Guide to Information available through our Publication Scheme

Corporate Office

October 2016

Skills Development Scotland
Guide to Information available through our Publication Scheme

The Freedom of Information (Scotland) Act 2002 requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information they make routinely available
- Tell the public how to access the information and what it might cost

Skills Development Scotland (further abbreviated as SDS) has adopted the Model Publication Scheme (MPS) 2015 produced by the Scottish Information Commissioner. You can see this scheme (2015) here or by contacting us at the postal and e-mail address below:

Write to:
Corporate Office
Skills Development Scotland
11 George Square
Glasgow G2 1DY

E-mail: corporate.office@sds.co.uk

Call: 0300 0130 4227

The purpose of this Guide to Information is to:

- Allow the public to see what information is available (and what is not) in relation to each class
- State what charges may be applied
- Explain how to find the information easily
- Provide contact details for enquiries and to get help with accessing the information
- Explain how to request information we hold that has not been published
- Be a strategic document for proactive publication by SDS

Availability and formats

The information we publish through the MPS is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy, although there may be a charge for this.

Exempt information

We will publish the information we hold that falls within the eight classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where SDS holds the copyright on its published information, the information may be copied and reproduced without formal permission, provided that:

- It is copied or reproduced accurately
- It is not used in a misleading context, and
- The source of the material is identified

Where SDS does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or our premises. There is a charge of £1 per document when viewing information about SDS at www.companieshouse.co.uk.

We may charge for providing information to you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

	Size of paper	Pence per sheet of paper
Black and white photocopy	A3	15p
	A4	10p
Colour photocopy	A3	35p
	A4	30p

Information provided on CD-Rom will be charged at **£1.00** per computer disc.
Postage costs will be recharged to you at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme.

Write to:
Corporate Office
Skills Development Scotland
11 George Square
Glasgow G2 1DY

E-mail: corporate.office@sds.co.uk

Call: 0300 130 4227

We will also advise you how to ask for information that we do not publish routinely or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class, we will continue to make it available for at least the current and two previous financial years (where possible).

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Table of Contents

Class 1: About Skills Development Scotland

Information about Skills Development Scotland, who we are, where to find us, how to contact us, how we are managed, and our external relations

General information about SDS

Information we publish under this class	How to access it
Address and contact details for SDS headquarters, including opening hours	http://www.skillsdevelopmentscotland.co.uk/contact-us
Details of SDS local centres, incl. opening hours	http://www.skillsdevelopmentscotland.co.uk/contact-us?tab=2
Organisational structure incl. roles and responsibilities of our Board and Executive Leadership Group	http://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/
Advice about how to request information from SDS	http://www.skillsdevelopmentscotland.co.uk/about/policies/access-to-information/
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004	http://www.skillsdevelopmentscotland.co.uk/media/40248/environmentalinformationcharges.pdf
How to make a complaint	http://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/ http://www.skillsdevelopmentscotland.co.uk/media/32875/customer_complaints_policy_external.pdf

Constitution

Information we publish under this class	How to access it
Management Statement and Financial Memorandum governing the relationship between SDS and the Scottish Government	http://www.skillsdevelopmentscotland.co.uk/media/40593/2-management-statement-and-financial-memorandum.pdf
Letters of Guidance from the Scottish Government: 16/17 15/16 14/15 13/14 12/13 11/12 10/11 09/10	https://www.skillsdevelopmentscotland.co.uk/media/41986/letter-of-guidance-2016-17-final-web-publication-version.pdf http://www.skillsdevelopmentscotland.co.uk/media/34979/letter_of_guidance_and_gia_2015-16_-_sds_final__word_version_.pdf_-_adobe_acrobat_pro.pdf https://www.skillsdevelopmentscotland.co.uk/media/41224/letter-of-guidance-2014-15.pdf https://www.skillsdevelopmentscotland.co.uk/media/41223/letter-of-guidance-2013-14.pdf https://www.skillsdevelopmentscotland.co.uk/media/41222/letter-of-guidance-2012-13.pdf https://www.skillsdevelopmentscotland.co.uk/media/42281/sds-letter-of-guidance-2011-12-final.pdf https://www.skillsdevelopmentscotland.co.uk/media/42280/sds-letter-of-guidance-2010-11-final.pdf https://www.skillsdevelopmentscotland.co.uk/media/42279/sds-letter-of-guidance-2009-10-final.pdf
Articles of Association	http://www.skillsdevelopmentscotland.co.uk/media/34800/articles_of_association.pdf

