

Ethical Action Plan (500-750 words)*

This document is a chance for you to **begin shaping your project** while thinking through its ethical considerations, implications, and responsibilities. We know this might feel early in your action research journey, but this short plan is here to help pin down your ideas and work-in-progress.

Use whatever writing format that suits you - lists, bullet points, statements or paragraphs - and follow the suggested links stated alongside some of the questions for guidance.

A good starting point is the [BERA Guidelines for Educational Research, fifth edition \(2024\)](#) alongside the [‘Ethics Files and Resources’](#) on Moodle.

When you’re ready, email your draft to your allocated tutor **48 hours in advance of you first group tutorial** in the week commencing **6 October 2025**, so it can help guide the focus of discussions and support your project development.

Name: Emily Sakai

Tutor: Kwame Baah

Date: 02/10/2025

1. What is the working title of your project? Also write a few sentences about the focus of your project.

“Building STEM Soft Skills for Better Career Progression in MA Visual Effects”

This project aims to redesign the MA Visual Effects course to foster an educational environment where students can develop essential STEM-related soft skills. These skills—highly valued in the VFX industry—enhance employability, adaptability, and long-term career success. The course will integrate strategies to help students become resourceful professionals equipped with both technical, personal and interpersonal competencies. A key focus is to address issues of diversity and inclusion by empowering students from underrepresented backgrounds to thrive in a field traditionally dominated by white, cisgender, middle- and upper-class men.

2. What sources will you read or reference? Share 5 to 10.

[BERA Guidelines for Educational Research, fifth edition](#) (2024)
[International Visual Sociology Association \(IVSA\) Code of Research Ethics and Guidelines Practising Ethics](#) - an A to Z lexicon of A lexicon of ethical principles.
 Research Ethics Guidance, Social Research Association 2021
 UAL Research Ethics

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1. What action(s) are you planning to take, and are they realistic in the time you have (Sept-Dec)?

The project is structured into several stages:

1. Awakening Stage (1st two weeks of the term): in this stage, students are introduced to STEM soft skills and in-class project to finish in 2 months' time. They will present a pre-production of their project and explain which soft skills they aim to develop and use Padlet Journalling, Soft Skills Passport and reflective Blogging to keep track of identifying which soft skills they will be using and how.

2. Acknowledgement Stage (October and November): Students reflect weekly on their soft skill development and application. I will be monitoring their engagement with the subject as well as implementing flipped scaffolding methodology of my teaching.

3. Reflection and Discovery Stage (December): They think in hindsight which skills they have ended up harnessing more. I will evaluate whether my intervention has been successful in 2 crucial dates: formative assessment and students' final presentation of their in-class project. There will be a 2-hour workshop where I will formally collect qualitative data using diverse research methodologies.

3. Who will be involved, and in what way? (e.g. colleagues, students, local community...). Note, if any of your participants will be under the age years of 18yrs, please seek further advice from your tutor.

Only My Master Students: 16 people for the pilot. For the workshop, as being optional, maybe half (8).

4. What are the health & safety concerns, and how will you prepare for them?

- <https://canvas.arts.ac.uk/sites/explore/SitePage/42587/health-and-safety-hub>
- <https://canvas.arts.ac.uk/sites/explore/SitePage/45761/health-and-safety-policies-and-standards>

Health & Safety Concerns and Preparation:

The classroom setup includes tables and chairs in a compact space, so I design activities that minimize movement to reduce the risk of accidents or minor injuries. In case of injury, First Aid Kits are available near the staff room across the hallway, where technicians are also present. Fire safety is ensured by nearby emergency exit doors that lead directly outside the building.

5. How will you manage and protect any physical and / or digital data you collect, including the data of people involved?

- <https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-fifth-edition-2024-online#consent>
- <https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-fifth-edition-2024-online#privacy-data-storage>

Data Management and Protection:

All classroom sessions and assessments will serve as pilot activities for evaluation, and any data collected will be anonymized. The workshop will be the only session where the Action Research is conducted in full. When announcing the workshop (one week in advance), I will clearly state that it is optional and part of my PG Certificate Teaching Intervention. I will inform

students that I will observe, take a few photographs to illustrate activities, and report findings in my ARP presentation and reflective blog.

Consent will be obtained in writing on the day of the workshop, with clear information about the purpose, use of data, and the right to withdraw at any time. No photographs will be shared publicly, and any images used will be deleted after the PG Certificate results are released. If requested, faces will be blurred to protect identity. All student data will be anonymized using labels such as "Student A," "Student B," etc., and securely stored in accordance with institutional data protection policies.

6. How will you take ethics into account in your project for participants and / or yourself?

- <https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-fifth-edition-2024-online#responsibilities-participants>
- <https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-fifth-edition-2024-online#responsibilities-sponsors>
- <https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-fifth-edition-2024-online#responsibilities-wellbeing>
- See [Emotionally Demanding Research](#) PDF on Moodle

Ethical Considerations:

The workshop will follow the same ethical standards as my regular teaching practice. The only additional step is that I will inform my course leader about the workshop's content, structure, and purpose to ensure transparency and oversight. Participation will be voluntary, and students will be fully informed about the nature of the activity, their rights, and how their data will be used. Consent will be obtained, and students will have the option to withdraw at any time without consequence to their assessment.

* The form itself is around 300 words, so with your additions the total length will come to a maximum of about 1,050 words.