

Skills Development Scotland

**GUIDE TO INFORMATION AVAILABLE
THROUGH OUR PUBLICATION SCHEME**

SKILLS DEVELOPMENT SCOTLAND GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

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

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Skills Development Scotland (SDS) has adopted the **Model Publication Scheme 2011** produced by the Scottish Information Commissioner. You can see this scheme on our website at <http://www.skillsdevelopmentscotland.co.uk/access-to-information> or by contacting us at the postal and email address below:

Write to:

Corporate Office
Skills Development Scotland
Alhambra House
45 Waterloo Street
Glasgow G2 6HS

Email: foi@sds.co.uk

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) 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

Availability and formats

The information we publish through the model scheme 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 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 Skills Development Scotland holds the copyright in its published information, the information may be copied or 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 Skills Development Scotland 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 at our premises.

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:

Black and white photocopying

<i>Size of paper</i>	<i>Pence per sheet of paper</i>
<i>A3</i>	<i>2p</i>
<i>A4</i>	<i>1p</i>

Colour photocopying

<i>Size of paper</i>	<i>Pence per sheet of paper</i>
<i>A3</i>	<i>13p</i>
<i>A4</i>	<i>6.5p</i>

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged 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 on 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
 Alhambra House
 45 Waterloo Street
 Glasgow G2 6HS

Email: foi@sds.co.uk

Telephone: 0141 285 6096

We will also advise you how to ask for information that we do not publish 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 previous two 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.

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	
Information we publish under this class	How to access it
General Information about SDS	
Address and contact details for SDS headquarters, including opening hours	http://www.skillsdevelopmentscotland.co.uk/contact-us
Contact details and advice about how to request information from SDS	http://www.skillsdevelopmentscotland.co.uk/access-to-information
How to make a complaint	http://www.skillsdevelopmentscotland.co.uk/complaints.aspx
Organisational structure including roles and responsibilities of our Strategic Management Team and Heads of Service	http://www.skillsdevelopmentscotland.co.uk/our-story/our-journey.aspx
Details of SDS local centres, including opening hours	http://www.skillsdevelopmentscotland.co.uk/tools/nearest-centre-search
Publication scheme and guide to information, including our charging schedule for published information	http://www.skillsdevelopmentscotland.co.uk/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/access-to-information
Constitution	
Management Statement and Financial Memorandum governing the relationship between SDS and the Scottish Government	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/documents.aspx
Letters of Guidance from the Scottish Government 09/10 to present	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/documents.aspx
How SDS is run	
Information on our Board: - Terms of reference - Code of Conduct	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/board-meetings.aspx
Information on our committees: - Terms of reference - Remit - Membership of Committees	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/board-committees.aspx
Board members: - Biographical details - Register of Interests	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/our-board.aspx
Articles of Association	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/documents.aspx

Corporate Planning	
SDS Mission Statement	http://www.skillsdevelopmentscotland.co.uk/our-story/our-strategy.aspx
Corporate Plan (triennially as of 2008)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/corporate-plan-2010%E2%80%932012
Operating Plan 2009/10 and 2010/11	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/operating-plan-2010%E2%80%932011-
Equality Scheme (2010-13)	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/equality-scheme-2010-13.aspx
Annual Planning Guidance	http://www.skillsdevelopmentscotland.co.uk/our-story/our-strategy.aspx
Corporate Policies - Health and Safety - Equality - Corporate Social Responsibility	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Energy Sector Skills Investment Plan	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/skills-investment-plan-for-the-energy-sector.aspx
External Relations	
Reports to regulators	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-report-and-financial-statements-2009-2010.aspx
Strategic Agreements with other bodies - Colleges - Schools NB: templates only. All individual agreements can be requested from our FOI team	https://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/strategic-agreements-with-partners.aspx
Completed Service Delivery Agreements (SDAs) with local authorities in Scotland (published every three years)	http://www.skillsdevelopmentscotland.co.uk/service-delivery-agreements.aspx
Joint Skills Committee (partnership with the Scottish Funding Council (SFC) and other key partners): - Information on Council members - Committee papers - Committee resources - Meeting dates	This information is available through the SFC website at www.sfc.ac.uk
Press releases	http://www.skillsdevelopmentscotland.co.uk/media-centre/press-releases.aspx

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.