How SDS is run

Information we publish under this class	How to access it
Governance Structure Our Board: Board Members	See above "Organisational structure incl. roles and responsibilities of our Board and Executive Leadership Group'. http://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/
Terms of Reference	http://www.skillsdevelopmentscotland.co.uk/media/34806/board_terms_of_reference.pdf
Code of Conduct	http://www.skillsdevelopmentscotland.co.uk/media/34803/board-members-code-of-conduct-v3-0.pdf
Future Meetings	http://www.skillsdevelopmentscotland.co.uk/about/board-committees/future-board-meeting-dates/

Information we publish under this class	How to access it
Board Minutes	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area=2&topic=2-1&order=rank-desc
Board Members' Registers of Interests: John McClelland - Chair	 https://www.skillsdevelopmentscotland.co.uk/media/41433/roi-john-mcclelland-190516.pdf
Donald Boyd	https://www.skillsdevelopmentscotland.co.uk/media/32826/roi-donald-boyd-13-07-16-2.pdf
Robin Crawford	https://www.skillsdevelopmentscotland.co.uk/media/32844/roi-robin-crawford-300616.pdf
Willie Mackie	https://www.skillsdevelopmentscotland.co.uk/media/32856/roi-willie-mackie-19-05-16.pdf
Seonag MacKinnon	https://www.skillsdevelopmentscotland.co.uk/media/32850/roi-seonag-mackinnon-090616.pdf
Christine Pollock	https://www.skillsdevelopmentscotland.co.uk/media/42036/roi-christine-pollock-06-07-16.pdf
Fiona Sasan	https://www.skillsdevelopmentscotland.co.uk/media/32847/roi-fionasasan-05-07-16.pdf
Grahame Smith	https://www.skillsdevelopmentscotland.co.uk/media/32832/roi-grahamesmith-05-07-16.pdf

Caroline Stuart	https://www.skillsdevelopmentscotland.co.uk/media/41444/roi-caroline-stuart-26-05-16.pdf
Graeme Waddell	https://www.skillsdevelopmentscotland.co.uk/media/32829/roi-graeme-waddell-28-04-16.pdf
Damien Yeates - Chief Executive	https://www.skillsdevelopmentscotland.co.uk/media/34840/damien-yeates-roi-december-2015.pdf
Our committees	http://www.skillsdevelopmentscotland.co.uk/about/board-committees/
Scottish Apprenticeship Advisory Board	https://www.apprenticeships.scot/scottish-apprenticeship-advisory-board/
Senior Management Team	http://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/

Corporate Planning

Information we publish under this class	How to access it
SDS Mission Statement	http://www.skillsdevelopmentscotland.co.uk/about/ http://www.skillsdevelopmentscotland.co.uk/media/40677/detailed-strategy-map.pdf
Corporate Strategy 2012-2015	http://www.skillsdevelopmentscotland.co.uk/media/41225/sds-corporate-strategy-2012-15.pdf
Corporate Plan 2015-2020	http://www.skillsdevelopmentscotland.co.uk/our-corporate-plan-2015-20/
Scotland's Youth Employment Strategy 2014 (a Scottish Government document)	http://www.scotland.gov.uk/Resource/0046/00466012.pdf (external link)
Operating Plans: 16/17	https://www.skillsdevelopmentscotland.co.uk/media/41970/operating-plan-designed-no-spm-0-2-final-14-07-16.pdf
15/16	http://www.skillsdevelopmentscotland.co.uk/media/34766/sds_operating_plan_2015-16_5.0.pdf
14/15	http://www.skillsdevelopmentscotland.co.uk/media/42283/sds-operating-plan-2014-15-final-approved.pdf
13/14	http://www.skillsdevelopmentscotland.co.uk/media/42284/sds-operatingplan-2013-14.pdf
12/13	http://www.skillsdevelopmentscotland.co.uk/media/42282/sds-operating-plan-2012-13.pdf
Corporate Strategies for economic	

