionnaire will be in Term IV and will find out what you actually did choose and ask whether you would like to be one of two students who could be interviewed at the school about their choices.

The first questionnaire may take approximately 30 minutes to complete on line and the second questionnaire approximately 20 minutes. The interviews will take no more than 30 minutes and you may have an adult present during the interviews if you are uncomfortable about telling the story behind your choices for senior study. The interviews will be tape recorded.

This study is intended to assist students make their choices by finding out what affect their decisions as they make these choices. The preferred information can then be made available for students in the future to assist in their choices. For school staff it can give them an indication as to how students make their choices and what influences them to take the subject combinations they do. For Queensland students, the types of choices students make and patterns of choice is topical due to the recent changes in legislation regarding the Queensland Certificate of Education. Withdrawal from the study will not affect academic progress as this study is unrelated to the educational outcomes of any students or employment criteria for any staff.

Confidentiality of information gained will be guarded throughout the research process. Firstly the names of the schools will be masked through the use of pseudonyms, and staff and students will be unidentifiable as their names will be replaced by letters from the alphabet i.e. student A, principal A etc. Participation in the questionnaire will involve the participant making their own identifier comprising their mother's maiden name initials and their date of birth i.e. *Mary O'Shea 4 April 1998* is *mos04081998*. Only in the last questionnaire will students be invited to offer their name if they are interested in being approached for an interview to tell the story behind their choice of subjects. A report on the outcomes of the aggregated data will be published in journals or articles about subject selection choices in Queensland.

Any questions regarding this project should be directed to the Principal Supervisor or the Student Researcher.

Supervisor ***Student Researcher***

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INFORMATION LETTER TO STAFF

TITLE OF PROJECT:
An explanatory study of subject selection choices between academic and vocational education subje at Year 10 level in secondary schools in Queensland: A Quantitative and Qualitative Analysis

PRINCIPAL SUPERVISOR:
Dr Judith Mulholland

STUDENT RESEARCHER:
Therese Nolan

PROGRAMME IN WHICH ENROLLED:
Doctor of Education

Dear Participant

You are invited to participate in a study that investigates how students make their subject choices between the academic and vocational education subjects for senior studies whilst in Year 10. This will involve semi-structured interviews regarding the subject selection process at your school. The interviews will take no more than 30 minutes and will be tape recorded. They will occur prior to and after the subject selection process at your school at a time convenient to you.

This study is intended to assist students make their choices by finding out what affect their decisions as they make these choices. The preferred information can then be made available for students in the future to assist in their choices. For school staff it can give them an indication as to how students make their choices and what influences them to take the subject combinations they do. For Queensland students, the types of choices students make and patterns of choice is topical due to the recent changes in legislation regarding the Queensland Certificate of Education. Withdrawal from the study will not affect your employment conditions as this study is unrelated to the educational outcomes of any students or employment criteria for any staff.

Confidentiality of information gained will be guarded throughout the research process. Firstly the names of the schools will be masked through the use of pseudonyms, and staff and students will be unidentifiable as their names will be replaced by letters from the alphabet i.e. student A, principal A etc. A report on the outcomes of the aggregated data will be published in journals or articles about subject selection choices in Queensland.

Any questions regarding this project should be directed to the Principal Supervisor or the Student Researcher.

Supervisor
Dr Judith Mulholland
Head of School
School of Education
Australian Catholic University
Telephone 36237153

Student Researcher
Therese Nolan
Therese Nolan Consulting

Telephone 0408 128833

If you would like any information about the results of the project please contact either of the persons mentioned above for information.

This study has been approved by the Human Research Ethics Committee at Australian Catholic University. In the event that you have any complaint or concern about the way you have been treated during the study, or if you have any query that Dr Mulholland or Mrs Nolan has not been able to satisfy, you may write to the Chair of the Human Research Ethics Committee at the following address.

Chair, HREC
C/- Research Services
Australian Catholic University
P O Box 456
VIRGINIA QLD 4014
Telephone 3623 7429 Fax 3623 7328

Any complaint or concern will be treated in confidence and fully investigated. The participant will be informed of the outcome.

If you agree to participate in this project, you should sign both copies of the Consent Form, retain one copy for your records and return the other for collection by Mrs Nolan.