Information we publish under this class	How to access it
Functions	
Strategies, policies and internal staff procedures for performing statutory functions:	

Freedom of Information Policy	http://www.skillsdevelopmentscotland.co.uk/access-to-information.aspx
Complaints Policy and Procedures	http://www.skillsdevelopmentscotland.co.uk/complaints
Data Protection Policy	http://www.skillsdevelopmentscotland.co.uk/access-to-information.aspx
Equal Opportunities Policy	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Health & Safety Policy	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Corporate Social Responsibility Policy	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Statutory Registers: - Register of Directors - Register of secretaries	Available to view at Companies House
How to apply for funding from SDS	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers/financial-support-and-funding.aspx http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/find-out-about-funding/ila-scotland.aspx
Services - information for service users, including how to access our services	
Equality and diversity: - Equality Scheme (easy-read version) - Working with blind and partially sighted people - Impact of sexual orientation on careers - Equality Toolkit	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/equality-scheme-2010-13-(easy-read-version).aspx http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/working-with-blind-and-partially-sighted-young-people.aspx http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/impact-of-sexual-orientation-on-careers.aspx http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/equality-toolkit.aspx
Information Charter	http://www.skillsdevelopmentscotland.co.uk/access-to-information.aspx
Services for Individuals	
Key information and contact details for advice on National Training Programmes: - Get Ready for Work - Training for Work - Modern Apprenticeships	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers.aspx
Advice and contact details for Individual Learning Accounts	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/find-out-about-funding/ila-scotland.aspx Further information can also be found at www.ilascotland.org.uk/
Key information and contact details for advice on Adopt an Apprentice	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers/recruitment/adopt-an-apprentice.aspx

Partnership Action for Continuing Employment (PACE)	
- Contact details for redundancy advice	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/redundancy-help-and-advice/what-is-pace-redundancy-support.aspx
- Careers Advice for those facing redundancy	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/redundancy-help-and-advice/careers-advice.aspx
- National information packs	http://www.skillsdevelopmentscotland.co.uk/media/98894/pacenationalupdateaug10.pdf
- PACE information packs	http://www.skillsdevelopmentscotland.co.uk/our-services/pace-information-packs.aspx
- Positive Steps to Your Future	http://www.skillsdevelopmentscotland.co.uk/media/248335/positive%20steps%20to%20your%20future.pdf
Key information about the <u>Big Plus</u> , a Scottish Government funded initiative to help boost literacy and numeracy skills	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/improve-core-skills.aspx More information can be found at www.thebigplus.com
Extensive careers information, advice and guidance (IAG) information for individuals through My World of Work	http://myworldofwork.skillsdevelopmentscotland.co.uk/
Services for Employers	
Key information and contact details on Modern Apprenticeships (MAs):	
- MA frameworks	http://www.skillsdevelopmentscotland.co.uk/media/102300/list%20of%20ma%20frameworks.pdf
- Frequently asked questions	http://www.skillsdevelopmentscotland.co.uk/media/248626/modern%20apprenticeship%20faqs.pdf
- Employer guidelines for Adopt an Apprentice	http://www.skillsdevelopmentscotland.co.uk/media/114980/adopt%20an%20apprentice%20-%20guidelines.pdf
- Application forms for Adopt an Apprentice	http://www.skillsdevelopmentscotland.co.uk/media/114977/adopt%20an%20apprentice%20-%20application%20form.pdf
General information on Get Ready for Work:	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/national-training-programmes/get-ready-for-work.aspx
Job Outcome Declaration	http://www.skillsdevelopmentscotland.co.uk/media/255425/grfw-tpa%20form.pdf
General information on Training for Work	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/national-training-programmes/training-for-work.aspx
Funding for staff training - Flexible Training Opportunities (FTO):	
- Key information and contact details for	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers/encourage-employees-to-develop-new-skills.aspx