development:	
Skills Investment Plans by sector	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/#page=1&topic%5B%5D=1-1&order=rank-desc
Corporate Policies:	
Health and Safety Policy and responsibilities	https://www.skillsdevelopmentscotland.co.uk/media/39021/sds_official_statistics_consultation.pdf
Equality and Diversity Mainstreaming Report 2015-17	http://www.skillsdevelopmentscotland.co.uk/media/40561/edms-2015-final-designed-version.pdf
Corporate Social Responsibility Policy	http://www.skillsdevelopmentscotland.co.uk/media/40608/corporate-social-responsiblity-policy.pdf
Gaelic Language Plan 2013 (English)	http://www.skillsdevelopmentscotland.co.uk/media/34756/sds_gaelic_language_plan_web_english.pdf
Gaelic Language Plan 2013 (Gaelic version)	http://www.skillsdevelopmentscotland.co.uk/media/34759/sds_gaelic_language_plan_web_gaelic.pdf

External Relations

Information we publish under this class	How to access it
Reports to regulators	See Section 4 'Financial Statements'
Joint Skills Committee (partnership with Scottish Funding Council SFC and other partners)	Information on Council Members, committee papers, committee resources, and meeting dates is available from www.sfc.ac.uk (external link)
Press releases	**http://www.skillsdevelopmentscotland.co.uk/news-events/**
Partnerships and Strategic Agreements with other bodies	**http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/**
Careers Trust Scotland Limited Publication Scheme	Available on request - please email **corporate.office@sds.co.uk**

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Functions

Information we publish under this class	How to access it
Description of functions incl. statutory basis	http://www.skillsdevelopmentscotland.co.uk/what-we-do/
Strategies, policies, and internal staff procedures for performing statutory functions: Freedom of Information Policy 2014	http://www.skillsdevelopmentscotland.co.uk/media/40249/sds_foi_policy_-_march__2014_-_final__approved_.pdf
Complaints Policy 2013	http://www.skillsdevelopmentscotland.co.uk/media/32875/customer_complaints_policy_external.pdf
Data Protection Policy 2012	http://www.skillsdevelopmentscotland.co.uk/media/40250/sds-dpa-policy-feb2012.pdf
Risk Management and Internal Audit Policy 2015	https://www.skillsdevelopmentscotland.co.uk/media/41094/risk-management-policy.pdf
Statutory Registers	ONLY available at Companies House for £1 each: https://www.gov.uk/get-information-about-a-company
How to report a concern to SDS	http://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/

Information for service users

Information we publish under this class	How to access it
Information Charter 2014	http://www.skillsdevelopmentscotland.co.uk/media/40251/information_charter_-_feb_2014.pdf
Impact of Sexual Orientation on Careers Report 2011	http://www.skillsdevelopmentscotland.co.uk/media/35526/sexualorientationandcareersjune2011.pdf
Equality Toolkit 2016	https://www.skillsdevelopmentscotland.co.uk/media/41647/sds-equality-toolkit_staffpluspartners-2-v3.pdf
Internal-Staff & Partners	https://www.skillsdevelopmentscotland.co.uk/media/41648/sds-equality-toolkit_trainingplusemployers-v3.pdf
External- Training Providers & Employers Information Sharing	http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/information-sharing/
Information Sharing FAQ	http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/information-sharing/your-questions-answered/

