

Form 1: Application to conduct research in TAFE NSW

This is an application for conducting research at TAFE NSW. Refer to the [Conducting Research in TAFE NSW - Application process](#).

Complete all relevant fields in this application. Refer to Appendix 1 for all link URLs.

1. Contact Details

Identify the principal researcher and each member of the research team.

Principal researcher

Name of principal researcher:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #2

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #3

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #4

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #5

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #6

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

Team member #7

Name of Team member:

Title:

Contact name (if different from above):

Organisation:

Address:

Phone number:

Email:

2. Proposal details

Complete the table below to identify details of the research proposal and show how your proposal meets TAFE NSW research application requirements.

Read and follow the procedure: [Guidelines for applications to conduct research in TAFE NSW](#)

1. Title of the proposal:
2. Precis of proposal:

3. Identify how the research meets the Criteria for Approval, including:
Refer to Part 3.1 of the procedure
 - 3.a How does the research align with TAFE NSW strategic goals and directions?

 - 3.b Identify how informed consent will be obtained from participants?
Provide details and confirm that information and consent letters are attached.

Information and consent letter attached: Yes No

3.c State the method/s to protect the anonymity and confidentiality of participants

3.d Do you require access to student data or personal information held by TAFE NSW? Yes No
If yes, you need to complete Form 3 in this application, which is an additional process.

3.e How will the research remain sensitive to the personal, cultural and religious lives of participants?

3.f How will the process minimise risk or harm to participants?

3.g Do you have public liability insurance? Yes No
If yes, attach evidence of insurance to this application Evidence attached

3.h How will the research prevent unnecessary disruption to students?

3.i Demonstrate that appropriate research methodologies are used
Project proposal attached which includes description of project methodology: Yes No

3.j Will the findings of the research be primarily used for commercial gain? Yes No

3.k Have all researchers in the project obtained and supplied evidence of a valid Working with Children Check (WWCC)? Yes No Evidence attached

4. Research proposal outline Yes No
Refer to Part 3.2 (b) of the procedure

Proposal outline attached that includes:

- *Research question / Hypothesis*
- *Context and background*
- *Purpose / Objectives*
- *How the research is to be used*
- *Means for data collection*
- *Participants from whom data is gathered*
- *Methods to ensure privacy*
- *Name of organisation (if relevant)*
- *Planned timeline*

5. Other supporting documentation Yes No
Refer to Part 3.2 (c) of the procedure, e.g. interview schedules, questionnaires, data collection instruments
6. Have you previously applied to conduct this or similar research in TAFE NSW? Yes No
If yes, please provide details.

7. Is the proposed research part of a university course? Yes No
If yes, complete section 3 'University details' below.

8. Approval from a higher education ethics committee Yes No Evidence attached
For higher education staff and students.
Note: TAFE NSW will not provide final approval until the researcher supplies evidence of approval by the ethics committee

Note to applicant: Attaching documents

You will need to provide a number of documents with this application. Please use the following naming convention for the attachment documents. For example:

- 01_TAFE Research Application
- 02_Participant Information Sheet
- 03_Interview Guide for Participants
- 04_Participant Consent Form
- 05_Ethics committee approval
- 06_Public liability evidence
- 07_WWCC_Researcher 1/2/3/etc
- etc

3. University details

Complete this table if you answered 'YES' at Section 2.8 above.

Details of affiliated higher education organisation (where relevant)

Name of university

Qualification

Supervisor

Department

Faculty

Phone number

4. Applicant declaration & agreement to share findings.

I declare that the above information is correct.

I agree to comply with the criteria within the TAFE NSW external applications procedure while carrying out the proposed research.

I will ensure that I, and any assistants working with me and/or on my behalf, will maintain the confidentiality of all information collected from participants.

I understand that as part of the agreement to conduct research at TAFE NSW I will provide TAFE NSW with a copy of the findings prior to publishing. You can do this by emailing a copy to the Chief Product and Quality Officer at qualitystandards@tafensw.edu.au

Name of principal researcher

Signature

Date

Form 2: External researcher referee's reports

You must supply 2 referees reports supporting the principal researcher, with this application.

Research proposal details

Name of principal researcher

Title of proposed research

Referee #1 details

Name of Team member:

Organisation:

Address:

Phone number:

Email:

Relationship to researcher:

Referee #1 report

Please comment on the following aspects of the proposal, in relation to the [Guidelines for applications to conduct research in TAFE NSW](#)

Significance, purpose and value of the research

Appropriateness of the research design

Methodological adequacy and viability

Ethical considerations

Briefly describe why you consider the principal researcher to be capable of undertaking the research described in the attached proposal

Referee #1 signature

Name

Signature

Date

Referee #2 report

Please comment on the following aspects of the proposal, in relation to the [Guidelines for applications to conduct research in TAFE NSW](#)

Significance, purpose and value of the research

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Briefly describe why you consider the principal researcher to be capable of undertaking the research described in the attached proposal

Referee #2 signature

Name

Signature

Date

Form 3: TAFE NSW data research request planning form

Note: Only complete this section if you plan to request student data or personal information from TAFE NSW (as identified in Form 1 above)

Please supply details of any data you plan to request from TAFE NSW for your proposed research project. This is not an actual application for the data, but it will provide information about the level and scope of data about enrolments/completions, specific student cohorts, staff that applicants would like to have access to for the proposed research.

If the research proposal is approved, the data request planning form will be sent to the appropriate person in TAFE NSW who either can supply the data or can refer researchers to relevant publicly available data sets. There may be a charge for the provision of research data to external researchers.

Applicant details

Title of proposed research:

Name of principal researcher:

Signature

Phone number:

Email:

Relationship to researcher:

Information required

Details of TAFE NSW data needed for planned research: (Provide specifics e.g. timeframe)

How do you propose to use TAFE NSW data in your research?

Date data is required:

Complete the following if you are a researcher employed by TAFE NSW

What data sets that you currently have access to do you plan to use as part of the research?

What additional data would you require for the proposed research?

How do you propose to use TAFE NSW data in your research?

Form 4: Working With Children Check

Working With Children Check (WWCC)

For verification purposes, paid researchers are required to provide the approving TAFE NSW officer with a WWCC application number, their full name and date of birth.

Volunteers (such as post-graduate students) who will be interacting with children for the purposes of their research may need to undertake a WWCC. This is free for volunteers.

Applicants fill in an online form at Service NSW [Apply for a Working With Children Check](#)

Applicants must take their application number and proof of their identity to a NSW motor registry or NSW Council Agency. Proof of identity for the check is the same as for a NSW driver's license. If they are in paid work, they must also pay an \$80 fee for a five-year clearance. The application number can now be used in the online verification process, pending the outcome of the application.

Working with children check (WWCC) details.

Provide details of the WWCC for each of the researchers, and anybody else involved in the project who will be attending a TAFE NSW campus or interacting with TAFE NSW students.

Researcher name	WWCC number	Clearance expiration

Appendix 1: Links

Find below the URLs for all links provided in this document:

[Conducting Research in TAFE NSW – Application process](#)

[Guidelines for applications to conduct research in TAFE NSW](#)

[Apply for a Working With Children Check](#)