



**Ethics Application form for research involving any other empirical research
(not a lab experiment)
Level 3**

This application form should be completed for any empirical research other than a lab experiment at BLUE.

Ethical approval is required because it involves human participants. 'Human participants' are defined as including living human beings, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research should not commence until written approval has been received (from School Research Director). This should be borne in mind when setting a start date for the project.

Applications should be made on this form, and submitted electronically to the School Research Administrator. A signed copy of the form should also be submitted. Applications will be assessed by the Research Director in the first instance, and may then passed to the Ethics Sub-Committee at the School of Economics. Any necessary supporting documentation (e.g. consent form, recruiting materials, etc) should also be attached to this form.

1. Title of project:
Advice to long-term unemployed job seekers

2. This Project is: ☒ Staff Research Project ☐ Student Project

3. Principal Investigator(s) (students should also include the name of their supervisor):

Name:	School:
Philipp Kircher	Economics, University of Edinburgh
Michele Belot	Economics, University of Edinburgh

4. Proposed start date: June 2018 (*this is a modification of a previous applications which received approval on 9.3.2017, 10.8.2016 and 13.5.2015; the last approved version is attached separately*)

5. Will this project be externally funded?

☒ Yes ☐ No

It is financed by the ESRC large grant at the department of economics: MacCALM.

6. Description of the project (abstract, max 100 words)

We intend to provide advice and incentives to long-term job seekers to find work. This is in collaboration with the private sector firm INGEUS which works for the Department of Work and Pensions (DWP) to help long-term job seekers to find jobs. We helped INGEUS to redesign their job search activities. For each occupation that a client searches for, we provide information on the occupations where other people who worked there moved to later in their lives, and about occupations where skills are most easy to transfer to. We also indicate which occupations require no qualifications. Some of their clients will obtain this information during their job search, while others will have only the traditional job search where they have to specify the occupations and keywords themselves.

7. Description of the data collection procedure (if applicable)

a) Sample (number and type of participants)

The target group consists of long-term unemployed job seekers who are advised by INGEUS on behalf of the Department of Work and Pensions (DWP). It will be offered to all new job seekers at INGEUS, and we hope for at least 20000 participants, but hopefully a much larger sample. The actual implementation for research purposes is intended to start in the summer of 2018.

b) Recruitment procedures

Participants will be informed by INGEUS on their internet portal of the study. They need to consent to participate. If they do not, they can still search for jobs, but no data will be shared with us. If they do consent, then data will be shared with us on their searches and their job finding. The data that is shared is clearly marked in the consent form, and withdrawal is possible on the Ingeus platform at any time, in which case participants have no penalty but all data about them will be destroyed. It only remains marked that there was a withdrawal of consent.

c) Experimental treatments (if applicable)

All job searches are run by INGEUS for their clients. We co-designed ways to advise clients better, by providing information on where other people have found jobs and where skills are portable. For any occupation of interest, these can be downloaded by INGEUS through an API (a secure data connection), and will be presented to their clients in a way that is co-designed with us.

The main experimental treatments are:

Control group who gets a standard job search tool based on keywords and occupational search based on their own input.

Treatment group who gets a special job search tool in which job seekers specify an occupation of interest (which could be their previous occupation, their next job goal, or a new interest) and get

additional information about other occupations where workers who held a job in their occupation of interest subsequently found work. They also get to see occupations where skill transferability is assessed to be high. They can then search for jobs across all related occupations, or a subset thereof. If they do not have a specific occupation in mind to start the process, they can browse occupations that require no specific qualifications. Finally, they can always also choose the simple keyword search that the control group uses.

Randomization will be at the individual level across all INGEUS offices.

