FAST Evaluation Consent Form

Thank you for participating in FAST! We are evaluators from Blueprint and are introducing you to an evaluation we are conducting about this program. Please read the next section for more information.

Part 1 – Information about this evaluation

Who is doing this evaluation and what is the purpose of it?

Blueprint is a non-profit research organization that generates evidence for projects that focus on improving the well-being of people living in Canada. We are working with the Immigrant Employment Council of BC (IEC-BC) and The Future Skills Centre (FSC) to learn about how programs like FAST can better serve newcomers in Canada.

Through this evaluation, we want to learn about your experience with FAST so that we can understand what is working well and what can be done to improve the program for future participants. This work will also help IEC-BC understand how FAST can contribute to better employment and labour market outcomes.

What does it look like to be part of this evaluation?

This delivery of FAST is part of an evaluation project, which means that all participants who enroll in FAST are enrolled in the evaluation. If you enroll in FAST, you can choose to withdraw from the evaluation at any time without affecting your participation in FAST or any other programs or services by contacting fastcanada@iecbc.ca.

As part of your participation in this evaluation about FAST, **you will be invited to take part in surveys** at up to two timepoints after finishing the program. The surveys will ask questions about your experiences with FAST, your education and employment, and some identifying information such as name, gender, and age. It is your choice whether you want to complete these surveys.

What are the possible benefits and risks of participating in this evaluation?

This evaluation is a great opportunity for you to share experiences, voice opinions and provide feedback on what worked well in the program and what could be changed or made better for any future participants.

We have designed our evaluation activities to minimize the risks for you wherever possible. We do not believe that you will experience any significant risks to your well-being by participating in this evaluation. However, it is possible that some of the questions we ask in the surveys may make you feel uncomfortable. It is hard for us to predict if this will happen to you because each person is unique. You do not have to answer if you feel the question is too personal.

What information will evaluators have access to?

As part of participation in this evaluation, **we will have access to the following information about you:**

- Contact information: such as your email, to send you the link to digital surveys.
- Program data: such as information collected as part of your enrolment in the program, surveys you complete within FAST modules, your demographic information and information about your program completion.
- De-identified government administrative data: such as data held by the government that is linked to your identifying information, e.g., data on your employment, earnings and education, so we can learn about your long-term outcomes after participating in FAST.

Any government administrative data about you that is shared with Blueprint will be **de-identified**. This means that government staff will delete your name and other identifying information from the data after the linkage is done so that the resulting data set will not contain any information that could identify you. Your data will not be used by anybody for purposes other than this evaluation.

Who has access to my information?

Surveys for this project will be administered by IEC-BC, the organization that offers FAST. Therefore, IEC-BC will have access to the information you provide in surveys, and will share this information with our project team at Blueprint. The information we collect about you during this evaluation may also be shared with evaluators or services outside of Blueprint, who are obligated to protect your personal information at the same high level of

security as we do and to only use your data for evaluation purposes where applicable. Specifically, select data may be shared with:

- Select government staff who conduct data linkage with government-held datasets, with the resulting combined data anonymized.
- Select evaluators at the Future Skills Centre, which has funded FAST, with data anonymized.

How will you protect my information?

Your personal information, program information, and responses to surveys will be confidential and will be collected, transferred, stored, and destroyed securely.

- Electronic data with identifiable information (e.g., name, email, and phone number), including your responses to surveys , will be stored on a secure server protected by an encryption, firewall, and password, with access restricted to project team members at IEC-BC who need to monitor or use the data for this evaluation.
- Any transfer of electronic data will be done using an encrypted file transfer system. When sensitive information must be transferred between IEC-BC and Blueprint or another organization, we use Microsoft OneDrive, an encrypted file storage and transfer system hosted in Canada that uses industry standard SSL/TLS encryption for data in transfer. When receiving and storing data, Blueprint uses sharing settings that require users to authenticate themselves as the intended recipient with a code directly to their inbox, and organization wide permissions do not allow the use of 'everyone' links. Data is expunged from Microsoft OneDrive once it has been transferred. It is not anticipated that any sensitive data will need to be shared with others. However, in the case that this became necessary (e.g. in the case that evaluators have a duty to inform relevant authorities in cases where participants pose an imminent threat to the safety of themselves or others), this will also be done using Microsoft OneDrive.

IEC-BC and Blueprint will store any data collected from you for this evaluation indefinitely. You can decide to withdraw from the evaluation at any time by contacting fastcanada@iecbc.ca . Withdrawing from the evaluation will not affect your participation in FAST or any other programs or services in any way.

If you choose to withdraw from the evaluation, IEC-BC and Blueprint will permanently delete any data containing your personal information from our servers. We are unable to remove your anonymized data after data analysis or data linkage to the government

administrative datasets has happened – this is because your data is de-identified after data linkage, meaning we can no longer know which data belongs to you.

How will you use my information?

Findings from this evaluation will inform reports and other communication materials that may be shared with our partners and the public.

We will not include your name and personal information in any reports about this evaluation. We will also never include any information in a report that could be used to identify you directly or indirectly or link you to any of your responses.

Will I be paid for taking part in this evaluation?

- If you complete a survey at the end of FAST, you will receive a $20 gift card.

Who can I contact for more information or to withdraw from the evaluation?

Please contact fastcanada@iecbc.ca if you have any questions or concerns about the evaluation and the use of your information, or if you would like to withdraw from the evaluation.

Part 2 – Consent Form

By participating in the evaluation:

- I acknowledge that I have reviewed and understood the information above. I understand that when I am enrolled in FAST, I am enrolled in the evaluation. I am aware of who to contact (listed above) to obtain more information or to end my participation in the evaluation.
- I understand that participation in the evaluation will include granting access to individual contact information and data linked to me from program administrative datasets and government administrative datasets.
- I understand that I can withdraw from the evaluation at any time and my decision to withdraw will not affect my enrollment in FAST or any other programs or services.