

Understanding the Staff Development Landscape Required to Support Diverse Learner Journeys in the Tertiary Sector

Participant Information Sheet – State of Play Report Consultation Questionnaire

Lead researcher: Clare Matysova

Lead researcher Contact: c.matysova@gsa.ac.uk

Invitation to Participate

This study is being undertaken as part of [Scotland's Tertiary Enhancement Programme](#) and led by the Glasgow School of Art. Please take time to read the following information carefully and discuss it with others if you wish. If there is anything that is not clear or if you would like more information, please do not hesitate to get in touch with the lead researcher.

Thank you for taking the time to read over this information sheet.

What is the purpose of the study?

The purpose of this study is to better understand how staff who teach and/or support learning in the Scottish tertiary education sector are equipped with the skills, knowledge, and capabilities required to effectively support the diverse learning journeys of their students. The project also aims to consider how the support and development opportunities available to these staff can be enhanced and developed as part of our collective commitment to continual enhancement within the Tertiary Quality Enhancement Framework.

Why have I been invited to participate?

We are inviting participants whose role, knowledge and/or experiences can help inform and address our project purpose. Your participation in this study is completely voluntary, and you are under no obligation to participate.

What does participation in the study involve?

Should you choose to participate in the study you will be asked to complete an online questionnaire which will ask you to reflect upon the outcomes and findings of our State of Play Report. These questions aim to understand whether this report is reflective of current understanding, whether any gaps exist, and what future learning and development needs should be considered within our final report. Your responses will be anonymously captured with only your role type (i.e. academic staff, professional service staff, student) and organisations name being captured. If you are providing a collective response on behalf of your organisation this will be captured also. No other personal information will be included in your response.

What are the possible disadvantages and risks of taking part?

It is not anticipated that participating in this study will cause you any disadvantages or discomfort. However, if at any time during your participation you feel uncomfortable, please speak to the lead researcher who can direct you to appropriate support (c.matysova@gsa.ac.uk).

What are the possible benefits to taking part in this study?

By participating in this study, you will have the opportunity to reflect upon and consider your own experiences of staff development and/or developing others. This may be a developmental opportunity for you to draw upon within your future practice.

Will my responses be kept confidential?

Extracts or quotes from your contributions to the study may be presented in publications. All extracts will be anonymised.

Whilst all reasonable actions will be taken to anonymise your responses there is always a small possibility that someone close to you may identify you in the final report or subsequent publications. Therefore, you should take this into consideration when agreeing to participate within this study and in your responses to the questions.

The researcher will treat your responses confidentially and work to maintain your anonymity as detailed above. However, if during data collection any evidence of wrongdoing or potential harm is uncovered the research is obligated to report this to the relevant authorities.

How can I access the results of the study?

Results from the study will be published as part of the projects final report and available on the [QAA STEP website](#).

How will my personal data be stored?

Any and all personal data provided within the project will be stored and processed on password protected devices and servers in accordance with GDPR guidelines. No data will be stored outside of these devices and servers. To ensure additional levels of security any document which stores your personal data such as your name or other identifiers will be password protected only accessible to the research team.

No personal data will be collected as part of the State of Play consultation questionnaire response. Data detailing your role type and organisations name will be kept separate to your consultation response data and will only be accessible to the researcher via a password protected file. Anonymised research data will be held in line with the Glasgow School of Arts research data retention schedule or for a period of 10 years.

How can I withdraw from the Study?

As responses to the consultation questionnaire are anonymous it is not possible to identify individual submissions, therefore we are unable to remove a response once submitted.

Who has ethically reviewed the study?

This study has been considered and approved by the Glasgow School of Art. For more information about this process please contact research@gsa.ac.uk

What do I do if I wish to make a complaint about the study?

If you have any complaints about the study or about the conduct of the researcher, you can speak to the researcher. If you feel that the researcher has not responded to your complaint to your satisfaction or if you feel unable to contact the researcher, you should contact the Glasgow School of Art Research Office at research@gsa.ac.uk.