



Careers Information,
Advice and Guidance

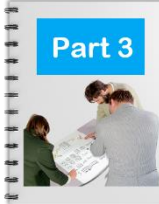







Equality Action Plan 2019-21








Easy Read version Part 3

**Our action plan: What we will
do for all groups.**





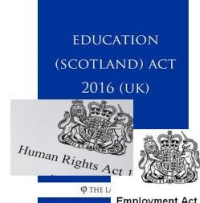


Careers information, advice and guidance equality action plan

<p>This is part 3 of our equality action plan.</p>	
<p>This part explains what we will do for all equality groups.</p>	
<p>Part 4 explains what we will do for each equality group.</p>	
<p>Parts 1 and 2 of our plan explain why we are doing this.</p>	
<p>You can get a copy of these parts of the plan from Skills Development Scotland.</p>	
<p>Our details are at the end of this booklet.</p>	



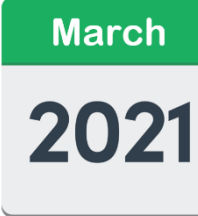
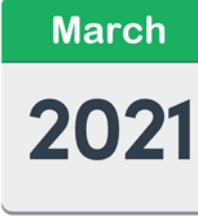


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<p>Now let's look at our action plan.</p>	
<p>This part of the plan explains how we will make things better.</p>	
<p>We want equality groups to feel welcome when they talk to us.</p>	
<p>And we want them to use our help more.</p>	
<p>We want people from these groups to be able to manage their careers better.</p>	
<p>We also want people in these groups to make better decisions about their careers.</p>	
<p>And have a good experience moving from school to more education, to training or to work.</p>	







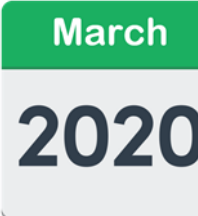
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<p>We also want everyone to be treated the same.</p>	
<p>That means people should not be judged unfairly because of who they are.</p>	
<p>It also means those people should have more options for work.</p>	
<p>And that everyone can have the career they want.</p>	
<p>We also want people to understand their rights in education, training and work.</p>	
<p>They should be able to know if they are being discriminated against.</p>	
<p>And be able to fight that.</p>	

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<p>We also want people to be able to choose how they develop their careers.</p>	
<p>Now let's look at how we plan to do this.</p>	
<p>When you read through the next sections, you will read "We will keep doing this until March 2021."</p>	
<p>This does not mean we will stop doing anything after March 2021.</p>	
<p>It means we will continue to do these things.</p>	
<p>But we will also look at what we have done to see if we can do it any better in the future.</p>	







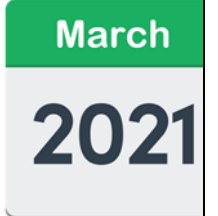
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<p>Giving our staff the skills to help people</p>	
<p>We have a website for our staff where they can find information to help them do their job better.</p>	
<p>Part of that website tells our staff how they can help people who have additional support needs.</p>	
<p>We want to add information about other equality groups, including age, gender, poverty, ethnic minority and people who are lesbian, gay, bisexual or transgender.</p>	
<p>This will give our staff the best quality information to support people in equality groups.</p>	
<p>The information will be there for all our staff to see and read.</p>	
<p>We will make this better by the end of March 2020.</p>	







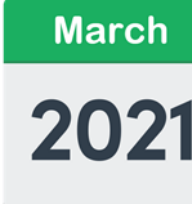
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<p>We will make this information part of our staff's learning programme.</p>	
<p>This programme makes sure our people can get more and better skills all the time.</p>	
<p>We think this sort of learning is best.</p>	
<p>The new programme will be there for all our staff.</p>	
<p>We will make this new information part of this programme by March 2021.</p>	
<p>We are going to make sure all our staff must learn about equality.</p>	








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<p>The learning will include information from other groups such as the Scottish Trans Alliance and Scottish Refugee Council.</p>	
<p>This information will also help our staff work better with people in equality groups.</p>	
<p>And will help them feel better about how they work.</p>	
<p>This is another sort of learning we think is best.</p>	
<p>It will be there for all our staff.</p>	
<p>We started making this available to all our staff in August 2019.</p>	
<p>We will keep using this training until March 2021.</p>	

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<p>We want our staff to let each other know about the best ways to help people.</p>	
<p>We will do this by giving them time to talk to others about what they have learned.</p>	
<p>We will also ask them to work together to help our customers.</p>	
<p>We think this will help them think more about how they can help people in equality groups.</p>	
<p>We want all our staff to do this.</p>	
<p>We have started doing this already.</p>	
<p>We will keep doing this until March 2021.</p>	

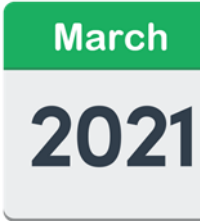





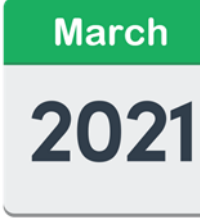

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<p>Then we will see how much difference all these plans have made.</p>	
<p>Making Skills Development Scotland diverse and equal</p>	
<p>We want more people from equality groups to work in the company.</p>	
<p>We will look at different ways for people in equality groups to join our Careers Information Advice and Guidance service.</p>	
<p>We hope this will make the people who work for us more diverse.</p>	
<p>This should include all the different types of people who live in Scotland.</p>	
<p>We have started to do this.</p>	