advice - Rules and Guidance / Application Form	http://www.skillsdevelopmentscotland.co.uk/media/383363/fto_fullapp_8june_enabled.pdf
Partnership Action for Continuing Employment (PACE): - Contact details for redundancy advice - Careers Advice for those facing redundancy - National information packs - PACE information pack inserts - Positive Steps to Your Future - Local contacts for employers	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/redundancy-help-and-advice/what-is-pace-redundancy-support.aspx http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/redundancy-help-and-advice/careers-advice.aspx http://www.skillsdevelopmentscotland.co.uk/media/98894/pacenationalupdateaug10.pdf http://www.skillsdevelopmentscotland.co.uk/our-services/pace-information-packs.aspx http://www.skillsdevelopmentscotland.co.uk/media/248335/positive%20steps%20to%20your%20future.pdf http://www.skillsdevelopmentscotland.co.uk/media/385962/pace%20chairs%20-%20contacts%20list%202013.06.11.xls
Employer Recruitment Incentive: - Application Form - Application Form Guidelines	http://www.skillsdevelopmentscotland.co.uk/media/203210/eriapformweb.pdf http://www.skillsdevelopmentscotland.co.uk/media/255422/provider%20guidance%20final%20feb%202011.pdf
Key information about the Big Plus , a Scottish Government funded initiative to help boost literacy and numeracy skills	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers/boost-core-skills More information can be found at www.thebigplus.com
Services for Learning Providers	
Information on assisting SDS in delivering its national training programmes - National Training Programme Legal Requirements - National Training Programme Operational Requirements - Health & Safety responsibilities Programme guidelines and rules for the delivery of SDS national training programmes: - Get Ready for Work	N.B. On Provider Central you can find out how learning providers can work with SDS to reach new learners. http://www.providercentral.org.uk/ . http://www.providercentral.org.uk/OurServices/NationalTrainingProgrammes/Legal_Requirements.aspx http://www.providercentral.org.uk/OurServices/NationalTrainingProgrammes/NTP_Operational_Requirements.aspx http://www.providercentral.org.uk/OurServices/NationalTrainingProgrammes/Health_and_Safety_Responsibilities.aspx http://www.providercentral.org.uk/OurServices/NationalTrainingProgrammes/National_Training_Programmes.aspx

- Training for Work - Modern Apprenticeships	
Individual Learning Accounts (ILA)	
- Operational Rules - Definition of Eligible Learning - Marketing Guidelines	http://www.providercentral.org.uk/Support/ILAGuides.aspx Find out more at www.ilascotland.org.uk
Guidance for learning providers applying to become a Branded Learning Centre: - Registration - Pledge to Learners toolkit	http://www.providercentral.org.uk/OurServices/Branded_Learning_Centres/Branded_Learning_Centres.aspx
National Learning Opportunities Database (NLOD): - Interactive map of listed Providers	http://www.providercentral.org.uk/OurServices/Registration/NLOD
Quality Assurance Framework and Standards for training funded by SDS: - Quality Assurance Process - SDS Quality Standards - Self Assessment Form - Quality Development Action Plan	http://www.providercentral.org.uk/OurServices/QualityAssuranceFrameworkandStandards/QualityAssuranceFrameworkandStandards.aspx?

CLASS 3: HOW SKILLS DEVELOPMENT SCOTLAND TAKES DECISIONS AND WHAT WE HAVE DECIDED

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

Information we publish under this class	How to access it
<i>Decisions taken by SDS: agendas, reports and papers provided for consideration and minutes of Board meetings</i>	
Skills Development Scotland Board Minutes	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/board-minutes.aspx
Forward Board and Committee meeting schedule	http://www.skillsdevelopmentscotland.co.uk/our-story/our-board/board-meetings.aspx

CLASS 4: WHAT SKILLS DEVELOPMENT 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).

