

## Instructions for Award Co-ordinators



In the United States, we have identified Confidence, Creativity and Adaptability, and Planning and Problem Solving as the outcomes we are interesting in researching for young people. To gain an understanding of the effect of the Award in relation to these outcomes, we would like to ask for your cooperation in circulating our survey links to the young people in your organisation.

There will be a pre-survey and a post-survey which will enable us to measure the change in these outcomes. In order to understand how much of this change can be attributed to the Award, we need to include both Award participants and non-Award participants in the survey.



### Where we need your help: Obtaining responses

#### Step 1: Inform parents

First please circulate the relevant Research Information document and parental/guardian opt-out form.

- 1) Research Information for Award participants' parents/guardians
- 2) Research Information for non-Award participants' parents/guardians
- 3) Parent/guardian opt-out form

Please set parents a deadline by which to return these forms to you.

Once this deadline has passed, you can move to Step 2.

#### Step 2: Send the pre-survey links to your young people (those whose parents/guardians have returned their consent forms)

We have provided you with a flyer (as a pdf file), which contains a weblink to the relevant surveys for both Award participants, and non-Award participants.

- Send the flyer via email to your young people, and they will be able to click on the weblink to take part
- Put up copies of the flyer so they can scan the relevant QR code on their smart phones to take part

Please note, Award participants should fill out the surveys as soon as they sign up for their Award, and non-Award participants should complete it during the same time period. As an incentive, we are offering all young people who take part in this research the chance to win an iPad!

Please encourage young people within your organisation to take part in this research. For example, you could allocate time within an ORB training session or after an I.T. class for young people to complete the survey whilst together at their computers.

#### Step 3: Send the post-survey links to your young people

Finally, please contact the young people who took part in the survey to ask that they fill in the post-survey.

For Award participants this will be after they complete their Bronze, Silver or Gold Award. For non-Award participants this will be at least 6 months after the pre-survey, we suggest sending these when you're sending the post-survey links to your Award participants. We will be providing you with a template email for this which will contain the post-survey weblink.

**Analysis:** Working with research consultants from the University of Surrey, UK we will put together a report of our findings. We hope to share the preliminary results with you in early 2018.

# The Duke of Edinburgh's International Award Research

**Complete our online surveys for your chance to  
win an iPad!**



The Duke of Edinburgh's International Award Foundation is researching the effects of the Award on young people's lives.

All 14 to 18 year olds are invited to take part in our research, you don't need to be an Award participant. Simply fill in the online surveys and you'll have a chance to win an iPad!\*

## **How to Participate:**

Please scan the QR code, or  
click on the weblink below to  
access your survey:

<http://www.intaward.org/monitoring-outcomes-award-research-sp5>



## **Award Participant Parent/Guardian Information Sheet – signed consent v5 4.10.16**

### **Dear Parent or Guardian,**

The Duke of Edinburgh's International Award (the Award) is an internationally recognised youth achievement programme that aims to equip young people for life and work. To date over 8 million young people from all across the world have joined the Award. Further information about the Award and how it is delivered globally can be found at [www.intaward.org](http://www.intaward.org).

The Duke of Edinburgh's International Award Foundation (the Foundation) and the University of Surrey (UK) are interested in finding out how young people aged 14 to 24 develop across the course of a year in terms of their development and inclusion in social life whether participation in the Award might facilitate this. Therefore, we would like to invite your child to take part in our global survey.

What is the purpose of this study? Our main aim of the research project is to gain a better insight into 10 pre-defined outcomes of the Award and its potential impact(s) to the lives of young people. We are primarily interested in how the Award impacts on individual and social habits, personal and skills development. Results will contribute to a better understanding of the outcomes of the Award on a global scale and help the Foundation to develop and improve the Award and make it more accessible and beneficial to every young person who participates in the programme.

### **What does it involve?**

Your child will be asked to answer a set of questions on their participation and involvement in the Award twice – at the beginning and at the end of their Award programme. Each survey will be accessed and completed online and should take no longer than 20 minutes to complete. Details will be provided by your child's school or youth club.

### **Are there any potential benefits?**

There are no direct benefits involved; however results from this study will help the Award to assess their impact on young people's lives and to develop and further improve their current programmes which in turn will benefit your child's and future participants' Award experience. If your child completes the survey both before and after their award, they will be able to enter into a prize draw for an iPad. Please contact your child's Award Leader for further information including terms and conditions (accessible here <http://www.intaward.org/sites/default/files/TCS%20Prize%20Draw.pdf>) and how to enter. It is expected that there will be at least 200 participants in this research and among those there will be 10 winners of iPads.

### **Are there any possible risks?**

If your child feels that this study has adversely affected him/her, please contact your school counsellor, a health professional, the Foundation's research representatives Laura Naylor: [l.naylor@surrey.ac.uk](mailto:l.naylor@surrey.ac.uk), Melek De-Wint: [melek.de-wint@intaward.org](mailto:melek.de-wint@intaward.org) or refer to the following resource where you can find your local helpline:

<http://www.childhelplineinternational.org/where-we-work/>

### **Is it confidential?**

Your child's responses to the survey will not be anonymous, but they will remain confidential. The survey will be completely online based using Qualtrics, an online survey software. The data will be kept digitally on office computers at both the University of Surrey and the Duke of Edinburgh's International Award Foundation and will be safely stored for at least 10 years at the University of Surrey. Your child's personal details will be removed from his/her questionnaire responses once he/she has completed the second survey and their data will be analysed. All personal data will be handled in accordance with the UK Data Protection Act 1998.

