

## LiNCHigher Participant Information Sheet

### **Project**

Evaluation of the LiNCHigher national collaborative outreach programme (NCOP)

Before you decide whether to take part in this evaluation it is important you understand the reason why this research is being carried out, and what taking part will involve. We would be grateful if you would take the time to read the following information carefully and provide your consent.

### **What is the purpose of the study?**

The National Collaborative Outreach Programme (NCOP) aims to increase the number of young people going into higher education by 2020.

The sponsor of this research study is the Higher Education Funding Council for England (HEFCE). As part of this study LiNCHigher are working with schools and colleges in your local area to find out about young people's views towards Higher Education. When we refer to 'higher education', it includes: university, higher education in a further education college or other provider and higher apprenticeships.

The results of the survey will help HEFCE, LiNCHigher, CFE Research and schools and colleges to better understand what young people think about university and how schools, colleges and universities can better support students who are interested in applying.

### **What will be required of me?**

We would like you to complete a questionnaire, it will take no more than 10 minutes. Questions ask about what you know about higher education and what you would like to do after you have finished school / college.

It is important for you to understand that there are no right or wrong answers, it is your opinions we are interested in. You have the right to refuse to answer any questions and you have the right to withdraw your consent at any point during or after completing the questionnaire. If after participating, you decide that you would not like us to use your responses, then please contact: [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk).

### **Will my personal details be confidential?**

Yes. However, the involvement of each school and college is likely to be already public due to the publicity surrounding NCOP. However, we are not evaluating you or your school or teachers. We are specifically evaluating the management and effectiveness of projects at supporting LiNCHigher in their work.

The answers to your questions will be saved on a university server which can only be accessed with a password known only by the research team. The hard copy of the questionnaire will be stored in a locked filing cabinet in the university.

Personal data will not be kept longer than is necessary for the purpose of the research / evaluation. On the completion of the research / evaluation data will be disposed of in a confidential manner paper will be shredded and computer files permanently deleted from all systems.

### Who will have access to my information?

Any personal details will be accessed by the researchers only. All your answers will be kept safely and anonymously. All data to be shared with CFE, HEFCE and / or local schools and colleges will be encrypted (i.e. password protected). No data will be stored on USB drives or other removable formats. You can ask for access to your completed questionnaire at any point during the research.

### How we use your data?

Your name and personal details will be removed before sharing data with HEFCE or the organisations it contracts with (e.g. CFE Research) or provides funding to (such as the local schools and colleges in your local area). Your personal details and any data provided will not be shared with any third party organisations.

The information you provide will only be used for the purpose of this research project. When we report the findings, all data will be anonymised. This means it will not be possible for anyone to identify you. Your personal details that you provide will be used to match your survey responses with other data sets.

### Can I change my mind later?

Yes. It is entirely your decision to take part in this research and you can change your mind at any point. If you change your mind, none of the information you have given to that point will be used. If after participating, you decide that you would not like us to use your responses, then please contact: [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk).

### Is there any risk to me?

There is no physical or professional risk or harm in taking part in this evaluation.

The research will require you to be reflective and think about what you know about university and what you would like to do after you have finished school / college. But, you will never be required to say anything that you do not want to or that makes you feel uncomfortable.

### Who can I contact for more information?

If you have any questions, please email: [linchigher@bishopg.ac.uk](mailto:linchigher@bishopg.ac.uk)

### Who do I contact to make a complaint about an ethical issue?

LiNCHigher takes the use of ethical guidelines in research very seriously.

If you have an enquiry about ethics, then please contact: [ncop@cfе.org.uk](mailto:ncop@cfе.org.uk)