

Title of Organisation

Title of project

I _____ have read the information on the attached letter. Any questions I have asked have been answered to our/my satisfaction. I agree to participate in this research but understand that I can change my mind or stop at any time.

I understand that all information provided is treated as confidential

I agree for this interview to be taped/recorded.

I agree that research gathered for this study may be published provided names or any other information that may identify me/us is not used.

Name _____ Signature _____

Date _____

Investigator _____ Signature _____

CONSENT FORM

- I understand the purpose and procedures of the study.
 - I have been provided with the participant information sheet.
 - I understand that the procedure itself may not benefit me.
 - I understand that my involvement is voluntary and I can withdraw at any time without problem.
 - I understand that no personal identifying information like my name and address will be used and that all information will be securely stored for 7 years before being destroyed.
 - I have been given the opportunity to ask questions.
 - I agree to participate in the study outlined to me.
-

Signature _____

Date _____

Witness Signature _____

Date _____

Curtin University of Technology
School of

Participant Information Sheet

My name is <<Name>> I am currently completing a piece of research for my <<Degree>> of <<Course>> at Curtin University of Technology.

Purpose of Research

I am investigating.....

Your Role

I am interested in finding out.....

I would like to find out.....

I will ask you.....

The interview process will take approximately xx minutes.

Consent to Participate

Your involvement in the research is entirely voluntary. You have the right to withdraw at any stage without it affecting your rights or my responsibilities. When you have signed the consent form I will assume that you have agreed to participate and allow me to use your data in this research.

Confidentiality

The information you provide will be kept separate from your personal details, and I will only have access to this. The interview transcript will not have your name or any other identifying information on it and in adherence to university policy, the interview tapes and transcribed information will be kept in a locked cabinet for five years, before it is destroyed.

Further Information

This research has been reviewed and given approval by Curtin University of Technology Human Research Ethics Committee (Approval number xxxxx). If you would like further information about the study, please feel free to contact me on <<phone number>> or by email: <<email address>> Alternatively, you can contact my supervisor <<Supervisor Name>> on <<phone number>> or <<email address>>.

Thankyou very much for your involvement in this research, your participation is greatly appreciated

**PARTICIPANT INFORMATION SHEET
PHASE 1**

Introduction – background behind the study

Participation will include a one hour meeting withat a suitable and comfortable place. We would like to understand:

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The interview will be taped to help with translation/deciphering and you will be given a copy of the interview to check and make changes.

Please note:

- Taking part is voluntary and you can pull out at any time without any problem.
- Your withdrawal will not affect you in any way.
- Your privacy is greatly respected and any information that could identify you will be removed and all tapes will be erased.
- The interviewer has signed a confidentiality form and cannot share information about you with any person.
- All information will be stored confidentially with a code at Curtin University of Technology for 7 years. After this time the information will be destroyed.

If you have any questions before, during or after the interview, please call <<Name>> on <<phone number>> or <<Name>> on <<phone number>>.

Thank you very much for you time. Please keep this letter for your information.