



## **Healthier Workplace WA Online Coordinator Training consent form**

You have registered to participate in Healthier Workplace WA's Health and Wellbeing Coordinator Online Training. This training consists of four self-paced modules which aim to assist you in developing the knowledge and skills to develop a comprehensive and tailored workplace health and wellbeing program.

As part of HWWA's on-going effort to evaluate and improve the online training program, we ask participants to complete a survey at three points in time: one before the training, one at the end of the training and one six months after the training. The pre and post survey should take 5-10 minutes of your time. These surveys will assist HWWA in measuring the impact and effectiveness the training. It will also assist HWWA in highlighting areas of improvement to better meet participants' needs.

In making your decision to participate in the evaluation, please consider:

- You have registered and are willing to attend Healthier Workplace WA's Health and Wellbeing Coordinator online training
- Your participation is completely voluntary and you can withdraw from participating in future services, events and data collection processes coordinated by Healthier Workplace WA.
- Any information that could potentially identify you will not be used in any published material.
- You have the right to refuse to participate in all or part of the evaluation and you may skip any questions you do not wish to answer.
- You will be contacted by the HWWA research team via email in 6 months' time and invited to participate in an Engaged Workplaces Survey. You will be emailed a maximum of 3 times inviting you to participate in the data collection process. Participation in this follow-up evaluation is voluntary and you can choose not to participate.
- Information you provide will be kept confidential, and access will be limited only to the research team. Any personal data will not be linked to individual survey question responses. Survey data will be de-identified for analysis and publication of results.
- The results of this evaluation will be shared with the Department of Health Western Australia who fund the program and may be published in peer reviewed journal articles.
- If you have any queries in regards to the evaluation process, please contact Healthier Workplace WA on [hwwa@cancerwa.asn.au](mailto:hwwa@cancerwa.asn.au) or (08) 9212 4333

This study has been granted approval by the Curtin University Human Research Ethics Committee (Approval Number RDHS-39-16). The committee is comprised of members of the public, academics, lawyers, doctors and pastoral carers. If needed, verification of approval can be obtained either in writing to the Curtin University Human Research Ethics Committee, c/- Office of Research and Development, Curtin University, GPO Box U1987, Perth 6845 or by telephoning 9266 9223 or by emailing [hrec@curtin.edu.au](mailto:hrec@curtin.edu.au).

Please contact the lead Research Investigator Moira O'Connor on (08) 9266 7990 or [M.OConnor@curtin.edu.au](mailto:M.OConnor@curtin.edu.au) for additional information.