

Participant Consent Form

Action Research Project: Early Industry Exposure and Student Progression

Please read each statement carefully and tick to indicate your agreement.

☐ I confirm that I have read and understood the Participant Information Sheet dated _____.

☐ I understand the purpose of the research and what my participation involves.

☐ I understand that the workshop will be audio and video recorded.

☐ I understand that my contributions may be transcribed and anonymised for use in academic assessment and related scholarly work.

☐ I understand that no identifying information will be included in any written submission or presentation.

☐ I understand that my participation is voluntary and that I may withdraw my consent at any time without giving a reason and without any impact on my assessment or progression.

☐ I understand that recordings will be stored securely in accordance with UK GDPR and the Data Protection Act 2018 and will be deleted once the project and assessment process are complete.

☐ I agree to take part in this research project.

Name (printed): _____

Signature: _____

Date: _____

Recording, Data Protection and Use of Contributions

As part of this reflective workshop, audio and video recordings will be made in order to accurately capture discussion and ensure that participants' contributions are represented faithfully within the research. Recording reduces reliance on selective note-taking and supports responsible analysis.

The recordings will be used solely for the purposes of this action research project and any associated academic assessment or scholarly reflection. Extracts from the discussion may be quoted in written work; however, all data will be anonymised at the point of transcription. No names or identifying details will be included in any submission, presentation, or dissemination arising from this project.

The lawful basis for processing this data is consent. In accordance with UK GDPR and the Data Protection Act 2018, you have the right to withdraw your consent at any time without providing a reason. If you choose to withdraw, your identifiable data will be removed from the dataset where reasonably possible.

All recordings will be stored securely on password-protected, institutionally approved systems and will not be stored on personal devices. Access will be restricted to the researcher and, where required for assessment purposes, the allocated tutor. Recordings will not be shared publicly, used for promotional purposes, or circulated beyond the scope of this research project. Data will be retained only for the period necessary to complete the research and assessment requirements, after which it will be securely deleted.

Participation in the recorded discussion is entirely voluntary. Choosing not to participate, or withdrawing at any stage, will have no impact on your assessment, academic progression, or standing within the course.