(We also intend to introduce an additional step that offers a re-employment subsidy to a small subset of these job seekers. These would obtain £1000 if they find a job within the first four months of entering the study. For this, participants on our search site would be offered a lottery to determine eligibility for this re-employment bonus as resources can only fund bonuses for 300 of them. It would be explained and consent be sought on the site. Because of the small number of individuals who can be funded, this would be randomized on the individual level. This is not yet fully developed and separate ethical approval will be sought before introducing this additional step.)

d) Analysis and outcome variables

[Please describe briefly how the analysis will be conducted]

For the internet job search, we will analyze the average occupational distance amongst the jobs that participants search for (i.e., those they list on their search screen, those for which they request more information, and those for which they obtain a job interview). We will similarly consider average geographical distance. We will also analyze whether people search more in terms of the number of jobs they consider. Finally, we also consider success in terms of finding jobs by comparing the number of jobs found, which is our main variable of interest. We will also consider the average wage, the duration of holding a job and the total number of people employed. All analysis will compare the control with the treatment group. The main focus will be on outcomes for long-term unemployed (rather than disabled individuals and other clients) that are classified as job ready. The outcome variables for job search are shared with us through an API during the job search process. The outcome variables on interviews and jobs found are collected by INGEUS separately and shared via an API. This is all explicitly recognized on the consent form and with approval of the Department of Work and Pensions.

e) Informed Consent

How will consent be obtained and recorded? If consent is not possible, explain why.

Consent will be asked for at INGEUS on their online platform after a secure login. Only data from individuals who give consent is shared with us. All is to be previously approved by the UK Department of Work and Pensions. The consent form is attached.

Will the research involve individuals below the age of 18 or individuals of 18 years and over with a limited capacity to give informed consent?

Yes ☐

No ☒

If Yes, describe how consent will be obtained (e.g. parental or care taker consent)

Will the researchers be directly in contact with individuals below the age of 18 or with individuals with a limited capacity to give informed consent? If yes, a criminal records disclosure (CRB check) within the last three years is required.

Please provide details of the “clear disclosure”:

Date of disclosure:
Type of disclosure:
Organisation that requested disclosure:

Please attach a participant information sheet where appropriate.

8. Confidentiality / Anonymity

If the research generates personal data, describe the arrangements for maintaining anonymity and confidentiality or the reasons for not doing so.

Anonymity will be always preserved. We will not even obtain names from INGEUS, so we will not know ourselves the identities of participants. While research grants by now require the publication of data, only anonymized data will be made available (e.g., for the job search process only variables such as average weekly distance of searches, average SOC code distance etc, obviously with no personal identifiers).

9. Data Access, Storage and Security

Describe the arrangements for storing and maintaining the security of any personal data collected as part of the project. Please provide details of those who will have access to the data.

The applications are developed by the Applications Division of the University of Edinburgh. All data will be stored securely and encrypted within the University of Edinburgh system. Access will only be granted to the research team (Professor Philipp Kircher, Professor Michele Belot, Dr Paul Muller). A schema of the IT infrastructure is attached. Client PCs will only be in direct contact with the university websites to view the code of ethical conduct as part of a link in the consent form (and even there we are thinking about possibly leaving this on a website within the Ingeus system). Apart from that, all there searches are conducted within the INGEUS system. Their data

security conforms to the strict standards laid out by the Department of Work and Pensions. The interaction with the university arises through the Application Server at INGEUS. It requests information on particular occupations from us, and supplies us with information about the job searches and about the characteristics of the individual who is searching (including indicators of disability and welfare) which affect the ability and necessity to take up work, which is the main focus of this study. This information is routinely collected by INGEUS and shared with us, and can be linked to the searches. All data exchange is encrypted to the standard that conforms both to the norms of the Applications Division at the University of Edinburgh and at INGEUS. No names are shared. Individuals are fully informed in the consent form which data is shared. Only coarse anonymized data can be publicized. Individuals are informed that they can withdraw at any time during their job search process from the study directly via the online job search tool.

It is a requirement of the General Data Protection Regulation to ensure individuals are aware of how information about them will be managed. Please tick the box to confirm that participants will be informed of the data access, storage and security arrangements described above. If relevant, it is appropriate for this to be done via the participant information sheet ☒

Further guidance about the collection of personal data for research purposes can be accessed at <http://www.legislation.gov.uk/ukpga/1998/29/section/33>.

Please tick the box to confirm that you have read this guidance ☒

10. Risk and Risk Management

Are there any potential risks (e.g. physical, psychological, social, legal or economic) to participants or subjects associated with the proposed research?

Yes ☐

No ☒

If Yes,

Please provide full details and explain what risk management procedures will be put in place to minimise the risks:

Are there any potential risks to researchers as a consequence of undertaking this proposal that are greater than those encountered in normal day-to-day life?

