|  |  |
| --- | --- |
| **PLAIN LANGUAGE STATEMENT AND CONSENT FORM** |  |

TO: Participants/Organisations

**Plain Language Statement**

Date: 13 May, 2019

Full Project Title: Teaching writing today: A collaborative study

**Principal Researcher: Dr Lucinda McKnight**

The Victorian Association for the Teaching of English (VATE), with the approval of the Victorian Department of Education and Training and the Catholic Education Office, is conducting a study into the teaching of writing in Victoria, and has emailed an invitation to participate to all members, along with this documentation. We would like any English teachers to be involved, with their principal’s consent. The focus of the study is on how teachers design curriculum for the teaching of writing. The study has several stages, including an online survey of VATE members, then follow up interviews with up to five teachers who have participated in the survey. Survey and interview data will be analysed by the principal researcher, in collaboration with a group of VATE-member teacher co-researchers, to create a state-wide map of practice that can inform the profession and improve the teaching of writing. Privacy will be protected by the use of pseudonyms for teachers and schools in this analysis process, and only the principal researcher will have access to personal details.

**Stage One: Online Survey**

The online survey for English teachers will take around 10-20 minutes to complete, and will involve questions about teaching practice, such as:

* Which of the following resources do you draw on in planning for teaching writing?

On receipt of the consent forms by the principal researcher, participants will be sent a link to the study.

**Stage Two: Follow up Interviews/Observation**

Several teachers will be selected from the surveys to be invited to participate in a follow-up interview because their answers invite further discussion for better understanding of contexts.

There is no compulsion to participate in an interview and teachers will indicate on the consent form whether they are willing to be approached. The interview will involve a school visit from the principal researcher, a thirty minute audio-taped interview and ethnographic observation of the school environment and writing classes. Students are not the focus of this study and data relating to individual students will not be collected. Teachers working in schools where co-researchers work will not be approached in relation to follow-up interviews to protect privacy.

\*If by any chance there are insufficient survey responses, the VATE Professional Learning and Research Committee will be approached to suggest schools for possible interviews.

**Risks and benefits**

There are not any risks involved in the study beyond those of everyday participation in professional learning. We hope that participation would be a useful tool for teacher reflection and provide the opportunity to contribute to the development of broader professional knowledge for all Victorian English teachers. Ultimately, we hope students will also benefit from enhanced teaching of writing in Victoria. It is also hoped that a better understanding of contemporary teaching practices may also inform local and national responses to policy shifts.

**Dissemination of Results**

The results of this study are to be compiled as a report for the VATE, and also published in educational journals, and presented at educational conferences. No teachers or schools will be identified in this process.

**Incentives**

There are no financial incentives for participation in this study.

**Funding**

VATE has funded this study through a grant of $2920.

**Participation**

Participation in this study is voluntary and participants may withdraw at any time up to the publication of research results.

**Monitoring and data storage**

VATE will monitor the study through the principal researcher’s regular reports to VATE’s Professional Learning and Research Committee. Data will be securely stored on a password secured computer and server at Deakin University, for five years from the date of the last related publication. The survey will be conducted via Qualtrics, which is compliant with Deakin’s regulatory requirements.

Contact Details

The principal researcher’s contact details, for return of forms or any queries are:

Dr Lucinda McKnight, Deakin University, 221 Burwood Highway, Burwood, 3125

03 92517428, l.mcknight@deakin.edu.au

Complaints: If you have any complaints about any aspect of the project, the way it is being conducted or any questions about your rights as a research participant, then you may contact:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: 9251 7129, research-ethics@deakin.edu.au Please quote project number [201X***-***XXX]***.***

**PLAIN LANGUAGE STATEMENT AND CONSENT FORM** 

**TO: Participants**

**Consent Form**

**Date: 13 May, 2019**

**Full Project Title: Teaching writing today: A collaborative study**

**Reference Number:**

I have read and I understand the attached Plain Language Statement*.*

I freely agree to participate in this project according to the conditions in the Plain Language Statement. Specifically, I agree to participate in the following (please circle):

Teaching writing today online survey YES/NO

Follow up interview/school observation in including interview audio-taping, if requested by the principal researcher YES/NO

I have been given a copy of the Plain Language Statement and Consent Form to keep.

The researcher has agreed not to reveal my identity and personal details, including where information about this project is published, or presented in any public form.

Name (printed) ……………………………………………………………………

Signature ……………………………………………………… Date …………………………

School………………………………………………………………………………………………………….

Please return by email or mail to:

Dr Lucinda McKnight

Deakin University, 221 Burwood Highway, Burwood, 3125

l.mcknight@deakin.edu.au

**PLAIN LANGUAGE STATEMENT AND CONSENT FORM** 

**TO: Organisations (Principals)**

**Organisational Consent Form**

*(To be used by organisational Heads providing consent for staff/members/patrons*

*to be involved in research)*

**Date: 13 May, 2019**

**Full Project Title: Teaching writing today: A collaborative study**

**Reference Number:**

I have read and I understand the attached Plain Language Statement*.*

I give my permission for [insert staff member’s name] of [insert school name] to participate in this project according to the conditions in the Plain Language Statement.

I have been given a copy of Plain Language Statement and Consent Form to keep.

The researcher has agreed not to reveal the participants’ identities and personal details if information about this project is published or presented in any public form.

## I agree that

1. The institution/organisation MAY NOT be named in research publications or other publicity without prior agreement.

2. I / We EXPECT / DO NOT EXPECT to receive a copy of the research findings or publications.

Name of person giving consent (printed) ………………………………………………………

Signature ……………………………………………………… Date …………………………

Please return by email or mail to: Dr Lucinda McKnight, Deakin University, 221 Burwood Highway, Burwood, 3125, l.mcknight@deakin.edu.au

**PLAIN LANGUAGE STATEMENT AND CONSENT FORM** 

**TO: Participants and organisations**

**Withdrawal of Consent Form**

*(To be used for participant or organisations who wish to withdraw from the project)*

**Date: 13 May, 2019**

**Full Project Title: Teaching writing today: A collaborative study**

**Reference Number:**

I hereby wish to WITHDRAW my consent to participate in the above research project and understand that such withdrawal WILL NOT jeopardise my relationship with Deakin University or the Victorian Association for the Teaching of English.

Name (printed) …………………………………………………….

Signature ………………………………………………………………. Date ……………………

**Please mail or fax this form to:**

Dr Lucinda McKnight

Deakin University

221 Burwood Highway, Burwood, 3125

03 9251 7428

l.mcknight@deakin.edu.au