

Participant Information Sheet

Researchers:

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Project Title: National Careers Information Survey

Project details:

- **Description and Methodology:** The Department of Education, Skills and Employment, is seeking to understand the various ways individuals in Australia are accessing and using career information. Data will be collected through Life in Australia™, the Social Research Centre's probability-based online panel.
- **Participants:** Data will be collected from approximately 2,500 participants.
- **Use of Data and Feedback:** Collected data will be used to better understand the experiences and use of career information by people in Australia, which will contribute to the Department's understanding of people's preferences, attitudes, and needs related to career information. The results of the research will not be disseminated directly to participants.
- **Project Funding:** The project is funded by the Department of Education, Skills and Employment.

Participant Involvement:

- **Voluntary Participation & Withdrawal:** Participation in the project is entirely voluntary and you may, without any penalty, decline to take part or withdraw from the survey at any time until the work is prepared for publication without providing an explanation. You can refuse to answer any question throughout the survey. If you do withdraw before the data is reported, the primary investigator will retrieve and destroy your data record, and the survey will be continued without your responses and information.
- **What does participation in the research entail?** You will be asked to answer a series of questions via an online survey, or in some cases over the phone. In most cases you will simply be required to choose your reply from a list of options that will be displayed to you in an online survey, or that the interviewer will read out to you. Occasionally you might be asked to tell us a little more about your answer. Your responses will be recorded into our survey system and the researchers will receive a data file containing your responses (i.e. numbers and text) for analysis.
- **Location and Duration:** The survey will primarily be conducted online, however you may choose to take part in the survey over the phone. The survey should take around 15 minutes to complete.
- **Remuneration:** You will be offered an incentive to participate in this survey, in line with current practices for Life in Australia™. Due to the likely length of this survey, the value of the incentive will be \$10. You may choose from a variety of incentives including a Coles e-card, Coles/Myer gift cards, PayPal payment or a donation to one of five pre-selected charities (Birdlife, Red Cross, Reconciliation Australia, Share the Dignity and Australian Cancer Research Foundation).
- **Benefits:** By participating in this survey, you are helping to better understand the experiences and use of career information by people in Australia, which will contribute to the Department's understanding of people's preferences, attitudes, and needs related to career information.

- **Risks:** In any collection of personal information, there is some risk that third parties will access confidential data. To minimise that risk, respondents' user identification will be encrypted. All personal information collected will be kept confidential as far as allowed by law and it will not be possible to identify individuals. At the end of the research only aggregate results will be presented and no one will be identified. The information will be stored in a secure location for at least five years following publications arising from the research.

Exclusion criteria:

- **Participant Limitation:** Participation in this study is limited to members of Life in Australia™.

Confidentiality:

- **Confidentiality:** All information given by participants will be treated confidentially and anonymity will be preserved in reports or published articles. All publications relating to this research will report on aggregated data, so no individual responses will be presented. Any personal data collected will be used for the purpose of the study only and no other, without the express permission of the participants. Survey responses will be de-identified as soon as practical following completion of the survey. Personal information will be stored in confidence for your continued participation in Life in Australia™.

Privacy Notice:

This research is carried out in compliance with the Privacy Act and the Australian Privacy Principles, and the information you have provided will only be used for research purposes. Our privacy policy is available via our website, www.srcentre.com.au, and contains further information on the ethical approval for this study and how you can access or seek a correction to your personal information, or complain about a breach of an Australian Privacy Principle.

Data Storage:

- **Where:** The de-identified data will be held electronically by the researchers, before being archived in the Australian Data Archives.
- **How long:** The de-identified data must be stored for a period of at least five years from the date of any publication arising from the research.
- **Handling of data following the required storage period:** De-identified data will be lodged with the Australian Data Archives.

Queries and Concerns:

- **Contact Details for More Information:** If you have any questions or concerns about this research, please contact the primary researcher:

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Ethical Review:

The ethical aspects of this research have been reviewed by the department's Research Ethics Review Panel.

If you have any concerns or complaints about how this research has been conducted, please contact:

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