Yes ☐

No ☒

If Yes,

Please provide full details and explain what risk management procedures will be put in place to minimise the risks:

11. Any other issues

Are there any other ethical issues that have not been addressed which you would wish to bring to the attention to the Ethics Sub-Committee at the School of Economics.

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RESEARCHER'S DECLARATION

I confirm that the experiment will be conducted in agreement with the ethical guidelines of the BLUE laboratory and of the School of Economics:

☒ Yes ☐ No



Signed

Date28.5.2018.....

Student Projects (only):

Signed (PhD Supervisor)..... Date

Please enclose any relevant documentation (consent forms, survey questions, experimental instructions, etc.)

Job Finder Consent

You are being asked to take part in a research study between Ingeus and the University of Edinburgh.

For more information on how your personal information will be collected and used please read the [Privacy Notice](#)

Research Study Information

What am I being invited to take part in?

As an Ingeus client on the Work Programme you are invited to use our job station facilities to look for work. When you begin you will be asked if you are willing to do your job searching using a job search site designed by the University of Edinburgh. This is part of a study.

Why have I been asked to take part?

The University of Edinburgh is testing how a job search site they have designed can help people looking for work to find the right job.

If you agree to take part, you will have access to a job search site. There will be two different versions of the site. Each version will have different features, which may help you find work.

There will be no disadvantage to taking part in this study, compared with people that do not take part.

Voluntary Participation

- Participation is voluntary—you do not have to take part if you do not want to.
- If you do not take part, it will have no effect on your benefits, or on the service you receive on the Work Programme.
- If you choose not to take part, you will still be able to do your job search on the Ingeus job station computers.
- You can stop participating in the study at any time.

Privacy Notice

Who we are and purpose for information sharing

Ingeus and the University of Edinburgh are working together to test whether a new Job Search Tool is effective at helping our clients to find employment. Information collected about your job searches whilst using the tool, as well as additional personal information we have in relation to your participation on the Work Programme, will be shared with the University so they can analyse the job search results the tool provides and how successful it is in helping you to secure a job.

Your personal information that will be shared

The following personal information will be shared with the University of Edinburgh:

- General personal details- your gender, ethnicity, year of birth, first four digits of postcode, number of children, highest level of education and the type of benefit you receive
- Employment history- the salary and industry type of your last job, job goals, length of unemployment and past employment dates.
- Job search activity such as the keywords you use when searching for jobs and which jobs you view or apply for.
- Information on job interviews, the job you start and whether you are still in work after 6 months.
- We will also share whether you have a disability or health condition, however this will only be a yes or no answer with no further details shared.
- The researchers at the University of Edinburgh will not be given your name. Instead we will assign you a code (e.g. AB55671222). It will therefore be impossible for them or anyone else to match the above mentioned data with your name.

Keeping your information safe

Ingeus and the University of Edinburgh are committed to protecting your personal information and respecting your privacy and rights in line with the requirements of the Data Protection Act 1998 and the University's codes of practice- including a code of ethics which can be found here: [codes of practice and ethics policy](#)

Only authorised staff will have access to your personal information and they are obliged to respect its confidentiality. We do not sell or share any personal information supplied by you to any third party. Nor do we use any of the information you provide for direct marketing or other non-research activities.

Your personal information held by the University of Edinburgh will be stored on the local server behind their firewall to maintain its security. Any communications sent which include your information will

reference a code rather than your name and will be encrypted.

All findings published by the University of Edinburgh will be based on average statistics and will be fully anonymous.

Information will be shared with the University of Edinburgh for up to 12 months after the end of the study.

Your consent preferences

If you change your mind and no longer want your personal information to be shared with the University of Edinburgh, you can at any time contact your advisor to withdraw from the study.

I am happy to participate in this study of the University of Edinburgh Job Search Tool.

- I have read and understand the information in the Privacy Notice.
- I understand why I am being invited to participate in this study and I give my consent to take part and for my information to be shared with the University of Edinburgh.

☐ I Agree to the Terms

☐ I Do Not Agree to the Terms

School of Economics
- Application for
Ethical Approval of
Research Involving
Human Participants

SCHOOL OF ECONOMICS: JOB STUDY

ARCHITECTURE OVERVIEW

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Overview

Change Control

Author	Version	Date	Comment
J. Mayo	1.0	27/07/16	Initial release.
M. Mewissen	1.1	06/02/17	Update with TAD information on setup for API based solution.
J. Allison	1.2	06/02/17	Updated Data Analysis Diagram to remove sFTP reference.

