

APPRENTICESHIP WORKFORCE DEVELOPMENT: INTERVIEW PROCESS 'HOW TO' GUIDE

Project Title – Exploring barriers to apprenticeship study

**Organisations/Partnership Names: University of Portsmouth (UoP),
Hampshire County Council (HCC), Defence Science & Technology
Laboratory (DSTL)**



Hampshire
County Council



DATE 17/10/2024

Stage 1: Planning

- Identify participants
- Gain ethical approval
- Consider who will sent out the invitations
- Think how interviews will be conducted eg online or in-person
- Review interview questions and make any amendments required to associated documents

Stage 2: Invite participants

- Identify interview dates and protect time in interviewer diaries
- Send out invitation letters to selected participants. Include participant information sheet, consent form and link to the interview booking

Stage 3: Conduct Interview

- Ensure the interview environment is suitable
- Before recording starts, provide an overview of the project
- Answer any questions the interview has and discuss their right to withdraw
- When recording starts, record their verbal consent

Stage 4:
At end of
interview

- Offer the interviewee the opportunity to ask any questions
- Stop the recording
- Thank the interview for their time
- Remind the interviewee of their right to withdraw
- Briefly explain what will happen with their data
- Label the recording with a numerical identifier

Stage 5:
Manage data

- Transcribe your data
- Familiarise yourself with the data – make notes etc
- Looking across all transcripts, create initial codes
- Combine the codes into broader themes

Stage 6:
Manage
findings

- Define and name the themes
- Ask a second reviewer to review your findings to ensure you haven't missed anything
- Generate a report of the findings
- Use this to shape your resources and staff development

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