



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM

SCHOOL EXECUTIVE MEMBERS

An Investigation into Gifted Program Evaluation Practices in Australian Independent Schools

Chief Investigator: Associate Professor Jae Jung

1. What is the research study about?

You are invited to take part in this research study. The research study aims to explore the gifted program evaluation practices of Australian independent schools. This study aims to explore the evaluation practices of gifted programs in Australian independent schools and seeks to identify the methodologies used, factors affecting these evaluations, and how the experiences and perceptions of involved stakeholders influence the evaluation processes.

You have been invited because you are a principal at an independent Australian school.

2. Who is conducting this research?

The study is being carried out by the following researchers Chief Investigator Associate Professor Jae Jung, Doctor Dennis Alonzo, and Ms Hesther Stephenson, from the University of New South Wales.

Research Funder: This research is being funded by the Australian Government Research Training Scholarship.

3. Inclusion/Exclusion Criteria

Before you decide to participate in this research study, we need to ensure that it is ok for you to take part. The research study is looking to recruit people who meet the following criteria:

- You are a principal who work at independent school and,
- You work at a school with an existing gifted education program as these schools are more likely to have engaged in program evaluation. An existing gifted program, in this instance, is a program that has been present in the school for 12 months and one day or more.

Participants who meet the following criteria will be excluded from the study:

- Participants from Public and Systemic Catholic schools are not eligible to participate.
- Participants who work in schools without gifted education programs.
- Participants who work in schools with newly implemented gifted education programs. A newly implemented gifted program in this instance, is a program that has been present in the school for less than 12 months.
- Participants who work in independent schools with selective student bodies

4. Do I have to take part in this research study?

Participation in this research study is voluntary. If you do not want to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the study at any stage.

If you decide you want to take part in the research study, you will be asked to:

- Read the information carefully (ask questions if necessary).
- Sign and return the consent form if you decide to participate in the study.
- Take a copy of this form with you to keep.

5. What does participation in this research require, and are there any risks involved?

If you decide to take part in the research study, we will ask you to provide anonymised copies of any internal or external documents relevant to gifted program evaluation practices at your school. The documents may include, but are not limited to curriculum documents, program outlines, evaluation reports, and other related printed communications.

When preparing the documents for submission to the research team, it is crucial to ensure the protection of the privacy and anonymity of any persons or entities mentioned in the report. Please ensure that all personal identifiers are removed, which may include details such as names, addresses, phone numbers, email addresses, or any other information that could directly identify anyone at your school. In instances where you need to refer to individuals, it is important to use pseudonyms. Please also ensure that you omit any sensitive personal information or details from any of the documents that could lead to the identification



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM
SCHOOL EXECUTIVE MEMBERS

An Investigation into Gifted Program Evaluation Practices in Australian Independent Schools

Chief Investigator: Associate Professor Jae Jung

of your school, location, students, staff, or other people involved. By following these guidelines, your documents will contribute valuable information while ensuring privacy and anonymity is safeguarded.

In addition to collecting documents for this study, the research team will also be conducting semi-structured interviews with Gifted Education Coordinators and school executive members who work at independent Australian schools. If you submit documents, and we interview participants from your school, the submitted documents may also be discussed during the interviews. Participants may participate in the interview, without their principal submitting documents, and principals can submit documents, without any staff members at their school participating in the semi-structured interviews.

We do not expect the submission of documents for this study to cause any harm or discomfort, however if you experience feelings of discomfort because of participation in this study you can let the research team know and they will pause the interview and provide you with assistance in the form of contact information for support services if required. You also have the right to withdraw from the study at any time during the research process without consequences.

6. What will happen to information about me?

By signing the consent form, you consent to the research team collecting and using information about your school for the research study. The research team will store the data collected from you for this research project for a minimum of 7 years after the completion of the research.

Information collected from you in an electronic format stored on a UNSW password protected OneDrive only accessible to the approved research investigators. Your information will only be shared in a format that will not identify you.

To ensure privacy and confidentiality, all personally identifiable information and identifiers will be removed from the research data during data collection. Each record will be assigned a unique code, which will replace any identifying information. The list that links a participant's identity to their respective code will be securely stored in a password-protected file separate from the research data. This file will be accessible only to the research team and safeguarded with appropriate security measures, such as password protection, to prevent unauthorised access. You will only be re-identified from the codes if you request to withdraw your information from the research and your data needs to be excluded from further analysis.

You will be asked to provide your consent for the research team to share or use the information collected from you in future research that will be used in any future research.

