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| **PLAIN LANGUAGE STATEMENT AND CONSENT FORM** | Deakin University logo |

TO: Australian Universities with Disability Resource Centres

**Plain Language Statement**

Date:

Full Project Title: Inclusive Employment: Disabled Disability Service Practitioners in Higher Education

**Principal Researcher: Professor Angela Dew**

**Associate Researcher: Dr Emily Gaspar**

**Reference Number:** 2024/HE000425

**Introduction**

This research is part of a post-doctoral Fulbright Scholarship for Dr Emily Gaspar from Coastal Carolina University in the United States (US). Dr Gaspar is being hosted at Deakin University by Professor Angela Dew, Disability and Inclusion. This research extends to Australia, Dr Gaspar’s PhD research in the US.

As an Australian University offering dedicated support to students with disability, we would like to invite you to provide organisational consent to provide information about this research project to all staff employed at your university as disability service practitioners.

**Purpose**

The aim of this research is to explore the employment experiences of disability services practitioners (DSP), who identify as disabled, and work at institutions of higher education in Australia. This research project will focus on the experiences of disabled DSP whose personal disability identity, coupled with professional expertise regarding disability in higher education, make them lived-experience experts. The research is being conducted at Deakin University and other Australian universities. The research questions are:

1. How do Australian disabled disability service practitioners in post-secondary education describe their experiences on campus?

2. How do Australian disabled disability services practitioners in post-secondary education describe their intersectional identities?

3. What are the differences and similarities between disability practitioners who identify as disabled and work in tertiary or post-secondary education in Australia and the United States?

**Procedures**

During this research study, consenting participants from your organisation will be asked to take part in an in-person or online (their choice), audio-recorded semi-structured interview with Dr Gaspar, and subsequently review the analysis of their individual interview for accuracy. The interview will take approximately 120 minutes. The participant can choose to be interviewed in one session, or to spread the interview across two 60-minute sessions. The interviews will be conducted in February or March of 2025.

**Rights**

This is a voluntary research project. This means that individuals who are invited to engage can choose to decline and may withdraw at any time. If you wish to withdraw your organisation’s consent, complete the attached form and return it to the researchers using the contact details provided below. You will then receive a formal acknowledgement of your withdrawal from the research project. You do not need to provide a reason for withdrawing and doing so will not impact your relationship with the researchers or the university.

**Risks**

During this research study, it is possible that participants may experience discomfort by discussing their lived experience as a disabled disability service practitioner. As the questions are about their work and personal experiences at work, we do not anticipate that they will be personally, emotionally or psychologically adversely affected by them. In the unlikely event that a participant is adversely affected as a result of participating in the interview we will connect them with your university approved employee wellbeing support service. We will ask you to provide us with details of this support service upon receiving consent for your organisation to participate in the research.

**Benefits**

By agreeing to participate in this research study, it is not expected that participants or your organisation will benefit directly. This research, however, may help higher education professionals consider how identity impacts lived experiences.

**Monitoring of the study**The study will be monitored through annual reports provided to the Deakin University Human Ethics Advisory Group.

**Funding**Participants will not be paid for partaking in this research.

**Confidentiality**

Whether participants do or do not participate in this research will not be disclosed and is fully confidential. The person within your organisation who distributes the recruitment materials on our behalf will not know who or if anyone from your organisation has agreed to participate. Participants privacy and confidentiality in participating in this research study will be protected at all times. Participants will not be named or otherwise identified on any materials related to the research. Only Dr Gaspar and Professor Dew will know participants’ identity. Pseudonyms will be attributed to participants for reporting purposes.

Confidentiality will only be violated when required by law. This usually includes, but may not be limited to, situations when participants’ responses indicate that they, or another clearly identified individual, is at risk of imminent harm or situations in which researchers are mandated reporters, such as instances of child abuse.

**Sharing the Results**

At the conclusion of the research, the results will be shared via a full project written summary sent to participants and to your nominated organisation representative by Dr Gaspar. The de-identified results will also be presented at relevant conferences, and in peer-reviewed publications. No identifying information will be shared in any of these formats.

**Data Storage and Management**

All research data will be held digitally and stored on Syncplicity, a Deakin University preferred data storage system. Data will only able to be accessed by Professor Dew and Dr Gaspar. Data will be stored for up to five years after publication and then destroyed.

To obtain more information about this research project please contact:

Dr Emily Gaspar on [e.gaspar@deakin.edu.au](mailto:e.gaspar@deakin.edu.au)

OR

Professor Angela Dew on [angela.dew@deakin.edu.au](mailto:angela.dew@deakin.edu.au) or telephone: 03 92445766.

Complaints

If you have any complaints about any aspect of the project, the way it is being conducted or any questions about your rights as a research participant, then you may contact:

The Human Research Ethics Office, Deakin University, 221 Burwood Highway, Burwood Victoria 3125, Telephone: 9251 7129, [research-ethics@deakin.edu.au](mailto:research-ethics@deakin.edu.au)

Please quote project number 2024/HE000425.

**PLAIN LANGUAGE STATEMENT AND CONSENT FORM** 

**TO: Australian Universities with Disability Resource Centres**

**Organisational Consent Form**

*(To be used by organisational Heads providing consent for staff/members/patrons*

*to be involved in research)*

**Date:**

**Full Project Title:** Inclusive Employment: Disabled Disability Service Practitioners in Higher Education

**Reference Number:** 2024/HE000425

**PLEASE NOTE: an Organisational Consent Form should be attached to a Plain Language Statement that has been tailored for the organisation. It should not be attached to a Plain Language Statement for participants or their parents or guardians.**

I have read and I understand the attached Plain Language Statement*.*

I give my permission for [staff] of [name of university] to participate in this project according to the conditions in the Plain Language Statement and agree to support the project as described in the Organisational Plain Language Statement

I have been given a copy of the Organisational Plain Language Statement and Consent Form to keep.

The researcher has agreed not to reveal the participants’ identities and personal details if information about this project is published or presented in any public form.

## I agree that

*1*. *The institution may be named in research publications or other publicity without prior agreement.*

*2. We EXPECT to receive a copy of the research findings or publications.*

Name of person giving consent (printed) ………………………………………………………

Signature ……………………………………………………… Date …………………………

**Please email this form to:**

Dr Emily Gaspar on [e.gaspar@deakin.edu.au](mailto:e.gaspar@deakin.edu.au)

**PLAIN LANGUAGE STATEMENT AND CONSENT FORM** 

**TO: Australian Universities**

**Withdrawal of Consent Form**

*(To be used for participants who wish to withdraw from the project)*

**Date:**

**Full Project Title:** Inclusive Employment: Disabled Disability Service Practitioners in Higher Education

**Reference Number:** 2024/HE000425

I hereby wish to WITHDRAW my consent to participate in the above research project and understand that such withdrawal WILL NOT jeopardise my relationship with Deakin University or **[and add other organisations where applicable]**.

Participant’s Name (printed) …………………………………………………….

Signature ………………………………………………………………. Date ……………………

**Please email this form to:**

Dr Emily Gaspar on [e.gaspar@deakin.edu.au](mailto:e.gaspar@deakin.edu.au)