Your child's answers will not be fed back to parents/guardians, peers, school or any other youth groups. Any report of this research that would be made available to the public will not include your child's name or any other individual information by which your child could be identified. If your child is the winner of one of the iPads, his or her name may be used in publicity materials distributed by the Duke of Edinburgh's International Award, however this will not be linked in any published medium to their data.

### **How can my child take part?**

Your child will read an information sheet and will be required to indicate his/her consent at the beginning of the online survey.

If your child is under the age of 16, you will be asked to sign a parent/guardian consent form and to submit it to the local survey facilitator who will then send your child a link to the online survey.

### **How can my child withdraw from the study?**

Your child's participation is completely voluntary and he/she can withdraw at any point during the study without having to tell why he/she doesn't want to continue any longer. This means that if your child doesn't want to complete the first survey or the second survey, he/she simply doesn't have to fill anything in. If your child participated in the first and/or second survey and he/she wishes that their data should not be included in the final analysis, please contact Laura Naylor ([l.naylor@surrey.ac.uk](mailto:l.naylor@surrey.ac.uk)). Once the research has entered the publication process, your child's data will not be able to be withdrawn.

### **How can I complain about this study?**

All complaints about any aspects of this study should be addressed to Prof. Mark Copley ([mark.copley@surrey.ac.uk](mailto:mark.copley@surrey.ac.uk)).

If you would be interested in discussing this further or if you have any other questions or concerns before your child's participation, please feel free to contact your child's school or youth club, Mrs Melek De-Wint at +44(0)20 7222 5323 and [melek.de-wint@intaward.org](mailto:melek.de-wint@intaward.org), or Laura Naylor ([l.naylor@surrey.ac.uk](mailto:l.naylor@surrey.ac.uk)).

### **Who has reviewed the study?**

This study has been reviewed and received a favourable ethical opinion from the University of Surrey Ethics Committee.

**Thank you very much for you and your child's help in advance.**

Kind regards,

The Duke of Edinburgh's International Award Foundation Research Team

## Control Participant Parent/Guardian Information Sheet – signed consent v6 4.10.16

**Dear Parent or Guardian,**

The Duke of Edinburgh's International Award (the Award) is an internationally recognised youth achievement programme that aims to equip young people for life and work. To date over 8 million young people from all across the world have joined the Award. Further information about the Award and how it is delivered globally can be found at [www.intaward.org](http://www.intaward.org).

The Duke of Edinburgh's International Award Foundation (the Foundation) and the University of Surrey (UK) are interested in finding out how young people aged 14 to 24 develop across the course of a year in terms of their development and inclusion in social life whether participation in the Award might facilitate this. Therefore, we would like to invite your child to take part in our global survey.

What is the purpose of this study? Our main aim of the research project is to gain a better insight into 10 pre-defined outcomes of the Award and its potential impact(s) to the lives of young people. We are primarily interested in how the Award impacts on individual and social habits, personal and skills development. Results will contribute to a better understanding of the outcomes of the Award on a global scale and help the Foundation to develop and improve the Award and make it more accessible and beneficial to every young person who participates in the programme.

In order to be able to do this we need to recruit young people like your child who has not yet participated in the Award (referred to as control group) as we will compare their responses to those of his/her peers who are currently involved in the Award. This is essential as we need to establish whether any improvements over time seen in Award participants are not just due to young people's developmental changes but the result of their involvement in the Award.

### **What does it involve?**

Your child will be asked to answer a set of questions that are designed and used to measure the outcomes. They will be asked to answer the same questions 12 months after they took the survey in the first place. The surveys will be accessed and completed online and should take no longer than 20 minutes to complete. Details will be provided by your child's school or youth club.

### **Are there any potential benefits?**

There are no direct benefits involved; however results from this study will help the Foundation to assess the Award's impact on young people's lives and to develop and further improve their current programmes which in turn might benefit your child if he/she is interested in participating in the Award sometime in the future. If your child completes the survey at the beginning and end of the research period, they will be able to enter into a prize draw for an iPad. Please contact the Award Coordinator at this organization for further information including terms and conditions (accessible here <http://www.intaward.org/sites/default/files/TCs%20Prize%20Draw.pdf> and how to enter. It is expected that there will be at least 200 participants in this research and among those there will be 10 winners of iPads.

### **Are there any possible risks?**

If your child feels that this study has adversely affected him/her, please contact your school counsellor, a health professional, the Foundation's research representatives (Laura Naylor ([l.naylor@surrey.ac.uk](mailto:l.naylor@surrey.ac.uk)), Melek De-Wint: [melek.de-wint@intaward.org](mailto:melek.de-wint@intaward.org) or refer to the following resource where you can find your local helpline:

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### **Is it confidential?**

Your child's responses to the survey will not be anonymous, but they will remain confidential. The survey will be completely online based using Qualtrics, an online survey software. The data will be kept digitally on office computers at both the University of Surrey and the Duke of Edinburgh's International Award

Responses received will be safely stored for at least 10 years at the University of Surrey. Your child's personal details will be removed from his/her questionnaire responses once he/she has completed the second survey and their data will be analysed. All personal data will be handled in accordance with the UK Data Protection Act 1998.

Your child's answers will not be fed back to parents/guardians, peers, school or any other youth groups. Any report of this research that would be made available to the public will not include your child's name or any other individual information by which your child could be identified. If your child is the winner of one of the iPads, his or her name may be used in publicity materials distributed by the Duke of Edinburgh's International Award, however this will not be linked in any published medium to their data.

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