



Queensland  
Government

Department of  
**Education and Training**

5 October 2016

Associate Professor Wesley Imms  
University of Melbourne  
Melbourne Graduate School of Education  
The University of Melbourne  
PARKVILLE VIC 3010

Dear Associate Professor Imms,

Thank you for your application seeking approval to conduct research in Queensland state schools titled *Innovative Learning Environment and Teacher Change*. I wish to advise that your application to invite research participants to be involved in your study has been approved. This letter gives you approval to approach potential research participants only.

You may approach principals of the schools nominated in your application and invite them to participate in your research project. In the first instance, please provide principals of these schools with the attached letter which provides important information to help inform their decision about whether they wish to participate in this study. Your approval is conditional upon provision of this letter to each of the school principals you have nominated (you may need to photocopy the attached letter to provide sufficient copies for all principals).

As detailed in the Department's research guidelines the following applies to the study:

- You need to obtain consent from the relevant principals before your research project can commence.
- Principals have the right to decline participation if they consider that the research will cause undue disruption to educational programs in their schools.
- Principals have the right to monitor any research activities conducted in their facilities and can withdraw their support at any time.

This approval has been granted on the basis of the information you have provided in your research proposal and is subject to the conditions detailed below.

- Adherence to the Department's *Terms and Conditions of Approval to Conduct Research* in Departmental sites is required as outlined in the document at: [http://education.qld.gov.au/corporate/research/terms\\_conditions.pdf](http://education.qld.gov.au/corporate/research/terms_conditions.pdf)
- Any changes required by your institution's ethics committee must be submitted to the Department of Education and Training for consideration before you proceed. Conversely, any changes required by the Department must be submitted to your institution's ethics committee to ensure you are not in breach of your ethics approval.
- Any variations to the research proposal as originally submitted, including changes to the research team, changes to data collection, additional research undertaken with the data, or publication based on the data beyond what is normally associated

Education House  
30 Mary Street Brisbane 4000  
PO Box 15033 City East  
Queensland 4002 Australia  
Telephone 07 3034 5929  
Website [www.dete.qld.gov.au](http://www.dete.qld.gov.au)  
ABN 76 337 613 647

with academic studies, should be submitted to the research officer via email. Significant variations will require the submission of a new application.

- Papers and articles intended for publication that are based on data collected from Queensland state schools and/or Departmental sites should be provided to the Department for comment before release.
- Under no circumstances should any publications disclose the names of individuals or schools.
- You are required to contact the Department if you are contacted by the media about research activities conducted on Departmental sites or if you intend to issue a media release about the study.
- At the conclusion of your study you are required to provide this Office and principals of participating schools with a summary of your research results and any associated published papers or materials in hard copy. You are also requested to submit the documents in electronic format, or provide a link to an online location if possible, to [research.stratpol@det.qld.gov.au](mailto:research.stratpol@det.qld.gov.au). **Failure to provide a report on your research will preclude you from undertaking any future research in Queensland state schools.**

Please note that this letter constitutes approval to invite principals and teachers to participate in the research project as outlined in your research application. This approval does not constitute ethics approval or support for the general and commercial use of an intervention or curriculum program, software program or other enterprise that you may be evaluating as part of your research.

Research Services values your input into the research application process and is seeking your responses through the enclosed short feedback form. It is hoped that this feedback will enable Research Services to effectively assess whether its processes are efficiently streamlined, transparent and mutually beneficial to all stakeholders.

Should you require further information on the research application process, please feel free to contact Tanya Murray, Senior Research Officer, Strategic Policy and Intergovernmental Relations on (07) 3034 5945. Please quote the file number 550/27/1771 in future correspondence.

I wish your study every success.

Yours sincerely



Rebecca Libke  
A/Director  
Research Services  
Strategic Policy and Intergovernmental Relations

5 October 2016

Dear Colleague,

Associate Professor Wesley Imms of the University of Melbourne has the Department's approval to approach your school inviting participation in the *Innovative Learning Environment and Teacher Change* research project.

**The acceptance of the invitation to participate is entirely voluntary and at your discretion.**

This letter provides you with information about the Department's terms and conditions for research conducted on state school sites to inform your decision as to whether or not your school will participate in this research. The Department supports the conduct of quality research in State schools and values the potential contribution of good research in informing educational policy and professional practice. Participation in research, however, may impact on the daily operations of schools, and it is therefore imperative that discretion is used when deciding whether to agree to research involving your school.

As a minimum, the researcher should provide you with the following documentation to inform your decision regarding school research participation:

- an information statement which describes the research, identifies who will be involved (e.g. students, teachers, parents/caregivers) and explains what will be required of these participants;
- the informed consent form for you to sign to indicate your agreement that school staff, students and/or parents/caregivers can be invited to participate in the research;
- a copy of the approval to approach letter from central office or a regional office (where applicable);
- a copy of the final ethical clearance from their institution's Human Research Ethics Committee;
- full copies of any data collection instruments such as surveys, questionnaires, and interview schedules to be used in the study;
- a copy of all current Blue Cards and/or exemption notices from Blue Card Services at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) for any researcher(s) seeking access to children on school sites.

Most importantly, participation in any research is voluntary, and you have the right to decline your school's participation in a research project, even if approval to approach your school has been granted at central office or regional level. It is also recommended that you monitor any research activities conducted in your school and you may, if you wish, withdraw your support for the research study at any time without penalty.

At the conclusion of research involving your school, the researchers are required to provide you and participants with a written report summarising the main findings of the study.

Should you require further information on the research application process, please feel free to contact Tanya Murray, Senior Research Officer, Strategic Policy and Intergovernmental Relations on (07) 3034 5945. Please quote the file number 550/27/1771 in future correspondence.

Yours sincerely



Rebecca Libke  
**A/Director**  
Research Services  
**Strategic Policy and Intergovernmental Relations**