PARTICIPANT INFORMATION SHEET
Longitudinal Study of Australian Volunteers (Phase 1): HREC ETH19-3663

WHO IS DOING THE RESEARCH?
My name is Dr Anthony Fee and I am an academic at UTS. I am conducting this study in collaboration with colleagues: Dr Phoebe Everingham, University of Newcastle, and Dr Peter Devereux, Murdoch University.

WHAT IS THIS RESEARCH ABOUT?
This research is the first phase in a longitudinal study that aims to investigate the pre-, during and post-assignment experiences of international volunteers. Our aim is to examine the impact of your volunteering experience on features of your professional and personal life, including your career, civic engagement, and attitudes toward work, aid, and volunteering. In the first phase of the study we will collect baseline data about your motivations for, expectations about, and experiences to date with the Australian Volunteers Program prior to you commencing your volunteer assignment. Our plan is to supplement this with additional data collected during interviews at future periods. By doing this, we hope to track the impact of your volunteer experiences and your contact with the program on your subsequent outcomes, after your volunteer assignment is completed. For this reason, we are asking that participants in Phase 1 be willing to consider being ongoing participants in the study by making themselves available for follow-up interviews for up to a three-year period.

FUNDING
Funding for this project has been received from the Australian Volunteers Program. The results of the study and the details of your interview with us will be reported to the program, but the study is being undertaken independently by the research team, and no confidential or identifying information will be disclosed to the program without your prior consent.

WHY HAVE I BEEN ASKED?
You have been invited to participate in this study because you are commencing a placement in the Australian Volunteers Program in 2019. This invitation to participate has been extended by the program on behalf of the research team. Your contact details have not been passed on to the researchers. You are asked to make direct contact with us if you wish to participate. If you do so, your involvement as a participant will not be disclosed to the program or others outside the research team.

IF I SAY YES, WHAT WILL IT INVOLVE?
If you decide to participate, I will invite you to partake in an interview (approximately 60 minutes) at a time and place convenient to you. Interviews can be conducted in person (Perth, Sydney, Newcastle) or via telephone or Skype. We will ask you questions about your involvement in the program, including your expectations and motivations for volunteering, and your experiences to date (e.g. recruitment for the role and preparation for your assignment). A feature of the design of our study is that we will encourage you to help us ‘make sense’ of your experiences during the interviews. By doing this, we hope that people who participate will be active contributors to the interpretations that arise from the study about the types of volunteer (and pre-volunteer) experiences that are important.

With your permission, we will record the interview. An anonymous transcription of the interview that has all identifying information removed may be made available to the Australian Volunteers Program. You will be able to withdraw at any stage of the study without this influencing your relationship with the program or the research team.

ARE THERE ANY RISKS/INCONVENIENCE?
Yes, there are some risks/inconvenience. The main inconvenience will be requests for you to participate in additional interviews during Phase 2 which may run for up to three years. The study therefore may involve you participating for up to a three-year period. Before each subsequent interview, you will be contacted and will have the opportunity to refuse to participate if you choose to discontinue in the study. Each subsequent interview will focus on slightly different features of your post-volunteering experiences, but all will aim to explore the ways in which your volunteer assignment contributed to outcomes relevant to the Australian Volunteers Program.
DO I HAVE TO SAY YES?
Participation in this study is voluntary. It is completely up to you whether or not you decide to take part. If you agree to participate in Phase 1, there is no obligation to continue to participate in Phase 2. Your participation in this study is separate to, and in addition to, your assignment reporting obligations to the Australian Volunteers Program.

WHAT WILL HAPPEN IF I SAY NO?
If you decide not to participate at any time, it will not affect your relationship with the researchers, the University of Technology Sydney or the program in any way. 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 Dr Anthony Fee: Anthony.fee@uts.edu.au; phone + 61 2 9514 3395 or + 61 (0)466 847 707.

If you decide to leave the research project, we will not collect additional personal information from you, although personal information already collected will be retained to ensure that the results of the research project can be measured properly and to comply with law. You should be aware that data collected up to the time you withdraw will form part of the research project results. Irrespective, no identifying details will be used in any research publications or reports relating to this project.

CONFIDENTIALITY
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 and will be maintained in a secure database accessible only to the chief investigators. 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.

As part of our data collection for Phase 1, we would like to store your information for use in Phase 2 of the study, which is a direct extension of this research project. In all instances the information we store will be treated confidentially and will not be shared with anyone outside the research team. It will be used solely for the research team to contact you, and for analysis in this study.

We plan to prepare a final report of this study (Phase 1) and to share this report with the Australian Volunteers Program. In addition, anonymised versions of the transcript of all interviews conducted under this study will be made available to the program at the end of Phase 1 in line with our commitments under the project’s funding arrangements. The transcripts we provide to the Australian Volunteers Program will include no identifying features of you or your volunteer assignment and so will be completely anonymous. Similarly, information will be presented in the final report in such a way that you cannot be identified and so that opinions about or experiences with the program expressed during interviews cannot be linked to you.

In addition to the report made available to the program, the results of the research may be published in academic publications. In any of these, information will be presented in such a way that you cannot be identified.

WHAT IF I HAVE CONCERNS OR A COMPLAINT?
If you have concerns about the research that you think I can help you with, please contact me at:
Dr Anthony Fee
University of Technology Sydney (CB08.06.016)
City Campus | PO Box 123 Broadway | NSW 2007
Anthony.fee@uts.edu.au Ph: + 61 2 9514 3395

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, please contact the Ethics Secretariat on ph.: +61 2 9514 2478 or email: Research.Ethics@uts.edu.au, and quote the UTS HREC reference number ETH19-3663. Any matter raised will be treated confidentially, investigated and you will be informed of the outcome.