

Consent form [TEMPLATE]

**example**

This document is provided as an example of a consent form and users should consider obtaining appropriate professional advice.

## Engagement information

### About [Engagement name – organisation]

#### About the organisation

This project is with [organisation]. [Organisation] is…

#### Purpose of the project

[Organisation] is looking to…

This project is looking for people to [test/share their experiences/co-design]…

#### Who can participate?

[Organisation] are looking for perspectives from people who: [For example]

* Are 18 years or older
* Identify as XYZ
* Have lived experience of XYZ
* Have used XYZ before
* Are interested in XYZ
* Live close to [location]

#### [Example]

**example**

ORG is a government department in New South Wales. The team at ORG are looking to improve the experience of the ORG mobile app. This project is looking for people to test the new designs of the ORG mobile app. The user testing will be facilitated by ORG.

ORG are looking for perspectives from people who:

* Are 18 years or older
* Have used the ORG mobile app before
* Live in NSW

## What to expect as a participant

### What will happen

During the session, you will be with [#] researchers from [organisation].

The activity planned is [interviews/focus groups/surveys/workshops/user testing].

#### [Example]

In this session, [For example: usability testing]

* You will be asked some general questions about your experience with [product/service].
* You will then be shown a new design of some parts of the app. It’s a draft/work-in-progress, so not all buttons or links on it will be working.
* The facilitator will describe some scenarios for you to use the new design, then ask for your feedback and opinions about the new design.

### Where and when?

**example**

The [interviews/focus groups/surveys/workshops/user testing] will be run online / in person at [location].

The sessions will be running from [date] to [date].

### Payment

You will be paid [x] in the form of a gift card for your time and experience.

### Expression of interest

Please complete this expression of interest form to register your interest in participating. We will then contact you about if you have been selected for this project or not.

Please contact [person] by email ([insert email]) or phone ([insert phone]) if you have any questions or concerns, or would like to register your interest without completing the online form.

You can provide your access needs as part of the expression of interest form or contact us directly to discuss them.

## Consent statement

**example**

### Participant consent

Please read the project information and complete this consent statement if you agree to participate.

I (participant) understand that:

* I am volunteering to take part.
* I will receive payment for my time, expertise and lived experience.
* Any personal information I share with [organisation] will be kept private to the project team.
* My name will not be identified in the project reports or outputs.
* Quotes of what I say may be used in the reports.
* No quotes containing identifiable information related to me will be used.
* I can leave at any time by telling the facilitator.
* There is no penalty for leaving.
* I can choose to not answer questions if I do not want to.
* Recordings will be used for notetaking if I give permission.
* Recordings may be shared with the project team if I give permission.
* Recordings, if any, will be deleted at the end of the project.

I give permission for the facilitator to make a video and sound recording of the focus group for notetaking.

* Yes
* No

I give permission for the recording to be shared with the project team.

* Yes
* No

Would you like to receive updates about the findings from this project?

* Yes – selecting ‘yes’ gives the organisation   
  access to your email address.
* No

If there is anything else that you do not agree to or have any comments, please note them here:

**example**

If you have any questions or concerns, please contact the [organisation’s] team by email ([insert email]) or phone ([insert phone]).

### Participant to complete:

Name:

Signature:

Date:

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