Information we publish under this class	How to access it
<i>Financial statements, including annual accounts and quarterly budget statements</i>	

Audited Annual Report (annually as of 08/09)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-report-and-financial-statements-2009-2010
Statement of Financial Accounts (annually as of 08/09)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-report-and-financial-statements-for-the-year-ended-31-march-2009
Financial statements required by statute	
Information required under Section 31 of the Public Service Reform (Scotland) Act: <ul style="list-style-type: none"> - Hospitality & entertainment expenditure - External consultancy expenditure - Payments in excess of £25,000 - Public Relations expenditure - Staff overseas travel expenditure 	https://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/public-services-reform-(scotland)-act-2010-statements.aspx
Financial policies and procedures for budget allocation: <ul style="list-style-type: none"> - Delegated Authority Guidance 	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Finance Policies and Procedures: <ul style="list-style-type: none"> - Expenses Policy - Risk Management Policy - Delegated Authority Guidance - Procurement Policies - Procurement Strategy 	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
Salary information for our Senior Management Team	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/senior-salaries
Expenses policies and procedures	
Expenses Policy	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures
Funding awards available from SDS and how to apply for them	
Information for individuals on applying for funding for SDS National Training Programmes: <ul style="list-style-type: none"> - Get Ready for Work - Modern Apprenticeships - Training for Work 	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/national-training-programmes
Information for individuals who would like to apply for ILA Scotland funding	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/find-out-about-funding/ila-scotland
Information for employers who would like to apply for funding for staff training and funding for our National Training Programmes:	

<ul style="list-style-type: none"> • Flexible Training Opportunities • Get Ready for Work • Modern Apprenticeships • Training for Work • Employer Recruitment Incentive 	http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-employers
Modern Apprenticeship Awards: <ul style="list-style-type: none"> - General information - Awards Entry Rules - Application form 	http://www.skillsdevelopmentscotland.co.uk/news-archive/the-scottish-modern-apprenticeship-awards-2010.aspx

CLASS 5: HOW SKILLS DEVELOPMENT SCOTLAND MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Information about how we manage the human, physical and information resources belonging to SDS	
Information we publish under this class	How to access it
Human Resources	
Policies and Procedures	
<ul style="list-style-type: none"> - Health & Safety Policy - Staff Code of Conduct - Corporate Social Responsibility Policy - Work & Family Policy 	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures
SDS Staffing Structure	http://www.skillsdevelopmentscotland.co.uk/our-story/our-journey.aspx
Physical Resources	
SDS does not own any land or property assets	N/A
Information Resources	
Records Management policy, including Data Retention Policy:	SDS has a selection of legacy retention schedules arising from its formation in 2008 from a previous set of organisations. Work to consolidate our retention schedules is under way and will complete in 2011. However, in order to comply with public records legislation, SDS has in place an Interim Data Retention Schedule, which sets out the lengths of time for which all types of documents must be held. This means that whilst the Freedom of Information (Scotland) Act is retrospective, it will only be possible to provide copies of SDS documents that are still in existence.
<ul style="list-style-type: none"> - Interim Data Retention Policy 	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures.aspx
	SDS makes extensive use of the European Social Fund and the retention schedules regarding projects funded via the EU are far

	longer than any other information held. SDS will ensure that it adheres to EU rules regarding retention of structured and unstructured information, and make staff aware that these records are to be treated differently.
Information governance / asset management policies and procedures:	
- Policies and procedures governing SDS staff use of email and internet access	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures
- Interim Data Retention Policy	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/policies-and-procedures
- Data Protection Policy	http://www.skillsdevelopmentscotland.co.uk/access-to-information.aspx
- Privacy Policy	http://www.skillsdevelopmentscotland.co.uk/privacy.aspx

CLASS 6: HOW SKILLS DEVELOPMENT SCOTLAND PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

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

Information we publish under this class	How to access it
Information for potential suppliers of goods and services to SDS on procurement policies and procedures such as:	
- Purchasing Policy - Standard terms and conditions - Procurement Policy Manual - Contact details for more information	http://www.skillsdevelopmentscotland.co.uk/procurement
Invitations for potential suppliers to bid for the supply of specific goods and services to SDS where the value is above value of £50,000	Advertised on the Public Contracts Scotland portal: http://www.publiccontractsscotland.gov.uk
List of successful bidders 2011-12	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/successful-bidders-2011-12.aspx