Dr J Mulholland
Supervisor

Mrs Therese Nolan
Student Researcher

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PARENT/GUARDIAN CONSENT FORM

TITLE OF PROJECT:
An explanatory study of subject selection choices between academic and vocational education subje at Year 10 level in secondary schools in Queensland: A Quantitative and Qualitative Analysis

PRINCIPAL SUPERVISOR:
Dr Judith Mulholland

STUDENT RESEARCHER:
Therese Nolan

PROGRAMME IN WHICH ENROLLED:
Doctor of Education

I, ...(the parent/guardian) have read and understood the information provided in the **Information Letter to Participants**. Any questions I have asked have been answered to my satisfaction. I agree that my child, nominated below, may participate in this activity involving two questionnaires and an interview. The first questionnaire may take approximately 30 minutes to complete on line and the second questionnaire approximately 20 minutes. The interview will take no more than 30 minutes and an adult may be present during the interview. The interview will be tape recorded.

I realise that I may withdraw my consent at any time without comment or penalty and without affecting my relationship with the school. I agree that research data collected for the study may be published or may be provided to other researchers in a form that does not identify my child in any way.

Name of Parent/Guardian: (please print)		
Signature:		Date: / /08
Name of Child: (please print)		
Signature of Supervisor:		Date: / /08
Signature of Student Researcher:		Date: : / /08

ASSENT OF PARTICIPANTS AGED UNDER 18 YEARS

I, ...(the participant aged under 18 years) understand what this research project is designed to explore. What I will be asked to do has been explained to me. I agree to take part in a questionnaire in Term II completed on line taking approximately 30 minutes and a second questionnaire on line in Term IV for approximately 20 minutes. If I consent to an interview I realise it may take 30 minutes, it will be tape recorded and I may have an adult present. I realise that I can withdraw at any time without have to give a reason for my decision.

Name of Participant aged under 18: (please print)		
Signature:		Date: / /08
Signature of Supervisor:		Date: : / /08
Signature of Student Researcher:		Date: : / /08

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STAFF CONSENT FORM

TITLE OF PROJECT:
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PRINCIPAL SUPERVISOR:
Dr Judith Mulholland

STUDENT RESEARCHER:
Therese Nolan

PROGRAMME IN WHICH ENROLLED:
Doctor of Education

I, ...have read and understood the information provided in the **Information Letter to Staff**. Any questions I have asked have been answered to my satisfaction. I agree to participate in this activity involving two interviews. The interview will take no more than 30 minutes and will be tape recorded.

I realise that I may withdraw my consent at any time without comment or penalty and without affecting my relationship with the school. I agree that research data collected for the study may be published or may be provided to other researchers in a form that does not identify me in any way.

Name of Staff: (please print)		
Position: (please print)		Date: / /08
Signature		
Signature of Supervisor:		Date: / /08
Signature of Student Researcher:		Date: : / /08

ASSENT OF PARTICIPANTS AGED UNDER 18 YEARS

I, ...(the participant aged under 18 years) understand what this research project is designed to explore. What I will be asked to do has been explained to me. I agree to take part in a questionnaire in Term II completed on line taking approximately 30 minutes and a second questionnaire on line in Term IV for approximately 20 minutes. If I consent to an interview I realise it may take 30 minutes, it will be tape recorded and I may have an adult present. I realise that I can withdraw at any time without have to give a reason for my decision.

Name of Participant aged under 18: (please print)		
Signature:		Date: / /08
Signature of Supervisor:		Date: : / /08
Signature of Student Researcher:		Date: : / /08

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PRINCIPAL SUPERVISOR:
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PROGRAMME IN WHICH ENROLLED:
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I, ...(the parent/guardian) have read and understood the information provided in the **Information Letter to Participants**. Any questions I have asked have been answered to my satisfaction. I agree that my child, nominated below, may participate in this activity involving two questionnaires and an interview. The first questionnaire may take approximately 30 minutes to complete on line and the second questionnaire approximately 20 minutes. The interview will take no more than 30 minutes and an adult may be present during the interview. The interview will be tape recorded.

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Name of Parent/Guardian: (please print)		
Signature:		Date: / /08
Name of Child: (please print)		
Signature of Supervisor:		Date: / /08
Signature of Student Researcher:		Date: : / /08

ASSENT OF PARTICIPANTS AGED UNDER 18 YEARS

I, ...(the participant aged under 18 years) understand what this research project is designed to explore. What I will be asked to do has been explained to me. I agree to take part in a questionnaire in Term II completed on line taking approximately 30 minutes and a second questionnaire on line in Term IV for approximately 20 minutes. If I consent to an interview I realise it may take 30 minutes, it will be tape recorded and I may have an adult present. I realise that I can withdraw at any time without have to give a reason for my decision.

Name of Participant aged under 18: (please print)		
Signature:		Date: / /08
Signature of Supervisor:		Date: : / /08
Signature of Student Researcher:		Date: : / /08