

**Participant Information Sheet – Focus Groups**

**Title of Research:** Building a mentoring scheme to support professional women in aviation and aerospace

**Research Team:** Dr Susan Durbin and Dr Ana Lopes**,** University of the West of England, Bristol.

This study is part of a project to design a mentoring scheme to support professional women in aviation and aerospace. The research is being conducted by a team of researchers at the University of the West of England which is part of a knowledge exchange project involving and co-funded by the Royal Aeronautical Society, the Royal Air Force and Airbus Group. The study is also funded by the Economic and Social research Council. The aim of the project is to design and set up a mentoring scheme that meets the needs of women in the industry.

Thank you for agreeing to take part in a focus group to help us to better understand the needs of professional women in the industry and what you may look for in an industry-wide mentoring scheme. The focus group will last approximately 1.5 hours and will be conducted with Dr Susan Durbin and Dr Ana Lopes. A focus group is a collective meeting involving a small number of people from the same organisation and therefore your contribution will be shared with other focus group participants. The aim of the focus group is to explore specific questions relating to our proposed mentoring scheme that can be shared and discussed amongst the group. Questions in the focus group will cover whether participants have past or current experience of being mentored and what participants would look for in an industry-wide mentoring scheme. All discussions in the group will be confidential amongst the group. We request that focus group participants keep confidential what they hear during the focus group meeting.

With your permission, we would like to audio record the focus group, which will be transcribed afterwards by a person employed by the University, in confidence. No names will be used either in the audio recording or the transcription. The audio record and transcription will be stored on a password protected computer and only the research team will have access to it. Anonymised data from the project will be archived at the UK Data Archive (UK Data Service) which is standard practice for publicly-funded research projects. Further details on this process will be provided at the interview.

The findings from this research will be used to co-develop a mentoring scheme with the partner organisations. Neither you, nor your organisation, will be mentioned by name or be identifiable in papers that are published about this research.

It is your right to withdraw from the study at any point without having to state a reason. If you change your mind about taking part in the study you may withdraw by contacting Susan Durbin (see below). However, once the focus group has taken place it will not be possible to withdraw your input into the project.

The study has been reviewed and approved by the UWE University Research Ethics Committee. If you have any concerns about the conduct of the research, please contact Dr Nicholas O’Regan, Associate Dean (Research and Innovation) at the University of the West of England (Nicholas.O’Regan@uwe.ac.uk)

If you have any questions relating to this project, please contact:

Dr Susan Durbin (Principal Investigator)

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