

## PARTICIPANT INFORMATION SHEET

### ETH24-9824 - The Impact of Online Mentoring and Coaching Training on Retention of Early Career Teachers in Australian Schools

#### WHO IS CONDUCTING THIS RESEARCH?

Our names are *Keith Heggart, Andrea Stringer and Amy Cotton*. We are academics at UTS.

#### WHAT IS THE RESEARCH ABOUT?

This study aims to explore how online mentoring and coaching training programs can assist in improving the mentoring and coaching experience, and therefore increase the possibility of retaining early career teachers in Australian schools.

#### WHY HAVE I BEEN INVITED?

You have been invited to participate because you have volunteered to undertake training for online mentoring and coaching provided by the Professional Teaching Council of New South Wales, and you will be coaching a participant in the future.

#### FUNDING

Funding for this project has been received from Cotton Education Services (CES). CES has provided funding to evaluate the effectiveness of this model of coaching, with a view to determining if it is viable to offer such programs in the future.

#### WHAT DOES MY PARTICIPATION INVOLVE?

Your participation will include:

1. Undertaking the training provided by the Professional Teaching Council of NSW (1 hour/ week for 10 weeks). This will take place online and at a mutually agreed upon time.
2. Taking part in 1 x 40 minute interview, conducted online and audio recorded, **at the conclusion of the training.**
3. Coaching an early career teacher for a period of 6 months (1 hour per fortnight). This will be undertaken at a time that suits both you and the early career teacher.
4. Taking part in 1 x 40 minute interview, conducted online and audio recorded, **at the conclusion of the coaching experience.**

If you decide to participate, we will invite write to you with details regarding the training. We will also arrange the interviews as required. You can still take part in the training without taking part in the research project.

### ARE THERE ANY RISKS/INCONVENIENCE?

Yes, there are some risks/inconveniences. The most significant of these is the amount of time you are being asked to invest. Another possible risk is that you might be uncomfortable with the conversations that you have with students, considering the challenges the students are facing. You might feel this reflects badly on themselves, their profession, or their schools. We have minimised these risks by providing training in managing these situations as part of the training program.

### DO I HAVE TO TAKE PART IN THIS RESEARCH PROJECT?

Participation in this study is voluntary. It is completely up to you whether or not you decide to take part. If you decide not to participate, or to withdraw from the study, it will not affect your relationship with the researchers or the University of Technology Sydney or the Professional Teaching Council NSW.

### WHAT IF I WITHDRAW FROM THIS RESEARCH PROJECT?

If you wish to withdraw from the study once it has started, you can do so at any time without having to give a reason, by contacting Keith Heggart (0408 611 744, [keith.heggart@uts.edu.au](mailto:keith.heggart@uts.edu.au)). If you withdraw from the study, your interviews will be deleted and not used in the analysis of data.

### WHAT WILL HAPPEN TO INFORMATION ABOUT ME?

By signing the consent form you consent to the research team collecting and using personal information about you for the research project. All this information will be treated confidentially. Information will only be available to the members of the research team outlined above. Once the information has been analysed, all potentially identifying details (such as names of individuals or schools) will be changed so that the information cannot be used to identify anyone. The information will be stored in a secure online location, protected by multiple passwords.

Your information will only be used for the purpose of this research project and it will only be disclosed with your permission, except as required by law.

It is anticipated that the results of this research project will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your permission. This will be done through removing any potential identifying details, and the use of pseudonyms.

In accordance with relevant Australian and/or NSW Privacy laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform the research team member named at the end of this document if you would like to access your information.

The results of this research may also be shared through open access (public) scientific databases, including internet databases. This will enable other researchers to use the data to investigate other important research questions. Results shared in this way will always be de-identified by removing all personal information (e.g. name, address, date of birth etc.).

#### WHAT IF I HAVE ANY QUERIES OR CONCERNS?

If you have queries or concerns about the research that you think we can help you with, please feel free to contact Keith Heggart on [keith.heggart@uts.edu.au](mailto:keith.heggart@uts.edu.au) or 0408 611 744.

You will be given a copy of this form to keep.

**NOTE:**

This study has been approved in line with the University of Technology Sydney Human Research Ethics Committee [UTS HREC] guidelines. If you have any concerns or complaints about any aspect of the conduct of this research that you wish to raise independently of the research team, please contact the Ethics Secretariat on ph.: +61 2 9514 2478 or email: [Research.Ethics@uts.edu.au](mailto:Research.Ethics@uts.edu.au)], and quote the UTS HREC reference number. Any matter raised will be treated confidentially, investigated and you will be informed of the outcome.

## CONSENT FORM

### **ETH24-9824 - The Impact of Online Mentoring and Coaching Training on Retention of Early Career Teachers in Australian Schools**

I \_\_\_\_\_ [participant's name] agree to participate in the research project being conducted by Keith Heggart, Andrea Stringer and Amy Cotton from the University of Technology Sydney (Broadway, Ultimo 2007, 0408 611 744). I understand that funding for this research has been provided by Cotton Education Services.

I have read the Participant Information Sheet or someone has read it to me in language that I understand.

I understand the purposes, procedures and risks of the research as described in the Participant Information Sheet.

I have had an opportunity to ask questions and I am satisfied with the answers I have received.

I freely agree to participate in this research project as described and understand that I am free to withdraw at any time without affecting my relationship with the researchers or the University of Technology Sydney or the Professional Teaching Council of NSW.

I understand that I will be given a signed copy of this document to keep.

I am aware that I can contact Keith Heggart if I have any concerns about the research.

I give my permission for the interviews to be audio recorded.

\_\_\_\_\_  
Name and Signature [participant]

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature [researcher or delegate]

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date