Document Purpose

This document provides an overview of the technical architecture which supports the collection and storage of data to be analysed as part of the University of Edinburgh, School of Economics Job Study project (HSS015). Project information is available at <https://www.projects.ed.ac.uk/project/hss015>.

PartNERS

Three partners are involved in the project:

- Ingeus (<http://www.ingeus.co.uk/>), a private sector company, providing employment programme, skills training and related support to the long term unemployed. Ingeus will supply data from users taking part in their Work Programme and consenting to be part of the research study.
- The University of Edinburgh, IS Applications Division (<http://www.ed.ac.uk/information-services/about/organisation/applications-division>) is providing the application and technical architecture to receive and store the data.
- The University of Edinburgh, School of Economics, part of the research project MacCalm (<http://www.maccalm.org/>) is providing algorithms for the application and will analyse the data.

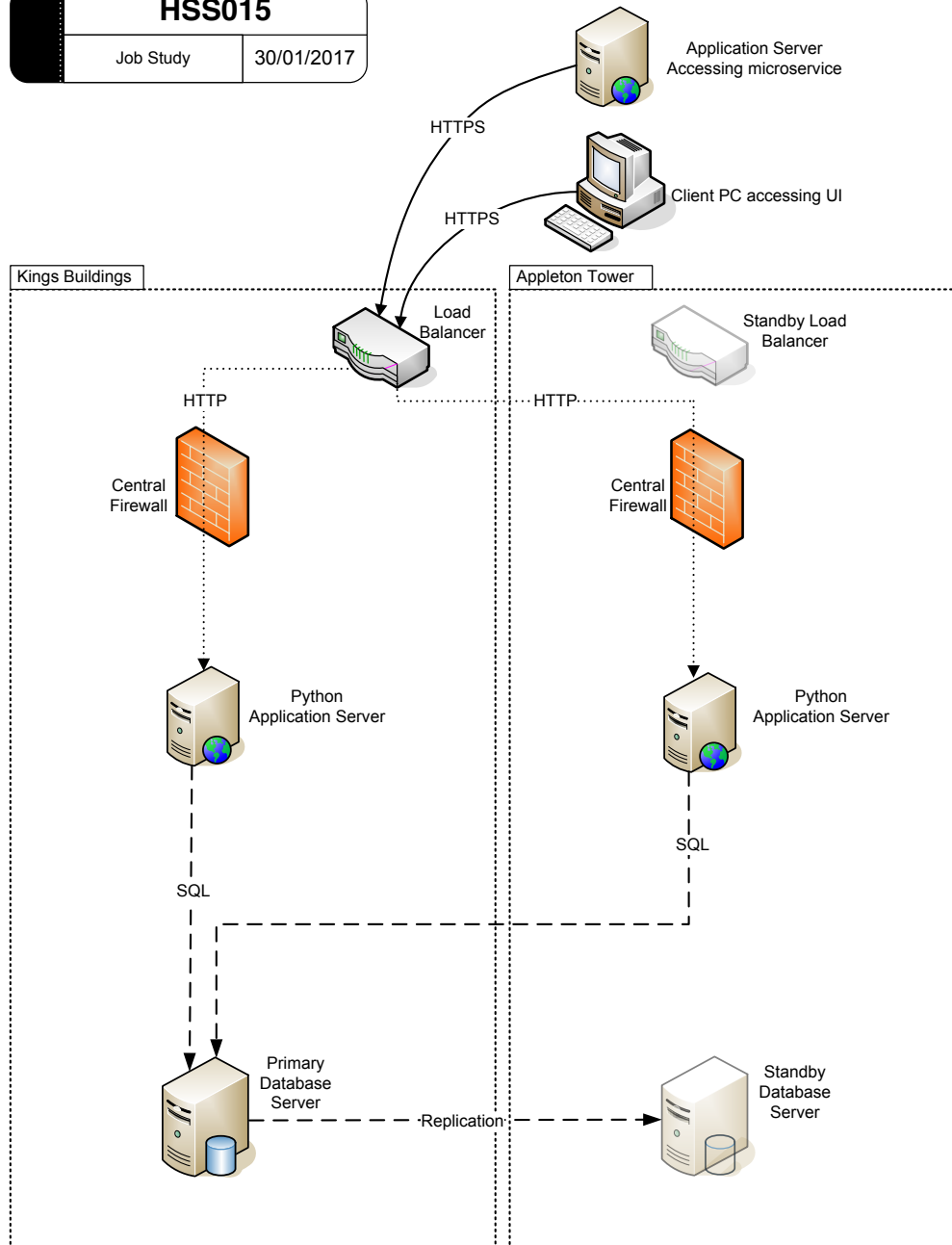
Job Search Tool application Architecture

