VET Africa 4.0: Reducing Inequality And Enhancing Sustainability Through Skills Development

VET Africa 4.0: Participant Information Sheet

Section 1: The VET Africa 4.0 project

The aim of VET Africa 4.0 is to explore recent innovations in theory and practice regarding skills for development in Africa. The study will explore how new approaches to skills for development may work both theoretically and practically to reduce inequality and enhance sustainability, constituting a fourth phase in vocational education strategies (VET): VET Africa 4.0. This document describes the interviews and focus groups that are being carried out as part of the study.

> *Before you decide to take part in this study, it is important you to understand what is involved and the purpose of the VET Africa 4.0 project. Please take time to consider the following information and decide whether you wish to take part. You may discuss this with others if you wish. You may also contact a member of the team (see contact details below) if you would like more information.*

Who is conducting this research?
The project is led by Professor Simon McGrath and his team at the University of Nottingham UK, in partnership with a team at Gulu University in Uganda led by Professors Jacques Zeelen and George Openjuru, and teams from the University of Witwatersrand and Rhodes University in South Africa, coordinated by Dr Presha Ramsarup. The University Of Nottingham is the data controller for any data you submit. Contact details are provided at the end of this information sheet.

What does my participation involve?
We would like you to be involved in this research because we are interested in your experience and insights on VET and skills for development.
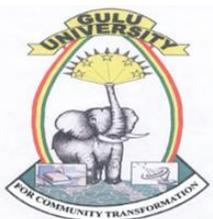- *Taking part is voluntary.*
- *You can refuse to take part or withdraw at anytime without giving a reason.*

If you choose to take part this will involve an interview and/or participation in a focus group at your place of work or study, or at a location agreed between you and the VET Africa 4.0 university partner. Interviews will last approximately 1 hour and focus groups will last approximately 90 minutes. You will need to allow up to 10 minutes beforehand to review this information and to sign a consent statement if you choose to take part.

The researchers will ask questions linked to your experience and insights on VET and skills for development. This is not a test and there are no wrong answers. You do not have to answer any questions you do not wish to answer.

What are the advantages or disadvantages of taking part?
We do not believe that there are any disadvantages to taking part, except the voluntary use of your time. We hope that you will enjoy the opportunity to discuss your experiences of VET and be part of a broader conversation about how skills for development might be linked to reducing inequality and enhancing sustainability.

Section 2: Your data and the VET Africa 4.0 project

What data are we collecting?
The VET Africa 4.0 project is collecting information on your experience of skills development (for example formal or informal VET training) and how this may relate to better livelihood opportunities for individuals and communities. We will also collect demographic information including age and gender. We are not collecting email addresses.

How are we collecting the data?
The data will be collected through interviews and/or a focus groups led by members of the VET Africa team from the project partners named above.

Why are we collecting it?
The VET Africa 4.0 project has been funded for two years (ending February 2021) by the Economic and Social Research Council (ESRC) in the UK as part of the Global Challenges Research Fund (project code: ES/S004246/1). The purpose of the study is to understand how VET based skills for development may work to reduce inequality and enhance sustainability. This reflects the United Nations Sustainable Development Goal agenda and broader efforts aimed at ensuring that VET strategies consider equity and environmental sustainability alongside economic activities.

What are we using the data for?
Interview and focus data will aggregated and analysed as part of the VET Africa 4.0 case analysis. These will inform project reports which will be published.

Will my data be kept confidential?
All information obtained during the study will be kept confidential. Access to the VET Africa 4.0 project data is limited to the VET Africa teams based at the University Of Nottingham UK; Gulu University Uganda, and The University of Witwatersrand and Rhodes University in South Africa.

How will we be sharing the data?
- The results of the VET Africa 4.0 project data we be published, for example in reports, academic journals, conferences and the websites of the project funders and partners.
- We will not share personal data and we will not identify you personally. We use a process called 'pseudonymisation', this means will we will apply a 'key' such as a number as a unique reference to each participant. Only the research team will able to match this reference back to an individual.
- In exceptional circumstances we will seek permission to name elite/publically recognised individuals in published data. We will discuss this with you individually.
- Finally, we may use anonymous quotes in relation to a specific VET institution or a particular VET course. Any personal information that could identify you will be removed or changed before being made public.

