

Information Sheet for Participants

I wish to invite you to participate in my research project, described below.

My name is Sarah Thorneycroft and I am conducting this research in the course of my work in the Learning and Teaching Transformation directorate at the University of New England.

Research Project	Human from Scratch – Frameworks for being human in the workplace
Aim of the Research	This project aims to determine ways to address cultural issues and effect change by focusing on shifting human skills from tacit to explicit, and translate these into possible frameworks to support strategic goals and facilitate the UNE 2025 vision.
Interview	I would like to conduct a face-to-face interview with you. The interview will take approximately 1 hour. With your permission, I will make an audio recording of the interview to ensure that I accurately recall the information you provide. Following the interview, a transcript will be provided to you if you wish to see one.
Confidentiality	Any personal details gathered in the course of the study will remain confidential. No individual will be identified by name in any publication of the results. All names will be replaced by pseudonyms; this will ensure your anonymity. If you agree I would like to quote some of your responses. This will also be done in a way to ensure that you are not identifiable.
Participation is Voluntary	Please understand that your involvement in this study is voluntary and I respect your right to stop participating in the study at any time without consequence and without needing to provide an explanation.
Questions	The interview questions will not be of a sensitive nature: rather they are general, and will enable me to enhance my knowledge of human skills in the workplace and how these exist at UNE.
Use of Information	I will use information from the interview to inform the development of potential frameworks for use at UNE. Information from the interview may also be used in academic journal articles and conference presentations before and after this date. At all times, I will safeguard your identity by presenting the information in a way that will not allow you to be identified.
Upsetting Issues	It is unlikely that this research will raise any personal or upsetting issues but if it does you may wish to contact the Employee Assistance Program – Centacare 6738 7200, your local Community Health Centre on 6776 9600 or Lifeline on 13 11 14.

Storage of Information

I will keep all hardcopy notes and recordings of the interviews in a locked cabinet in my office at the University of New England's Learning and Teaching Transformation directorate. Any electronic data will be kept on cloud.une.edu.au, UNE's centrally managed cloud server managed by the research team. It will also be kept on a password protected computer in the same location. Only the researcher will have access to the data.

Disposal of Information

All the data collected in this research will be kept for a minimum of five years, after which it will be disposed of by deleting relevant computer files, and destroying or shredding hardcopy materials.

Approval

This project has been approved by the Human Research Ethics Committee of the University of New England (Approval No HE18-270, Valid to 15/11/2019).

Researchers Contact Details

Feel free to contact me with any questions about this research by email at sthorne5@une.edu.au or by phone on 02 6773 3996.

Complaints

Should you have any complaints concerning the manner in which this research is conducted, please contact:

Mrs Jo-Ann Sozou
Research Ethics Officer
Research Services
University of New England
Armidale, NSW 2351
Tel: (02) 6773 3449
Email: ethics@une.edu.au

Thank you for considering this request and I look forward to further contact with you.

Regards,



Sarah Thorneycroft