Services for Individuals

Information we publish under this class	How to access it
Key information and contact details for National Training Programmes:	
Modern Apprenticeships	https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/
Employability Fund	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/employability-fund/
Employability Fund Approved Providers 2015/16	https://www.skillsdevelopmentscotland.co.uk/media/1141/ef_1516_contract_allocations.xlsx
Funding Options for Individuals	http://www.myworldofwork.co.uk/content/finding-the-right-funding-for-you

Information we publish under this class	How to access it
Advice and contact details for Individual Learning Accounts (ILA)	http://www.myworldofwork.co.uk/content/ila-scotland-funding-for-you
Advice and contact details for Adopt an Apprentice	http://www.ourskillsforce.co.uk/funding-for-skills/adopt-an-apprentice/
Application form for Support for Redundant MAs	https://www.ourskillsforce.co.uk/media/2150/aaa-application.pdf
FAQs for individuals	http://www.myworldofwork.co.uk/faqs-on-modern-apprenticeships
Partnership Action for Continuing Employment (PACE): Local contact details for redundancy advice & Local PACE information packs	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/partnership-action-for-continuing-employment-pace/ (Local PACE information packs available at the bottom)
Careers information, advice, and guidance (CIAG) through My World of Work	http://www.myworldofwork.co.uk

Services for Employers

Information we publish under this class	How to access it
Modern Apprenticeships	http://www.ourskillsforce.co.uk/modern-apprenticeships/ and http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/
MA frameworks	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/
Modern Apprenticeship Delivery Policy Statement	https://www.skillsdevelopmentscotland.co.uk/media/41468/ma-service-delivery-policy-statement-201617-final-2-pdf.pdf
Adopt an Apprentice Guidelines for	https://www.ourskillsforce.co.uk/media/1135/v4_adopt_an_apprentice_guidelines_updated_jan_201

Employers 2015	5.pdf
Advice on Attracting Young Talent	http://www.ourskillsforce.co.uk/attracting-new-talent/
FAQs on why the Flexible Training Opportunities (FTO) are no longer offered	https://www.ourskillsforce.co.uk/support/employers-faqs/
Advice and contact information on the Employer Recruitment Incentive	http://www.ourskillsforce.co.uk/funding-for-skills/employer-recruitment-incentive/
Advice and contact information on the Low Carbon Skills Fund	http://www.ourskillsforce.co.uk/funding-for-skills/low-carbon-skills-fund/
Application and Guidance form 2016-17 (pdf)	https://www.ourskillsforce.co.uk/media/1609/low-carbon-skills-fund-2016-17-updated-010516.pdf

Services for Learning Providers

Information we publish under this class	How to access it
SDS' National Training Programme:	
NTP Legal Requirements	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/requirements/legal-requirements/
NTP Operational Requirements	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/requirements/operational-requirements/
NTP Health and Safety Responsibilities	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/requirements/health-safety-requirements/
Individual Learning Accounts (ILA) information, incl. secure booking, marketing guidelines	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/sds-individual-learning-accounts/
ILA Operational Rules	https://www.skillsdevelopmentscotland.co.uk/for-training-providers/sds-individual-learning-accounts/
Database (NLOD)	https://www.skillsdevelopmentscotland.co.uk/media/1204/ila_operational_rules_supplementary_guidance_09-12v1_aug2013.pdf

Register on the NLOD	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/register-on-nlod/
Quality Assurance Framework and Standards for training funded by SDS	http://www.skillsdevelopmentscotland.co.uk/for-training-providers/quality-assurance-framework/
Quality Assurance Indicators of Excellence 2013	http://www.skillsdevelopmentscotland.co.uk/media/39890/excellent_organisation_-v8_version_oct_13.pdf
Quality Assurance contact	http://www.skillsdevelopmentscotland.co.uk/media/39886/assessor_contact_details.pdf
SDS Quality Standards 2012	http://www.skillsdevelopmentscotland.co.uk/media/39887/sds_quality_standards-may12.doc
Provider Self Assessment Form	http://www.skillsdevelopmentscotland.co.uk/media/39891/4_self_assessment_template_hb_v1.doc