What is the legal basis for processing your data?
We can use your data for the VET Africa 4.0 project if you give us your consent to participate. We also believe that this task is in the public interest. Your data will be treated as sensitive and will be processed in accordance with General Data Protection Regulation 2016 (GDPR), and we are required by law to ensure that we protect this information. We will ensure your privacy. We will not include any personal identifiers, and no attempt will be made to combine the information you have provided in order to identify you.

How do we keep your data secure?

All project data is stored in password-protected folders on the GDPR compliant Office 365 platform managed by the PI on the University of Nottingham network.

- Interviews and focus groups will be recorded on a password-protected audio recording device.
- Recordings will be transferred by encrypted VPN connection to a password-protected folder in a fileshare managed by the PI on the University of Nottingham network.
- Once transfer is verified, recordings will be wiped from the audio device.
- A member of the project team will produce anonymised transcripts of the audio recordings, using their campus PC and saving all materials to the same network location. Where a third party is contracted to transcribe an interview/focus group, a data sharing agreement will be made with the UoN.
- All data will be identifiable only by a code, with personal details kept separately in a locked file or secure computer with access only by the immediate research team.

How long do we keep your data?

The personal identifier, which links you to your data, will be deleted and destroyed at the end of the project. All research data and records needed to validate the research findings will be stored for ten years after the end of the project. Please also privacy notice below.

Ethical review of the study

The VET Africa 4.0 project has been reviewed by the University of Nottingham School of Education Ethics Committee.

If you wish to make a complaint on ethical grounds please contact the Research Ethics Coordinator: educationresearchethics@nottingham.ac.uk

For information regarding the University's obligations with respect to rights as a data subject, please visit: https://www.nottingham.ac.uk/utilities/privacy.aspx

Contacts for further information:

VET Africa 4.0 Primary Investigator and UNESCO Chair:
    Professor Simon McGrath, University of Nottingham, UK.
    Email: simon.mcgrath@nottingham.ac.uk

VET Africa 4.0 Research Fellow:
    Dr Jo-Anna Russon, University Of Nottingham, UK.
    Email: Jo-Anna.Russon@nottingham.ac.uk

Uganda VET Africa 4.0 case coordinators:
    Professor Jacques Zeelen, UNESCO Chair, Gulu University, Uganda and
    University of Groningen, Netherlands.
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    Dr David Monk, Gulu University, Uganda
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South Africa VET Africa 4.0 case coordinator:
    Dr Presha Ramsarup, University of Witwatersrand, South Africa
    Email: presha.ramsarup@wits.ac.za

Privacy information for Research Participants

For information about the University's obligations with respect to your data, who you can get in touch with (e.g. the University's Data Protection Officer), and your rights as a data subject, please visit: https://www.nottingham.ac.uk/utilities/privacy.aspx.

Why we collect your personal data

We collect personal data under the terms of the University's Royal Charter in our capacity as a teaching and research body to advance education and learning. Specific purposes for data collection on this occasion are to develop understand how VET based skills for development may work to reduce inequality and enhance sustainability, drawing on case sites in Uganda and South Africa

Legal basis for processing your personal data under GDPR

The legal basis for processing your personal data on this occasion is Article 6(1e) processing is necessary for the performance of a task carried out in the public interest.

How long we keep your data

In line with University standards, the project data will be stored for no less than 7 years after the research project finishes. Please note, the researchers who gathered or processed the data may reuse this in future research on skills development, and the University may store the project data for up to 25 years. Measures to safeguard your stored data include storing all project data in password-protected folders on the University of Nottingham network; following an encryption protocol when data is in transit; pseudonymisation of data, and restricted access to team members only.

Who we share your data with

Extracts of your data may be disclosed in published works that are posted online for use by the scientific community. Your data may also be stored indefinitely on external data repositories (e.g., the UK Data Archive) and be further processed for archiving purposes in the public interest, or for historical, scientific or statistical purposes. It may also move with the researcher who collected your data to another institution in the future.