The School of Economics Job Study system is built from a Python and Django application comprising of an API and a basic UI for documenting its use (www.jobsearchstudy.ed.ac.uk), and a MySQL database containing data provided by Ingeus. Researchers within the School of Economics use the data to understand how job seekers seek for employment and how the job finding process could be improved.

The application uses token-based OAuth for authorisation of consumers and publishers of the service. The Python service on which the job search application will be running operates in a load balanced environment with six virtual machines running CentOS 7 (two per environment, Dev, Test and Live). Each environment is dual sited for resilience with one server hosted at Kings Buildings and the other at Appleton Tower. Databases and web servers sit behind The University of Edinburgh central firewall.

The application deployment will be automated using Bamboo, this will include a number of automated functional and unit tests to ensure the robustness of the web application code.

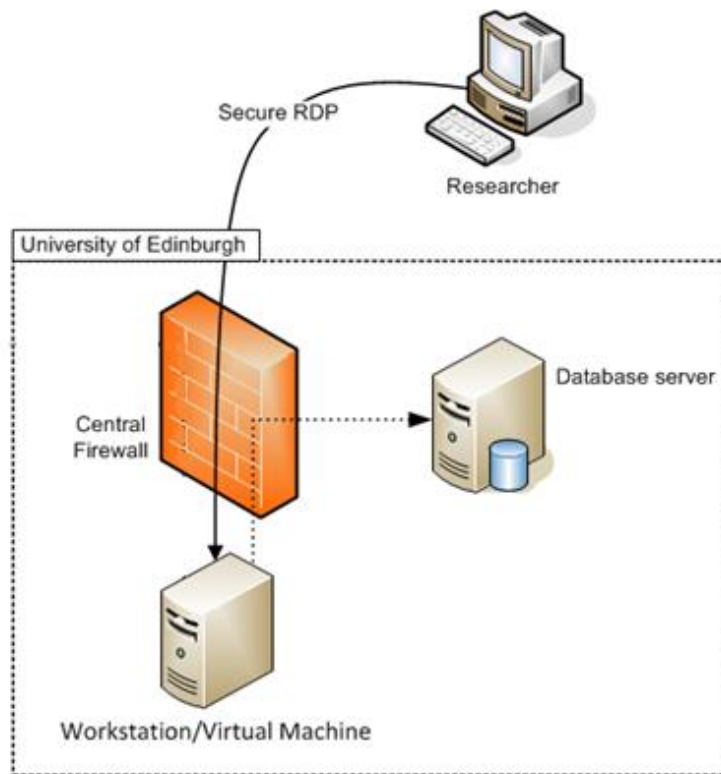
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Job Study	30/01/2017



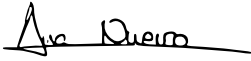
Data Analysis

Data collected by the application will be available to the School of Economics for analysis during the study. Data manipulation will be carried out a secure workstation/virtual machine.

Access to the workstation/virtual machine will be restricted so that only members of the research team may log into the device. Remote desktop protocols will be enabled to allow remote working by secure RDP sessions.



APPROVAL -to be completed by 2 members of the Ethics Sub-Committee of the School of Economics.

Approval: Yes/ NO	
If not, reasons:	
If yes, any comments/recommendations: <small>Approved by convener's action</small>	
Ethics Sub-Committee member: <small>Ana Nuevo-Chiquero</small>	
Signed 	Date <small>29/05/2018</small>

Approval: Yes/ NO	
If not, reasons:	
If yes, any comments/recommendations:	
Ethics Sub-Committee member:	
Signed Date	