CLASS 7: HOW SKILLS DEVELOPMENT SCOTLAND IS PERFORMING

Information about how SDS performs as an organisation, and how well it delivers its functions and services

Information we publish under this class	How to access it
Annual Review 2009/10	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-review-2009%E2%80%9310
Audited Annual Report (annually as of	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-report-and-financial-statements-2009-2010

08/09) Statement of Financial Accounts (annually as of 08/09)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/annual-report-and-financial-statements-for-the-year-ended-31-march-2009
School Leaver Destination Reports (SLDR) (biannually as of 08/09)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/school-leaver-destination-return-and-skills-intervention-activity-report
Local Authority Briefings (quarterly as of 09/10)	http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/stakeholder-briefings
National Training Programme Statistics	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/national-training-programmes-statistics.aspx
Equality Impact Assessments:	
- National Training Programmes	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/national-training-programmes.aspx
- Partnership Action for Continuing Employment (PACE)	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/pace.aspx
- Career Essentials	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/career-essentials.aspx
- SDS Corporate and Operating Plans	http://www.skillsdevelopmentscotland.co.uk/our-story/equality-and-diversity/equality-impact-assessment-for-the-skills-development-scotland-corporate-and-operating-plans.aspx
Partnership Action for Continuing Employment (PACE) Client Experience Survey	http://www.skillsdevelopmentscotland.co.uk/media/182002/sds%20pace%20report_prf9.pdf
Information relating to Section 32 of the Public Service Reform (Scotland) Act 2010:	
- Statement at the year end on the steps SDS has taken to promote and increase sustainable growth through the exercise of its functions	https://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/public-services-reform-(scotland)-act-2010-statements.aspx
- Statement in relation to efficiency, effectiveness and economy as soon as possible after the end of the financial year	
Monthly Vacancies Update (Scotland)	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/monthly-vacancies-update.aspx
Monthly Unemployment Update (Scotland)	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/monthly-unemployment-update.aspx
Labour Market Media Monitor (SDS Regions)	http://www.skillsdevelopmentscotland.co.uk/knowledge/media-monitoring.aspx
Labour Market Media Monitor (SDS National)	http://www.skillsdevelopmentscotland.co.uk/knowledge/media-monitoring.aspx
SDS Local Authority Labour Market Information Profiles (Unitary Authority)	http://www.skillsdevelopmentscotland.co.uk/knowledge/local-lmi-reports.aspx
Labour Market Focus – Newsletter	http://www.skillsdevelopmentscotland.co.uk/knowledge/newsletter.aspx
Quick Reads	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/quick-read-school-leaver-destinations.aspx
Talking Points	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/talking-point-skills-shortages-and-managed-migration.aspx

Skills in Focus – Papers from Independent Experts <i>(on behalf of Skills in Focus)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/skills-in-focus.aspx
LMI User Guide	http://www.skillsdevelopmentscotland.co.uk/knowledge/lmi-user-guide.aspx
Sector Profiles <i>(on behalf of SSC)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/sectoral-lmi-reports/sector-skills-council-profiles.aspx
GES Sector Profiles from (GES Key Sectors) <i>(on behalf of Scottish Government)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/sectoral-lmi-reports/government-economic-strategy-key-sector-reports.aspx
NOMIS Local Authority Labour Market Profiles <i>(on behalf of NOMIS)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/local-lmi-reports.aspx
MCMC (National) <i>(on behalf of Job Centre Plus)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/local-lmi-reports.aspx
Scottish Information, Advice and Guidance (IAG) Factsheets <i>(on behalf of Alliance Sector Skills Councils Scotland)</i>	http://www.skillsdevelopmentscotland.co.uk/knowledge/sectoral-lmi-reports/sector-skills-council-profiles.aspx
National Training Programme Statistics	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/national-training-programmes-statistics.aspx
PACE Client Experience Survey	http://www.skillsdevelopmentscotland.co.uk/knowledge/national-reports/pace-%E2%80%93-client-experience-survey.aspx

CLASS 8: SKILLS DEVELOPMENT SCOTLAND COMMERCIAL PUBLICATIONS

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

Information we publish under this class	How to access it
SDS does not make any publications available for sale.	