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (NSW). You have the right of access to personal information held about you by the University, the right to request correction and amendment of it, and the right to make a complaint about a breach of the Information Protection Principles as contained in the PPIP Act. Further information on how the University protects personal information is available in the [UNSW Privacy Management Plan](#).

7. How and when will I find out what the results of the research study are?

The research team intend to publish and/ report the results of the research. This will be in a variety of ways including EdD dissertation, journals, newsletters, conference presentations. All information will be published in a way that will not identify you or your school.

If you would like to receive a copy of the results you can let the research team know by inserting your email or mailing address in the consent form. We will only use these details to send you the results of the research.



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM
SCHOOL EXECUTIVE MEMBERS

An Investigation into Gifted Program Evaluation Practices in Australian Independent Schools

Chief Investigator: Associate Professor Jae Jung

8. What if I want to withdraw from the research study?

If you do consent to participate, you may withdraw at any time. You can do so by completing the 'Withdrawal of Consent Form' which is provided at the end of this document, or you can ring the research team and tell them you no longer want to participate. Your decision not to participate or to withdraw from the study will not affect your relationship with UNSW Sydney. If you decide to leave the research study, the researchers will not collect additional information from you. You can request that any identifiable information about you be withdrawn from the research project.

9. What if I have a complaint or any concerns about the research study?

If you have a complaint regarding any aspect of the study or the way it is being conducted, please contact the UNSW Human Ethics Coordinator:

Complaints Contact

Position	UNSW Human Research Ethics Coordinator
Telephone	+ 61 2 9385 6222
Email	humanethics@unsw.edu.au
iRECS Reference Number	iRECS Number: 4370

10. What should I do if I have further questions about my involvement in the research study?

The person you may need to contact will depend on the nature of your query. If you require further information regarding this study or if you have any problems which may be related to your involvement in the study, you can contact the following member/s of the research team:

Research Team Contact Details

Name	Hesther Stephenson
Position	Doctoral Candidate and Student Researcher
Telephone	+61 2 9385 8629
Email	h.stephenson@student.unsw.edu.au

Chief Investigator

Name	Associate Professor Jae Jung
Position	Professor of Education, UNSW
Telephone	+61 2 9385 8629
Email	jae.jung@unsw.edu.au



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM
SCHOOL EXECUTIVE MEMBERS

An Investigation into Gifted Program Evaluation Practices in Australian Independent Schools

Chief Investigator: Associate Professor Jae Jung

Consent Form – Participant providing own consent

Declaration by the participant

- I understand I am being asked to provide consent to participate in this research study.
- I have read the Participant Information Sheet, or someone has read it to me in a language that I understand.
- I understand the purposes, study tasks and risks of the research described in the study.
- I provide my consent for the information collected from the documents to be used for the purpose of this research study only.
- 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 study as described and understand that I am free to withdraw at any time during the study and withdrawal will not affect my relationship with any of the named organisations and/or research team members.
- I understand that I will be given a signed copy of this document to keep.
- I would like to receive a copy of the study results via email or post, I have provided my details below and ask that they be used for this purpose only.

Name: _____

Address: _____

Email Address: _____

Participant Signature

Name of Participant (please print)	
Signature of Research Participant	
Date	

Declaration by Researcher*

- I have given a verbal explanation of the research study; its study activities and risks and I believe that the participant has understood that explanation.

Researcher Signature*

Name of Researcher (please print)	
Signature of Researcher	
Date	

***An appropriately qualified member of the research team must provide the explanation of, and information concerning the research study.**

Note: All parties signing the consent section must date their own signature.



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM
SCHOOL EXECUTIVE MEMBERS

An Investigation into Gifted Program Evaluation Practices in Australian Independent Schools

Chief Investigator: Associate Professor Jae Jung

Form for Withdrawal of Participation

I wish to **WITHDRAW** my consent to participate in this research study described above and understand that such withdrawal **WILL NOT** affect my relationship with The University of New South Wales.

- I am withdrawing my consent and I would like any identifiable information collected about me which I have provided for the purpose of this research study withdrawn.
- I am withdrawing my consent to participate in further components of this research and provide my permission for the research team to retain and/or use information collected about me which I have provided for the purpose of this research.
- I am withdrawing my consent and I understand that any information already published and/or not linked to my identity cannot be withdrawn from the research.

Participant Name

Name of Participant (Please type)	
Date	

The section for Withdrawal of Participation should be forwarded to:

CI Name:	Associate Professor Jae Jung
Email:	jae.jung@unsw.edu.au
Phone:	+61 2 9385 8629
Postal Address:	School of Education Ground Floor G45 Morven Brown Building (access through Gate 8) The University of New South Wales Sydney, NSW 2052