Research Data Management Plan

Student expectations of technical instutue training offerings in the South East Metropolitan Perth region

Principal Investigator	██████
Data Management Plan Edited by	██████
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Faculty	Vice Chancellory

1   Research Project Details

1.1   Research project title

Student expectations of technical instutue training offerings in the South East Metropolitan Perth region

1.2   Research project summary

The WA Institute of Science is a technical/vocational training institute seeking to expand its course offerings. This project seeks to collect a range of data about prosepective student expectations on WAIS and the development of courses in new subject fields (particularly with resepct to graduate employability, course delivery methods and cost).

This data will help inform the expansion into new technical training subject fields by WAIS.

1.3   Keywords
education, technical, training, vocational, Western Australia

2   Research Project Data Details

2.1   Research project data summary

All data is owned by WAIS, as the staff collecting it are doing so as part of their paid research duties.

1) Survey results - Participants will be guided through particular questions or topics and staff will note their feedback.

4) Statistical data - this will be data ordinarily collected as part of operational activities in Excel compatible formats regarding enrollment levels and patterns.

5) Benchmarking information on use of other technical training education providers in comparison with WAIS - this will include data from various industry bodies regarding graduate preparedness as well as written reports of observations made on competing educational providers

We will use a number of systems to code, group and visualise the data including Tableau and NVivo.

2.2   Will the data be identifiable

- Non-identifiable — data which has never been labelled with individual identifiers

2.3   Will data, including biospecimens, be sent overseas?

No

2.4   Data organisation and structure

The data will be stored in Excel file format on the central WAIS mainframe (G: drive).

The mainframe is only accessible by WAIS Executive staff, requiring ID and password authentication.

Data will be securely stored and backed up as required by the WAIS Public Research Policy document, the Australian Code for the Responsible Conduct of Research, and the Western Australian Tertiary Education Sector Disposal Authority data storage guidelines.

3   Research Project Data Storage, Retention and Dissemination Details

3.1   Storage arrangements

For the duration of the project, the survey data sheets will be stored in a locked filing cabinet in the research team offices. Upon completion, the research project director will work with the WAIS Record and Archives Department to find a suitable long-term storage location.

All data with personal identifiers will be kept in a folder on the research team's shared drive, requiring ID and password authentication.

All non-personally-identifiable data produced from the survey will be stored on the WAIS G: drive.

The analytical report will be stored on the G: drive

No identifying data will be stored on G: drive.

Scheduled weekly backups will occur to both DVD/optical drive as well as cloud storage (OneDrive).

3.2   Estimated data storage volume

100MB data

3.3   Safeguarding measures

See: Research Data Storage arrangements

3.4   Retention requirements

7 years (All other research with outcomes that are classed as Minor)

3.5   Collaboration

No outside collaboration will take place.

3.6   Data dissemination

The analysis of the research data will be used internally at WAIS for the described purposes.

Externally the research results may be used in planning and discussions with the Department of Education and other government bodies.

There are no plans to publish or make publicly available the data at this time.

3.7   Embargo period

The research project data is specific to the research focus of the researchers and as such it is not foreseen that others will require access to the initial data. Should it be required by external parties, it can be provided by WAIS Records and Archives on confirmation that all indentifying data has been stripped.