Research review appendices

# Appendices

## Appendix A: Application forms

### Form 1: Application to conduct research in TAFE NSW

1. **Contact details:**

*(Contact details for each member of the research team should be provided separately and attached to the back of the application)*

1. Name of principal researcher:
2. Title:
3. Contact name (if different from above):
4. Organisation:
5. Address:
6. Telephone: g. Fax: h. E-mail:
7. **Title of proposal:**
8. **Precis of proposal***: Including how the research meets the Criteria for Approval*
9. **Is the research project proposal attached?**  YesNo
10. **Have you previously applied to conduct this or similar research in TAFE NSW?**  YesNo

*If 'Yes', please provide details:*

1. **Have you previously submitted a related application to TAFE NSW?**  YesNo

*If 'Yes', please provide details*

1. **I agree to provide the research findings to the Chief Strategy and Commercial Officer prior to publication:**  YesNo
2. **Is the proposed research part of a University course?**  YesNo

*If 'Yes', please complete question 9*

1. **Details of affiliated higher education organisation (where relevant):**
2. Name of university:
3. Qualification:
4. Supervisor: e. Department:
5. Phone number: f. Faculty:
6. **Will the findings of the research be primarily used for commercial gain?**  YesNo

*I declare that the above information is correct. I have read the* ***Criteria for Approving Applications*** *and agree to comply with them in 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.*

**Name of principal researcher:**

**Signature of principal researcher: Date:**

### Form 2: External researcher referee’s report

*Two referees must be supplied.*

1. **Name of principal researcher:**
2. **Title of proposed research:**
3. **Referee contact details:**
4. Name: e. Phone:
5. Position: f. Email:
6. Organisation:
7. **Relationship to researcher:**
8. **Please comment on the following aspects of the proposal, in relation to the TAFE NSW *Criteria for Approving Applications*:**
9. Significance, purpose and value of the research:
10. Appropriateness of the research design:
11. Methodological adequacy and viability:
12. Ethical considerations:
13. To what extent do you consider the principal researcher to be capable of undertaking the research described in the attached proposal:

**Referee’s signature: Date:**

### Form 3: TAFE NSW data research request planning form

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.

1. **Title of proposed research:**
2. **Contact details:**
3. Name: b. Phone: c. Email:
4. **Complete the following if you are a researcher external to TAFE NSW:**
5. Details of TAFE NSW data needed for planned research: (*Provide specifics e.g. timeframe)*
6. How do you propose to use TAFE NSW data in your research?
7. Date data is required:
8. **Complete the following if you are a researcher employed by TAFE NSW:**
9. What data sets that you currently have access to do you plan to use as part of the research?
10. What additional data would you require for the proposed research?
11. How do you propose to use TAFE NSW data in your research?

**Researcher signature: Date:**

## Appendix C: Working with children check

**Working With Children Check**

The New South Wales Government has recently made legislative changes to the Working With Children Check. These changes came into effect from 15 June 2013.

New employees and contractors (i.e. those newly employed or engaged from 15 June 2013) are required to meet relevant requirements under the new Working With Children Check process.

In relation to Applications to conduct research in TAFE NSW, researchers [such as university academics] and volunteers [such as post-graduate students] are required to demonstrate a current check as part of the research approval process and apply for their own check once every five years.

Employers (such as TAFE NSW) will verify a child-related worker’s or volunteer’s clearance number.

Under the new check:

* the same Working With Children Check will apply to everyone – paid workers, self-employed people and volunteers
* everyone with a working with children clearance will be continuously monitored for serious sex or violence offences.

**What is the new process to apply for a new Working with Children Check?**

Applicants fill in an online form at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.

Once they have submitted the form, they will receive an application number. This application number cannot be used for online verification until STEP 2 is completed.

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 final outcome of the application. While many applicants will be advised of the final outcome of their check by email, from the Office of the Children’s Guardian, within a few days of lodging the application, it may take up to four weeks.

**What are the results of a check?**

When a worker or volunteer applies for a new Working With Children Check the result will be either a clearance or a bar. If an applicant has no criminal history or employer disciplinary findings they will be cleared to work with children. People with a bar may not work or volunteer in child-related roles. A volunteer check cannot be used for paid work with children.

**Applications to conduct research in TAFE NSW**

For verification purposes, paid researchers are required to provide the approving TAFE NSW officer with a Working With Children Check 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 Working With Children Check. This is free for volunteers.

**Access to more information**

For more information please visit the NSW Office of the Children’s Guardian website: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

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