Study Title: Career Readiness, Employability and Capitals: The Role of Socio-Economic Background

Researcher: Hazel McCafferty

ERGO number: 69347

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to sign a consent form.

What is the research about?

I am Hazel McCafferty and this research is being conducted as part of my PhD project. I am collecting data about the experiences of first-generation students in navigating their career choices before, during and after their degree studies.

Importantly for my research, first-generation students have been increasingly likely to enter university. More research is needed to understand first-generation students’ perspectives on their employability. In response to this, my study aims to explore what has helped or hindered first-generation students with their career planning and who or what has helped them most with their employability.

The project is externally funded by the ESRC South Coast Training Partnership, Grant Number: ES/P000673/1.

Why have I been asked to participate?

You have been asked to participate because you are a UK, first-generation student who is studying an undergraduate degree at the University of XXXX. First-generation students are those who are attending university and studying for degrees but whose (step)mothers (step) fathers have not. I am hoping to interview around 30 first-generation students for this study.

What will happen to me if I take part?

If you decide to take part you will be interviewed by me for around 60 minutes via Microsoft Teams.

Before the interview can begin, I will check that you have read this participant information sheet and completed the consent form attached to the study. You are welcome to ask any questions about the study before the interview begins. The interview will be conducted entirely online and last for around 60 minutes. I will ask questions about your experiences of choosing your degree, studying and your plans for the future. You can choose not to answer any of the questions.

Are there any benefits in my taking part?

Participating in this interview will give you the opportunity to be part of a research process. It may also help you to structure your career thinking.

As a thank you for participating, you will be given a £10 gift voucher. Once you have participated in the interview, this voucher is non-returnable, even if you choose to subsequently withdraw.

Are there any risks involved?

There are no specific risks attached to this project. However, there may be a potential for you to need to reflect more on your own career planning after the interview. If this is the case, you may wish to make use of the University of XXXX support services and in particular the Careers and Employability Service at the University of XXXX (Student Services Centre, University Of XXXX, Highfield Campus, XXXX SO17 1BJ).

What data will be collected?

At the beginning of the interview, I will collect some background information about you, including: your degree and year of study, your gender identity, your ethnicity, information about your siblings’ attendance at university and whether you were in receipt of free school meals.

I will then ask questions about your experiences of career planning.

Video recordings of the interviews will be made as we speak.

Only software recommended by the University of XXXX as meeting GDPR requirements will be used for data collection.

Will my participation be confidential?

Your participation and the information I collect about you during the research will be kept strictly confidential.

Only members of the research team and responsible members of the University of XXXX may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

Interview recordings will be downloaded at the earliest possible point and stored securely on university password encrypted servers (Filestore). Data will be pseudonymised by the removal of Identifying information. Identification keys will be created and stored separately from the data sets collected during the research. Once transcriptions of the interviews have been made and analysed then the video recordings will be destroyed. Transcriptions will be stored securely on Filestore.

Do I have to take part?

No, it is entirely up to you to decide whether or not to take part. If you decide you want to take part, you will need to sign a consent form before the interview begins.

What happens if I change my mind?

You have the right to change your mind and withdraw at any time during the interview without giving a reason and without your participant rights being affected.

After the interview, you can withdraw from the research by emailing me XXXX for up to 1 month after the interview. After this time your data will have been anonymised and pooled with other’s.

What will happen to the results of the research?

Your personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify you without your specific consent.

The results from this study will be written up as part of my PhD thesis. Once the project has been completed, and in line with the ESRC funding agreement, anonymised and accessible datasets will be deposited in the UK Data Service indefinitely (ESRC). My thesis, metadata and any journal or conference articles published during the research will be stored in the University of XXXX Research Data Depository (PURE).

If you want to find out more about me and my research you can follow me on Linkedin. [Hazel McCafferty - Doctoral Student - University of Southampton | LinkedIn](https://uk.linkedin.com/in/hazelmccafferty)

Where can I get more information?

If you have any more questions please contact me at XXXX

What happens if there is a problem?

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, rgoinfo@soton.ac.uk).

Data Protection Privacy Notice

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer (data.protection@soton.ac.uk).

Thank you.

Thank the individual for taking the time to read the information sheet and considering taking part in the research.

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*Please initial the box(es) if you agree with the statement(s):*

|  |  |
| --- | --- |
| I have read and understood the participant information sheet (4/1/22, Version 1.1) and have had the opportunity to ask questions about the study. |  |
| I agree to take part in this interview and agree for my data to be used for the purpose of this study. |  |
| I understand that the interview will be recorded on Microsoft Teams. |  |
| I understand my participation is voluntary and I may withdraw from the interview at any time for any reason without my participation rights being affected. |  |
| After the interview, I also understand that I can withdraw from the research up until the point my personal information is no longer linked to the data (one month after data collection). |  |
| I understand that I may be quoted directly in reports of the research but that I will not be directly identified (e.g. that my name will not be used). |  |
| I give permission for my age, ethnicity and gender identity to be stored alongside anonymised information about me and accessible datasets to be deposited in the UK Data Service (ESRC) indefinitely.  |  |

Name of participant (print name) ……………………………………………………………………………

Signature of participant ……………………………………………………………………………

Date ……………………………………………………………………………

Name of researcher (print name) ……………………………………………………………………………

Signature of researcher ……………………………………………………………………………

Date ……………………………………………………………………………