Class 3: How SDS takes decisions and what we have decided

Information about the decisions we take, how we make decision, and how we involve others

Decision making

Information we publish under this class	How to access it
Skills Development Scotland Governance- Including Board Minutes, Terms of Reference and related documents that already have separate entries in this document.	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area=2&order=rank-desc

Class 4: What SDS spends and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent)

Financial Statements, incl. annual accounts and quarterly budget statements

Information we publish under this class	How to access it
Audited Annual Report and Statement of Financial Accounts:	
14/15	http://www.skillsdevelopmentscotland.co.uk/media/40846/sds-signed-accounts-31-march-2015.pdf
13/14	https://www.skillsdevelopmentscotland.co.uk/media/36793/annual_report_and_financial_statements_2014.pdf
12/13	https://www.skillsdevelopmentscotland.co.uk/media/36821/sds_group_accounts_year_ended_31_march_2013.pdf
11/12	https://www.skillsdevelopmentscotland.co.uk/media/36847/sds_group_accounts_year_ended_31_march_2012__final_.pdf
10/11	https://www.skillsdevelopmentscotland.co.uk/media/36850/the%20skills%20development%20scotland%20co.%20limited%20annual%20report%20and%20financial%20statements%20for%20the%20year%20ended%2031%20march%202011.pdf
09/10	https://www.skillsdevelopmentscotland.co.uk/media/36844/sds_annual_report_and_financial_statements_2009-2010.pdf
08/09	https://www.skillsdevelopmentscotland.co.uk/media/36841/sds%20co%20ltd%20annual%20report%20and%20financial%20statements%20-%20year%20end%20march%202009%20.pdf

Financial statements required by statute

Information we publish under this class	How to access it
SDS works according to the Scottish Public Finance Manual Information required under Section 31 of the Public Service Reform (Scotland) Act 2010:	**http://www.scotland.gov.uk/Topics/Government/Finance/spfm/Intro**
2012/13	**https://www.skillsdevelopmentscotland.co.uk/media/40592/psra-2012-13.pdf**
2013/14	work underway
Expenses Policy	http://www.skillsdevelopmentscotland.co.uk/media/40609/expenses-policy.pdf
Procurement Policy and Frameworks	http://www.skillsdevelopmentscotland.co.uk/about/policies/procurement/
Responsible and Sustainable Procurement Policy 2014	https://www.skillsdevelopmentscotland.co.uk/media/32882/rasp_policy_final.pdf
Procurement Annual Report 2015/16	https://www.skillsdevelopmentscotland.co.uk/media/41755/annual-report-2015-16-final.pdf
List of approved contracts (quarterly)	https://www.skillsdevelopmentscotland.co.uk/media/32894/sds-contracts-register-summarised-version-november-draft-v1.pdf
Senior Management salaries 2015 Budget allocation Senior Staff/Board Member expenses at category level (travel, subsistence, accommodation) Pay and Grading Structure (levels)	https://www.skillsdevelopmentscotland.co.uk/media/41104/senior-salaries-publication-as-at-october-2015.pdf N/A N/A

Funding available from SDS and how to apply for it

Information we publish under this class	How to access it
<u>Information for individuals on applying for funding:</u> Modern Apprenticeship Contribution Table 2016-17	https://www.skillsdevelopmentscotland.co.uk/media/41756/ma-contribution-table-2016-17-june-2016.pdf
Funding Model Employability Fund, Get Ready for Work, Lifeskills, and Training for Work 2016-17	http://www.skillsdevelopmentscotland.co.uk/media/41447/appendix-1-funding-model-16-17.pdf
Information on ILA funding	https://www.myworldofwork.co.uk/learn-and-train/funding#content-block-1
Information for employers on applying for funding	http://www.skillsdevelopmentscotland.co.uk/for-employers/
Low Carbon Skills Fund, Employer Recruitment Incentive, Adopt an Apprentice, and Modern Apprenticeship funding possibilities	http://www.ourskillsforce.co.uk/funding-for-skills/

