
Information Sheet and Privacy notice for trainees for the Intensive Teaching and Practice (ITaP) trial 2023/24

1 Introduction

You are invited to participate in a research study (the 'ITaP trial') to compare two different approaches to teacher training. Before you decide whether to participate, it is important for you to understand the purpose of the study and what your involvement will entail, and what risks and benefits may be involved.

2 Intensive Training and Practice (ITaP) trial: What you need to know

- **What is ITaP?:** ITaP is a vital part of teacher training in England. It focuses on intensive training in specific teaching skills like asking questions and scaffolding.
- **How is ITaP delivered?:** At the National Institute of Teaching (NioT), we've adopted a hybrid training model for ITaP, combining both in-person and virtual elements. This approach is designed to offer flexibility while maintaining the quality of training. Both ITaP 3 and ITaP 4 will involve one school visit. For every trainee, one of these two visits will be in-person and the other virtual. The order will be determined randomly, and your programme tutor will inform you which type of visit you will undertake first.
- **What is the ITaP trial?:** We recently conducted a pilot study that suggested the hybrid approach (i.e. combining in-person with virtual school visits) could be beneficial. However, there is limited information available about the effectiveness of such training methods. This trial therefore aims to provide a comprehensive comparison of virtual school visits and in-person school visits.
- **What we want to achieve:** This trial has two main goals:
 - Estimate the relative effectiveness of virtual school visits compared to traditional in-person visits as part of the ITaP programme.
 - Gain insights into the experiences and challenges or opportunities of these two training approaches from your perspective.

- **Why the trial matters:** The findings will be invaluable in understanding how each training method impacts your understanding, engagement, confidence, and practical application of teaching knowledge. This aligns with the goals outlined by the Department for Education (DfE) for intensive teacher training.
- **What does this all mean for you?:**
 - You will already be completing ITaP as outlined above as part of your programme.
 - We will not ask you to provide additional information beyond what is already required of you as part of your registration and participation in the programme. The only decision we ask you to make is whether you consent to us using that information—as described below—for research purposes.
 - Your decision to agree to your data being used for research will not affect the quality of the training you receive, nor will it have an impact on any grades you receive as part of your training.
 - If you consent, your data will be used for research purposes that will help us design the most effective teacher training programmes.

3 What personal data will we use?

If you consent, we will use data that you already provide as part of your registration to the programme. This includes your name, date of birth, and contact details and preferences. We will only use your contact details if we want to invite you to take part in an interview at a later stage.

Additionally, we will use the following data that you provide as part of your regular training:

- A record of your attendance at the ITaP sessions
- Your responses to quizzes about your knowledge and understanding of the training content
- Information about your practical skills collected through digital approximations of practice
- Your lesson plans
- Your responses to short surveys about your confidence in your teaching abilities
- Your perceptions of the school visits (both the in-person and the virtual one), including how you rate your enjoyment, the usefulness of visits, and the post-visit debriefings.

Members of the research team may be present in some training sessions. These observations are solely for the purpose of understanding the implementation process, and no personal data will be gathered during this period.

4 How will personal data be obtained?

If you consent, we will obtain your personal data directly from the NIoT ITE team.

If you decide to withdraw from your training programme, we will only collect data related to your progress up to the point of your withdrawal. However, we might reach out to ask you if you would be willing to provide us with exit data, and whether you would consent to that data being used in the study.

5 Who will personal data be shared with?

We will not share your personal data with anyone outside of the research team. Anonymised data will be used for research, including international publications, reports, academic presentations, and policy recommendations for better teacher training. **No individuals will be named in any research outputs related to this research.**

6 Is personal data being transferred outside of the European Economic Area (EEA)?

No personal data is transferred or stored outside of the EEA.

7 How long will personal data be retained?

Personal data collected for the study will be stored securely in the NIoT systems for up to 6 months following completion of the trial. This is currently expected to be until February 2025, at which point it will be securely deleted. Pseudonymised data, which is identifiable only to the research team, will be retained for a period of up to 5 years to allow us to contact you in the event of a follow-up study.

8 What are the risks and benefits associated with taking part?

There are no known risks associated with participating in this study. Your participation will contribute to our understanding of teacher training approaches.

9 What is the legal basis for processing activities?

We only collect and use your personal data when the law allows us to. The purpose for processing your data is to enable us to better understand how our programmes can be improved to better serve current and future cohorts of trainees not only at NIoT but also in the wider sector.

The GDPR lawful basis we rely on to process your personal data is legitimate interests

(GDPR Article 6(1)(f)). These interests are as per the above purposes.

10 Individual rights

Under data protection legislation (UK GDPR and the Data Protection Act 2018), you are entitled to ask if we hold information relating to you. You can read further information about your data protection rights at the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>). Under certain circumstances, you have the right:

- to request access to information that we hold about you (subject access request)
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (for example, permitting its storage but no further processing)
- to object to our processing
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

11 Contact us

NIoT is responsible for the day-to-day management of this study. If you have any queries about the study, you can contact the research team by email:

Dr Ellen Turner (Research Lead) – e.turner@niot.org.uk

Dr Lydia Lymperis (Research Manager) – l.lymperis@niot.org.uk

If you have a concern about the way this study processes personal data, we request that you raise your concern with us in the first instance (see the details above). Alternatively, you can contact NIoT's Data Protection Officer, Shaun Dillon, at s.dillon@niot.org.uk.

If you remain dissatisfied, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>.

12 Updates

We keep this privacy notice under review to make sure it is up to date and accurate. The version number and date when this privacy notice was last updated are shown at the top of this page.

Participant consent form for the Intensive Teaching and Practice (ITaP) trial 2023/24

Do I have to take part?

Participation in this study is voluntary. You may withdraw your data from the study up until the end of February 2024 without any penalty or loss of benefits. Your decision will not affect your relationship with NIoT or your participation in the teacher training programme.

How do I sign up?

By signing below, you indicate your understanding of the study's purpose and you agree to the use of your data in the ITaP trial as described.

What if I have questions?

If you have any questions or concerns about the study, please contact the research team by email:

Dr Ellen Turner (Research Lead) – e.turner@niot.org.uk

Dr Lydia Lymperis (Research Manager) – l.lymperis@niot.org.uk

I give my consent for my data to be used in the ITaP trial, in accordance with the methods and purposes outlined in the information sheet and privacy notice (Version 1).

Name: _____

FMAT/AC: _____

Signature: _____

Date: _____