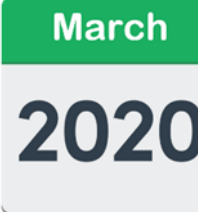


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<p>We will continue to do this until March 2021.</p>	
<p>Skills Development Scotland has offices in many places in Scotland.</p>	
<p>It also has people working in schools.</p>	
<p>We will make sure all these places are nice places for people from equality groups to visit.</p>	
<p>We will let people from equality groups know about this through all our leaflets and reports (like this one).</p>	
<p>We hope this will mean more people from equality groups will want to ask for our help.</p>	
<p>We have already started talking to our customers about this.</p>	








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<p>We will keep doing this until March 2021.</p>	
<p>We will become a Keep Safe Place where vulnerable people can come to get help if they need it.</p>	
<p>This will be part of our promise to help protect children and vulnerable people.</p>	
<p>We hope this will help children and vulnerable people want to use our services.</p>	
<p>We will work with Police Scotland and I am Me to do this.</p>	
<p>We have already started to do this.</p>	
<p>We will make sure this is done by March 2021.</p>	
<p>We will make sure our leaflets, booklets and website all give people clear and easy to read information.</p>	

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<p>This information will include what we are doing to help people from different groups.</p>	
<p>We will also give people this information in another language if they need it.</p>	
<p>We hope this will help people in equality groups want to use our services.</p>	
<p>We will work with TENET (the Scottish Traveller Education Network) and the equality advisory group to do this.</p>	
<p>We will do this by March 2020.</p>	
<p>Letting people in equality groups know about apprenticeships</p>	
<p>Skills Development Scotland has an apprenticeship team.</p>	

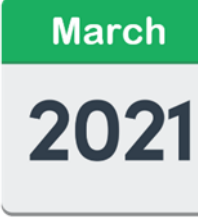




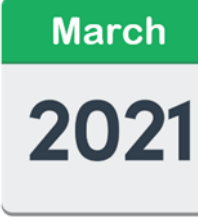

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<p>An apprenticeship is where people learn, train and work at the same time.</p>	
<p>You can do an apprenticeship in a lot of different things, including working in shops, hotels, restaurants or offices.</p>	
<p>One kind of apprenticeship can be done while young adults are still at school.</p>	
<p>This is called a foundation apprenticeship.</p>	
<p>A foundation apprenticeship lets young people learn a job while they are still at school.</p>	
<p>We want more people from equality groups to join this foundation apprenticeship.</p>	
<p>We think this will make those people think about more choices of possible jobs.</p>	
<p>We have already started doing this.</p>	



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<p>We will keep doing this until March 2021.</p>	
<p>There are other apprenticeships in work and colleges or universities.</p>	
<p>People on modern apprenticeships work, get paid and study at college or at a training centre.</p>	
<p>People on graduate apprenticeships get a degree in the subject they are studying.</p>	
<p>We want more young people, and their parents or carers, to know about these choices.</p>	
<p>We want the number of people from equality groups joining these apprenticeships to grow.</p>	
<p>We have already started doing this.</p>	




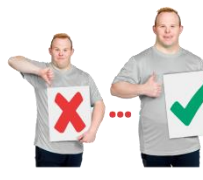


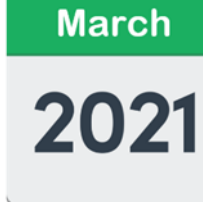
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<p>We will keep doing this until March 2021.</p>	
<p>We really want young women to think about apprenticeships in STEM.</p>	
<p>STEM stands for science, technology, engineering and mathematics.</p>	
<p>We want as many young women as there are young men to think about working in STEM.</p>	
<p>We will work with female pupils in schools to do this.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>There is a lot of help across Scotland for people from equality groups.</p>	


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<p>This help includes training, support and funding.</p>	
<p>We will work with the people running them to let people from equality groups know about this help.</p>	
<p>This will help those people start apprenticeships.</p>	
<p>We want to see a lot more people from equality groups take part in these.</p>	
<p>We have started doing this already.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>Using facts and figures to help us do the best we can</p>	

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<p>We will work with our staff to find out what facts and figures we already have.</p>	
<p>We will then find out what facts and figures can help us get better.</p>	
<p>This will help us know what we should be doing in the future.</p>	
<p>It will also let us think about how we improve our services for equality groups.</p>	
<p>We think this will help us find areas where we can do better.</p>	
<p>If we cannot find all the facts and figures we need to do better, we will find ways of getting them.</p>	
<p>We will do this by March 2021.</p>	

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<p>This is part 3 of our equality plan.</p>	
<p>You can also read parts 1, 2 and 4 of our plan.</p>	
<p>You can get these from us at https://www.skillsdevelopmentscotland.co.uk/about/policies/equality-diversity-and-inclusion/.</p>	
<p>Or email us at equality@sds.co.uk</p>	

With thanks to the organisations who helped us develop this plan:

- Age Scotland
- Association for Real Change
- Close the Gap
- MECOPP

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- STEP
- Scottish Commission for Learning Disabilities (SCLD)
- Skills Recognition, Glasgow Caledonian University