

**INFORMATION LETTER TO PARTICIPANTS TEMPLATE**

**THIS TEMPLATE IS ONLY APPROPRIATE FOR THE UNIT LICENCE AND SHOULD NOT BE USED FOR A RESEARCH PROJECT**

**PLEASE DELETE OR AMEND THE INFORMATION IN RED TYPE**

**TITLE OF PROJECT**

You are invited to participate in this data collection activity, which is being conducted as part of the requirements of a unit. Details about the unit are given below:

Unit Code

Unit Name

Unit Coordinator

School

Contact details (phone number or email address)

The purpose of the activity is [state why it is necessary to collect the data].

If you choose to participate, you will be asked to:

describe the procedures, e.g.

* participate in an interview
* participate in a focus group
* complete a survey

include information describing any audiovisual recording e.g. tape recording, videotaping, photographs

inform participants that the tape will be erased at the completion of the unit

include an estimate of the time this will take

include any risks or discomforts (these should only be minor)

NOTE: If children and/or young people are the potential participants, information should be provided for them in language they can understand as well as providing a separate Information Letter suitable for their parents/guardian.

The information will be used to complete the requirements for the unit noted above, and only the student(s) and the unit coordinator will have access to the information. Any information or details will be kept confidential and will only be used for the purposes of this activity. You will not be identified in any written assignment or presentation of the results of this activity.

Participation is voluntary. If you choose to participate, you are free to withdraw from further participation at any time without giving a reason and with no negative consequences. You are also free to ask for any information which identifies you to be withdrawn.

If you have any questions or require any further information, please contact:

Unit Coordinator

Contact details

Student

Contact details



**CONSENT FORM TEMPLATE**

**PLEASE DELETE OR AMEND THE INFORMATION IN RED TYPE**

**TITLE OF PROJECT**

I have been provided with a copy of the Information Letter, explaining the data collection activity.

I have been given the opportunity to ask questions and any questions have been answered to my satisfaction.

I understand that participation will involve:

describe the procedures, e.g.

* participation in an interview
* participation in a focus group
* completion of a survey

include information describing any audiovisual recording e.g. tape recording, videotaping, photographs

inform participants that the tape will be erased at the completion of the unit

I understand that the information provided will be kept confidential, will only be used for the purposes of this activity and I will not be identified in any written assignment or presentation of the results.

I understand that I am free to withdraw from further participation at any time, without explanation or penalty

I freely agree to participate in the data collection.

……………………………………………………………………………

Name

……………………………………………………………………………

Signature

……………………………………………………………………………

Date