**Consent when interviewing**

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# **Consent form - example**

The (insert agency/s) is working on a research project to better understand [insert the purpose of your research and the project outcome – eg. we’re working on a research project to better understand mobility experiences among staff across the Australian Public Service and how we can improve mobility in the future].

We will take written notes for our analysis and synthesis and record the session. The information collected will only be used for research purposes and your comments will *not* be identifiable. Your information will be held in confidence throughout the duration of the project your details will not be revealed without your permission. Transcripts and recordings will be destroyed after they have been harvested for analysis and research purposes. Your participation is voluntary and you are free to stop participating at any time. If you have any further questions you can contact us at [[insert](mailto:mobility@apsc.gov.au) email they can use to ask questions or withdraw consent].

|  |  |  |
| --- | --- | --- |
| **I (name)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | |  |
| **Agree** to take part in research conducted by the Research Team and understand a written record will be kept. | Please circle response  **YES / NO** | |
| **Agree** to the session being recorded for analysis and research purposes in the following formats: |  |  |
| * Written recording * Audio recording * Written recording | **YES / NO**  **YES / NO** | |
| * Audio recording | **YES / NO**  **YES / NO** | |
| * Video recording | **YES / NO** | |
|  |  | |
| **Agree** to the written record of the session being added to a research library for reuse in other similar projects. | **YES / NO** | |

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Consent script - example**

The below covers the topics you should cover in the beginning of a research interview. You can say these in your own way but cover the key topics.

# At the beginning of the interview

“Hi \_\_\_\_\_, thanks for joining us today. My name is \_\_\_\_\_\_\_\_\_\_\_\_ and I’m part of a research team from the XXXX agency. We’ve also got \_\_\_\_\_\_\_\_\_\_\_\_ who will be taking notes in the session but might ask a few questions at the end.

Have you taken part in research before? It will be pretty casual, we’ll have a chat and ask you a few questions and we’ll allow a bit of time at the end if you have any questions.

We’re conducting research as part of a training program on human centred design, we’re doing research on “insert topic / purpose of the research”. We’re trying to understand current experiences and pain points around [insert product or topic].

Hopefully you had a read of the consent form already and thanks for sending it back to us, but we’ll just whip through it and double check everything.

**<Talk through consent form – reinforce research role>**

If at any point throughout the interview you need to pass on a question, take a break or need to finish early just let us know.

You won’t be identified personally to anyone outside of the team. Your name won’t be connected to any of your comments.

If anything you want to share with us is sensitive, you are welcome to use pseudonyms.

There are no right or wrong answers, we’re interested to hear your thoughts. Your experiences will provide us with the most valuable insights.

If you can explain your thinking to us and the reasons behind things, that would be really helpful.

Did you have any questions before we start?

Okay, I’ll fire up the recording machine and away we go.

# End of the interview

At the end of the session you should re-check they’re still comfortable and if needed, go into more detail about the research topic.

“Now that we’re all finished, did you have any questions? Are you still happy with the consent form we discussed at the start of the session?”