



Careers Information,
Advice and Guidance



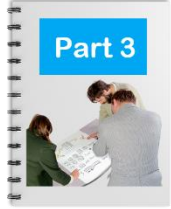





Equality Action Plan 2019-21



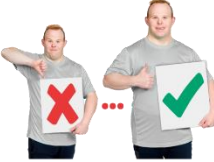




Easy Read version Part 4

Our action plan: what we will
do for each group.








Career information, advice and guidance equality action plan

<p>This is part 4 of our equality action plan.</p>	
<p>This part explains what we will do for each equality group.</p>	
<p>Part 3 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>	








Career information, advice and guidance equality action plan

<p>Now we can look at how we will help each equality group.</p>	
<p>The first group we will look at is people who are disabled or have additional support needs</p>	
<p>We will improve the information and tools we have to help these people.</p>	
<p>This will help them to learn skills to manage their careers.</p>	
<p>We will produce all this in accessible formats and in easy read (like this document).</p>	
<p>We will also improve any visual aids we have.</p>	
<p>We want people who are disabled or have additional support needs to be able to manage their careers as well as other people.</p>	









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<p>We will work with the Scottish Council for Learning Disability (SCLD) and the National Involvement Network (ARC) to do this.</p>	
<p>We will do this by March 2020.</p>	
<p>Skills Development Scotland has a team of people who work with teachers in Scotland's additional support needs schools.</p>	
<p>We will get them to use My World of Work to help pupils who have additional support needs.</p>	
<p>We will make sure My World of Work is used more in additional support needs schools.</p>	
<p>We will work with additional needs schools to make this happen.</p>	
<p>We will do this by March 2020.</p>	



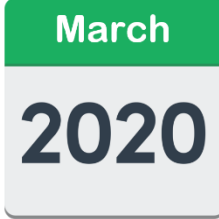





Career information, advice and guidance equality action plan

<p>We will let pupils know what choices they could have.</p>	
<p>We will let them know where to find information on the help they could get to have the job they want.</p>	
<p>This will help those pupils who are disabled or have additional support needs think about all the things they could do in education, training or work.</p>	
<p>We want to see less of these pupils NOT thinking about all those opportunities.</p>	
<p>We also want their parents or carers, teachers and support workers to know more about these choices.</p>	
<p>We have already done some of this work.</p>	
<p>We will keep doing this work until March 2021.</p>	
<p></p>	<p></p>

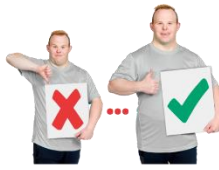







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<p>The next group we will look at is people aged 50 and over</p>	
<p>We will work with groups who support older people to let them know about our career advice.</p>	
<p>This will include all our services and My World of Work.</p>	
<p>We want to see more older people using our services.</p>	
<p>We will work with Age Scotland to do this.</p>	
<p>We have already done some of this work.</p>	
<p>We will keep doing this work until March 2021.</p>	
<p>We will also make sure the information and tools we have are correct for older people.</p>	








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<p>This will help more of them use our services.</p>	
<p>We will work with AGE Scotland to do this.</p>	
<p>We will do this by March 2020.</p>	
<p>How we will help people who have lived in care</p>	
<p>In 2018 we published a plan that said how we would support people who have lived in care.</p>	
<p>We will continue to do the things we said we would do in that plan.</p>	
<p>That includes caring like a parent would.</p>	
<p>People who have lived in care often have less opportunity in education, training and work.</p>	





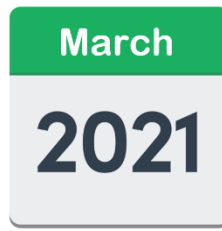



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<p>We think helping them will change this.</p>	
<p>We will work with Centre for Excellence for Looked after Children In Scotland (CELCIS), Who Cares? Scotland and the Scottish Throughcare and Aftercare Forum (STAF) to do this.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>We will do it in two ways.</p>	
<p>First, we will produce a computer-based programme that guides people who have lived in care through our services.</p>	
<p>This will help them see how we can help them learn and work.</p>	
<p>We think this will help more of these people use our services.</p>	



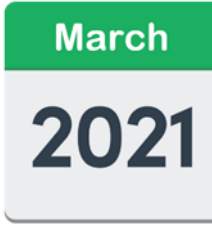




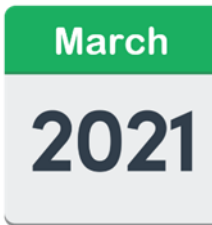
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<p>Second, we will find out if we need to do anything to better support people who have lived in care.</p>	
<p>This might be, for example, when they get exam results or are moving from school to work.</p>	
<p>We think this will help more of them to get the career they want.</p>	
<p>We will do both by March 2020.</p>	
<p></p>	<p></p>
<p>How we will help people from ethnic minority communities</p>	
<p>We will work with local and national groups who support people from ethnic minority communities.</p>	
<p>This will include people who are refugees, asylum seekers or who are Gypsies or travellers.</p>	



