

07/02/2019

Dear Parent,

I am writing to inform you that your child has been invited to take part in a research study run by Dr Maria Pampaka and Dr Diane Harris from the University of Manchester which is being funded by EngineeringUK and the Institution of Mechanical Engineers.

The study aims to find out how young people make decisions about their future education and careers. Our school has been invited to take part in this study and a sample of students in Years 10 to 13 are being asked to complete a questionnaire about their current activities in school and their future plans for their education and work/career. This will allow the researchers to understand what makes young people choose certain subjects and careers rather than others.

Please go through the information sheet and let us know if you agree with your child to participate in this study. If you agree to your child completing the questionnaire in school, there is no need to take any further action. If you do not want your child to be involved then please let me know as soon as possible or follow the instructions given at the end of the information sheet to contact the researchers.

Sincerely

Lucy Sowah

Higher Education and Careers | Royal Grammar School High Wycombe | las@rgshw.com



Information about the project

Your child has been invited to take part in a research study run by the University of Manchester about the education and career choices of young people aged 14 to 18 years old. Before you decide whether you agree with your child to take part it is important for you to understand why the research is being done and what it will involve. Please read the following information about the project before you decide whether or not you agree for your child to take part.

Who will conduct the research?

The study is run by Dr Maria Pampaka and Dr Diane Harris from the University of Manchester and is funded by EngineeringUK and the Institution of Mechanical Engineers

What is the purpose of the research?

The study aims to find out how young people make decisions about their future education and careers.

Why has my child been chosen?

Your child's school is one of the educational establishments that have agreed to take part in this study.

What would my child be asked to do if he/she took part?

In these schools we are asking students to complete a questionnaire about their current activities in school and their future plans for their education and work/career, and various factors that may influence this including out of school activities and interests. The survey is available to view at www.researchingfuturesinengineering.com/surveylink.html. This will allow us to understand what makes young people choose certain subjects and careers rather than others.

We are interested in particular in engineering but do not worry if your child has not considered engineering, his or her answers are very important to us. This is because there is a shortage of engineers in the UK and this project will help us to understand why young people may not consider a career in engineering. Completing the questionnaire will take about 30 minutes to complete and this will be done during school time. Please be assured that if your child feels uncomfortable with any of the questions, wishes to take a break or stop completing the survey at any point, they are free to do so.

What will happen to my child's personal information?

In order to undertake the research project, we will need to collect some personal information/data about your child:

- Date of birth
- Postcode
- Gender
- Ethnicity
- Language

A unique ID only known to the school will be used for that (which your child will be asked to use in the questionnaire). Our dataset will thus be fully anonymised (information will not enable identification of your child). This dataset will be shared with the EngineeringUK and the Institution of Mechanical Engineers (who funded the study), and potentially the UK Data Archive.

Survey results for each year group (not individual students' responses) will be shared with the school, as this is expected to support your child's and other's education.

The research team at the University of Manchester will have access to your child's personal identifiable information (i.e. data which could identify your child) via the personal identifier provided. If you do not wish your child to take part in the survey, your signed opt-out form (at the end of this document) will be treated as confidential paperwork and destroyed accordingly.

We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. The legal basis upon which we are using your personal information is "public interest task". For more information about the way we process your personal information and comply with data protection law please see our Privacy Notice for Research Participants at <http://documents.manchester.ac.uk/display.aspx?DocID=37095>

The University of Manchester, as Data Controller for this project, takes responsibility for the protection of the personal information that this study is collecting about your child. In order to comply with the legal obligations to protect your child's personal data the University has safeguards in place such as policies and procedures. All researchers are appropriately trained and your data will be looked after in confidence and securely as detailed below:

Will my participation in the study be confidential?

Your child's data will be treated with the strictest confidence. We will not be holding or transferring any identifiable information outside the EU and will be taking appropriate measures to ensure it remains secure at all times, including the use of password protected transfer, and the use of secure servers. We will not use your child's name or the name of the school in any report arising from the research.

An anonymised dataset will be transferred to EngineeringUK and the Institution of Mechanical Engineers data processors (who funded the study), and potentially the UK Data Archive at the end of the project.

You have a number of rights under data protection law regarding personal information. For example you can request a copy of the information we hold about your child. This is known as a Subject Access Request. However this will only be available until the end of February 2019 after which all survey data will be anonymised. If you would like to know more about your different rights, please consult our privacy notice for research at <http://documents.manchester.ac.uk/display.aspx?DocID=37095> and, if you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, University of Manchester, Oxford Road, M13 9PL. at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the Information Commissioner's Office, Tel 0303 123 1113

What happens if I do not want my child to take part or if I change my mind?

It is up to you to decide whether or not your child can take part. If you do decide to take part in the survey you do not have to do anything else and can keep this information sheet. If you do not agree with your child to take part you should inform the school using the opt-out form (provided below). If you decide that your child can take part, you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your child's data from the project after the end of February because it will be in the process of being anonymised and will form part of the dataset as we will not be able to identify your specific data. This does not affect your data protection rights.

Will my child's data be used for future research?

There is the possibility that your child's data will be used in future research because the anonymised dataset will be transferred to EngineeringUK and the Institution of Mechanical Engineers data processors (who funded the study), and potentially the UK Data Archive at the end of the project.

Will my child be paid for participating in the research?

There is no payment for taking part in the research.

What is the duration of the research?

The survey will take 30 minutes to complete.

Will the outcomes of the research be published?

The outcomes of the research will be published in a report by EngineeringUK and the Institution of Mechanical Engineers and as research papers written by the research team at the University of Manchester. Your child's school will also receive a report showing how it compares with other schools/colleges and UTCs across England.

Who has reviewed the research project?

The project has been reviewed by the University of Manchester Research Ethics Committee 1.

What if I want to make a complaint?

Minor complaints:

If you have a minor complaint then you need to contact the researchers in the first instance. This can be done by phoning the project manager Jack Quinn on 0161 275 3385, or emailing refine@manchester.ac.uk.

Formal Complaints:

If you wish to make a formal complaint or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact:

The Research Governance and Integrity Manager, Research Office, Christie Building, University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 275 2674.

What Do I Do Now?

Your child may withdraw at any time until the end of February 2019 after which all the data will be anonymised making it impossible to extract and remove individual's responses. If you would prefer your child NOT to take part in the research, or their data not to be processed as above then please inform the school using the opt-out form (below). Alternatively you can contact us directly regarding consent or any questions you may have about this research, by phoning Jack Quinn on 0161 275 3385, or emailing refine@manchester.ac.uk.

If you are happy for your child to be surveyed, **then there is no need to take any further action.**

We hope that with the results of this project we can better understand the educational choices made by young people, their career aspirations and the support they receive. Please keep this information sheet for your records [and return the signed consent form to the school to indicate your agreement for you and/or your child to be interviewed].

Thank you again for your support for this important study.

This Project Has Been Approved by the University of Manchester's Research Ethics Committee [Ref: 2019-5772-9025]



Young People's
Choices and Career



Educational
Aspirations

Opt-out form for survey

I do not agree for my child to participate in completing the questionnaire for the study entitled “Young People’s Educational Choices and Career Aspirations”.

Name of child:

Name of parent:

Date:

Signature:

Please return this signed form to the school.