Class 5: How SDS manages its human, physical, and information resources

Information about how we manage the human, physical, and information resources belonging to SDS

Human Resources

Information we publish under this class	How to access it
SDS Staff Code of Conduct 2010	https://www.skillsdevelopmentscotland.co.uk/media/41079/sds-hr-code-of-conduct-policy.pdf
Board Members Code of Conduct	https://www.skillsdevelopmentscotland.co.uk/media/34803/board-members-code-of-conduct-v3-0.pdf
Whistle Blowing Policy and Procedures 2010	http://www.skillsdevelopmentscotland.co.uk/media/35575/Whistleblowing%20Policy.pdf

Physical Resources

Information we publish under this class	How to access it
SDS does not own any land or property assets	n/a
Environmental/Sustainability reports:	
12/13	https://www.skillsdevelopmentscotland.co.uk/media/40594/sustainability-report-2012-13-final.pdf
13/14	http://www.skillsdevelopmentscotland.co.uk/media/36827/sustainability_report1_2013_14.pdf
14/15	https://www.skillsdevelopmentscotland.co.uk/media/40845/sustainability-report-2014-15.pdf
Environmental Policy 2016	https://www.skillsdevelopmentscotland.co.uk/media/42001/environmental-policy.pdf

Information Resources

Information we publish under this class	How to access it
SDS Records Management Policy	http://www.skillsdevelopmentscotland.co.uk/media/32868/sds_records_management_policy_v1_0.pdf
SDS Records Retention and Disposal Policy	http://www.skillsdevelopmentscotland.co.uk/media/32871/sds_retention_and_disposal_policy_v1_0.pdf
Access to Information-Publication Scheme Data Protection Policy 2012	http://www.skillsdevelopmentscotland.co.uk/about/policies/access-to-information/ http://www.skillsdevelopmentscotland.co.uk/media/35557/sds%20dpa%20policy-feb2012.pdf
Cookies Policy	http://www.skillsdevelopmentscotland.co.uk/about/policies/cookies-policy/
Privacy Policy SDS Freedom of information Policy	http://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/ http://www.skillsdevelopmentscotland.co.uk/media/40249/sds_foi_policy_-_march__2014_-_final__approved_.pdf
Information Sharing	http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/information-sharing/

Class 6: How SDS procures goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers

Information for potential suppliers

Information we publish under this class	How to access it
Procurement Policies and Procedures	http://www.skillsdevelopmentscotland.co.uk/about/policies/procurement/
Procurement Annual Report 2015/16	https://www.skillsdevelopmentscotland.co.uk/media/41755/annual-report-2015-16-final.pdf
Invitations for potential suppliers to bid for the supply of specific goods and services to SDS where the value is above £50,000	http://www.publiccontractsscotland.gov.uk
List of approved contracts (quarterly)	https://www.skillsdevelopmentscotland.co.uk/media/32894/sds-contracts-register-summarised-version-november-draft-v1.pdf

Class 7: How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services

Annual Reviews and Audits

Information we publish under this class	How to access it
Annual Reviews Corporate Strategy 2012-15 Review	See section 4, "Financial Statements" for further information https://www.skillsdevelopmentscotland.co.uk/media/41226/sds-corporate-strategy-2012-2015-lookback.pdf
Information relating to Section 32 of the Public Service Reform (Scotland) Act 2010: Annual Statement on sustainable economic growth 12/13 Annual Statement on Efficiency, Effectiveness and Economy 2012/13	 https://www.skillsdevelopmentscotland.co.uk/media/36812/g_psra_statements_2012-13_-_final_for_publication_-_statement_on_sustainable_economic_growth_-_dec_2014.pdf https://www.skillsdevelopmentscotland.co.uk/media/36815/h_psra_statements_2012-13_-_final_for_publication_-_statement_on_efficiency_effectiveness_and_economy_-_dec_2014.pdf
CIAG Audits- External Review (Education Scotland)	http://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/careersservices/index.asp

