**Building institutional capacity to enhance access, participation and progression in Work Integrated Learning (WIL)**

**DESCRIPTION**

This project aims to translate inclusive education principles into the work integrated learning (WIL) context in order to improve student access, participation and progression. The project intends to use a strategic approach across four levels: principles, policies, guidelines, and procedures to support students from diverse backgrounds in the disciplines of built environment, business and health.

The project is designed to be executed across four phases. Firstly the project will engage in a review of existing data within universities correlating student disadvantage to participation and performance in WIL related subjects. The second phase will engage with stakeholders (students, academics, industry) through a sequence of survey instruments, focus groups/symposia and interviews. The third phase tests the principles and theories through pilot studies located within the partner universities, and the final fourth phase will disseminate findings and outcomes to a broad audience and stakeholders.

You are invited to participate in this research because of your background and experience in this area.

**PARTICIPATION**

Your participation in this research will involve an audio recording of an interview to be conducted at an agreed location and time. The interview will take approximately 30 minutes to 1 hour to complete.

During this time you will be asked questions about your experience of work integrated learning, particularly concerning disadvantaged students in WIL programs, current strategies that are being used to improve student participation and success rates in WIL, and perceived barriers, limitations and enablers of more inclusive WIL practices.

Your participation in this project is entirely voluntary. If you do agree to participate you can withdraw from the project without comment or penalty. If you withdraw, on request, any identifiable information already obtained from you will be destroyed. Your decision to participate or not participate will in no way impact upon your current or future relationship with the Project Team members or their respective institutions.
EXPECTED BENEFITS

It is not expected that this project will benefit you directly. However, it is hoped that the project will build evidence-based principles, guidelines and tools that can be applied across all disciplines at institutional, faculty, school and unit/course level. It is anticipated that the following benefits will be identifiable in the outcomes of this research:

- Improved practices in the design and delivery of WIL programs, increasing student satisfaction and better equipping academic staff.
- Increased access, participation and success of disadvantaged students in WIL programs increasing student outcomes and improved university-work transitions and employability.
- Improved industry-university partnerships that respond to student diversity, enhancing workplace and university practices.

RISKS

There are minimal risks associated with participation in this research. Analysis and reporting of all data will be undertaken using de-identified transcripts of interviews, and any identifying information such as university name, location, etc will not be included in any publication.

PRIVACY AND CONFIDENTIALITY

All comments and responses will be treated confidentially unless required by law.

Audio recordings of interviews will be destroyed at the end of the project. Transcriptions of de-identified interviews will be retained for at least a period of five (5) years in a secure, password protected computer system. You are able to request to review transcripts of their interviews at any time. All interviews in this project will be audio recorded for accuracy of information gathering, and access to audio recordings will be restricted to the Project Team and confidential transcription services.

This project is funded by a Learning and Teaching Grant from the Office of Learning and Teaching, Australian Government.

Aggregated data and project reports may be used by the Australian Government, or their licensees, as comparative data in future projects, and will be presented in a publicly accessible online site. Individual data will not be published separately.

CONSENT TO PARTICIPATE

Where possible we would like to ask you to sign a written consent form (enclosed) to confirm your agreement to participate. However, where you elect to participate in a manner that is not in-person we will request consent verbally as part of the recording of the interview.

QUESTIONS / FURTHER INFORMATION ABOUT THE PROJECT

If have any questions or require further information please contact one of the research team members below.

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CONCERNS / COMPLAINTS REGARDING THE CONDUCT OF THE PROJECT

QUT is committed to research integrity and the ethical conduct of research projects. However, if you do have any concerns or complaints about the ethical conduct of the project you may contact the QUT Research Ethics Unit on 07 3138 5123 or email ethicscontact@qut.edu.au. The QUT Research Ethics Unit is not connected with the research project and can facilitate a resolution to your concern in an impartial manner.

This project has already received approval from:

- QUT (approval number 1400000101)
- Griffith University (GIH/01/14/HREC)
- Macquarie University (Ref: 52001400370)
- Southern Cross University (App. No.: ECN-14-049)
- Curtin University (HR65/2014)

Thank you for helping with this research project. Please keep this sheet for your information.