Equality Impacts Assessments

Information we publish under this class	How to access it
Equality Impact Assessments for:	
Employability Fund 2014/15	http://www.skillsdevelopmentscotland.co.uk/media/35493/employability_fund_equality_impact_assessment_2014-15.pdf
CIAG Service Modernisation Sept 2013	http://www.skillsdevelopmentscotland.co.uk/media/35490/ciag_service_modernisation_equality_impact_assessment_sept_2013.pdf
My World of Work, 2011	https://www.skillsdevelopmentscotland.co.uk/media/35511/sds%20my%20world%20of%20work%20equality%20impact%20assessment%202011.pdf
PACE, 2010	https://www.skillsdevelopmentscotland.co.uk/media/35517/sds%20pace%20equality%20impact%20assessment%202010.pdf
SDS Travel Aid 2011	https://www.skillsdevelopmentscotland.co.uk/media/35523/sds%20travel%20aid%20equality%20impact%20assessment%202011.pdf
SDS Websites, Nov 2015	https://www.skillsdevelopmentscotland.co.uk/media/41725/sds-websites-equality-impact-assessment-nov-2015.pdf
Marketing Communications	https://www.skillsdevelopmentscotland.co.uk/media/41726/2015-sds-hr-equality-impact-assessment-marketing.pdf

Programme Reports

Information we publish under this class	How to access it
SDS Statistics	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/?page=1
Proposal for SDS to become a provider of official statistics (Consultation February 2014)	http://www.skillsdevelopmentscotland.co.uk/media/39021/sds_official_statistics_consultation.pdf
SDS forthcoming publications from January 2016 onwards	http://www.skillsdevelopmentscotland.co.uk/media/40601/publication_schedule.pdf
Community Planning Partnership Reports	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/community-planning-partnership/
School Leaver Destination Returns (SLDR), annually	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/school-leaver-destinations/?page=1&statisticCategoryId=8&order=date-desc
Modern Apprenticeship statistics (quarterly)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/modern-apprenticeships/
Employability Fund statistics (quarterly)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/employability-fund/
Individual Learning Accounts statistics (monthly)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/individual-learning-account/
Other Skills Initiatives' statistics	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/other-skills-initiatives/
Local Authority Briefings (quarterly)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&keyword=briefings&order=rank-desc
PACE Client Experience Survey	**http://scotland.gov.uk/Resource/0045/00453796.pdf** (external link)

Labour Market Information

Information we publish under this class	How to access it
Regional and national monthly labour market media monitor round up	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic=6-4&order=rank-desc
SDS Local Authority Labour Market Information Profiles (Unitary Authority, NOMIS, NRS)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic=6-1&order=rank-desc
Sector Skills Councils Profiles 2011	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic=6-5&order=rank-desc
GES Key Sector Profiles	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area=6&order=rank-desc
Scottish Information, Advice, and Guidance (IAG) Factsheets	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic=6-6&order=rank-desc

Class 8: SDS's commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet

Information available for sale	SDS does not make any publications available for sale

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This Publication Scheme is based on the Model Publication Scheme 2015 published by the Scottish Information Commissioner. It has been approved by the Head of Service of Corporate Office, Laura Barjonas, and will be reviewed annually. This time frame is set in SDS' Freedom of Information Policy.

Senior officer with strategic responsibility for compliance with Freedom of Information law	Laura Barjonas
Nominated officer with responsibility for the Guide to Information	Kenneth Parker
Publication Scheme 2016 approved by	Head of Corporate Office