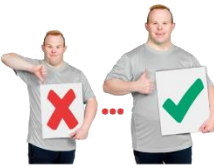




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<p>We will help them find out about our services and websites.</p>	
<p>This will help more of these people know about and use our services.</p>	
<p>We will work with local and national groups, TENET (the Scottish Traveller Education Network) and the Scottish Refugee Council to do this.</p>	
<p>We have already started this work.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>Some people coming to live in Scotland will have skills or qualifications from another country.</p>	
<p>We will work with Glasgow Caledonian University to better understand these skills and qualifications.</p>	
<p>Glasgow Caledonian University has a group of people who can do this.</p>	









Career information, advice and guidance equality action plan

<p>This will help people who have moved to live in Scotland get more education, training or work at the correct level.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>We will also let people who have come to live in Scotland about their rights.</p>	
<p>These rights will cover education, training and employment.</p>	
<p>We think this will help more of these people get more education, training or work.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	









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<p>How we will help men and women be treated equally</p>	
<p>We will find out why less senior female pupils ask us for career guidance.</p>	
<p>And we will find ways of changing this.</p>	
<p>This will help more senior female pupils get help from us.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>We will also let more young men from disadvantaged backgrounds who have few qualifications know about our services.</p>	








Career information, advice and guidance equality action plan

<p>This will help more of them use our services.</p>	
<p>We will work with poverty organisations to do this.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>Some people think there are school subjects or jobs that only boys should do.</p>	
<p>And different school subjects and jobs that girls should do.</p>	
<p>We will help young people make the career decision they want, whether they are male or female.</p>	
<p>This will include looking at our group work activities and My World of Work.</p>	




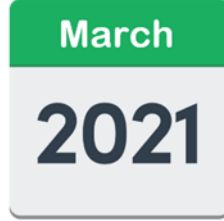




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<p>We will work with Close the Gap to do this.</p>	 <p>Close the Gap</p>
<p>We will do this by March 2021.</p>	
<p>We will also talk to schools and parents to help them think about more career choices for young people.</p>	
<p>This will include asking them to think how jobs are for boys or girls can limit these choices.</p>	
<p>This will also help young people know when their choices are being limited because they are a girl or a boy.</p>	
<p>And help them disagree with that.</p>	
<p>We will work with schools to do this.</p>	
<p>We have already started doing this.</p>	


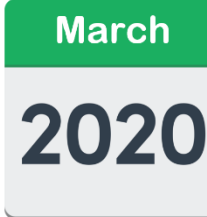





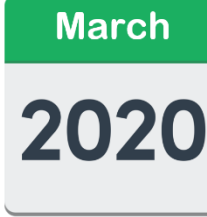
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<p>We will keep doing this until March 2021.</p>	
<p>How we will help people living in poverty</p>	
<p>We will work more with groups supporting people living in poverty to let them know more about our services.</p>	
<p>This will help more people living in poverty to find out about and use our services.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>We will also let people living in poverty know about help they can get education, training or work.</p>	










Career information, advice and guidance equality action plan

<p>This will help more people living in poverty to get more education, training or find work.</p>	
<p>We will work with poverty organisations to do this.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p></p>	<p></p>
<p>How we will help mothers and mothers-to-be</p>	
<p>We will add information about the employment rights of mothers and mothers-to-be into My World of Work.</p>	
<p>This will help women know if they are being discriminated against.</p>	
<p>It will also help them disagree with that.</p>	


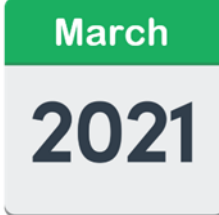





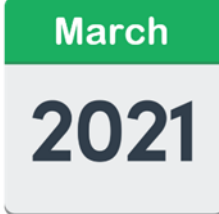
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<p>We will work with Close the Gap and Maternity Action to do this.</p>	
<p>We will do this by the end of March 2020.</p>	
<p>We will also work with groups supporting young mothers to let them know about the support available to them in our careers centres across Scotland.</p>	
<p>We will also let them know about what services are there from them after they leave school.</p>	
<p>This will really help young mothers living in poverty.</p>	
<p>We think this will help more young mothers use our services.</p>	
<p>We will work with poverty support groups and people supporting young mothers to do this.</p>	
<p>We will do this by March 2020.</p>	


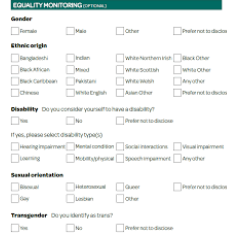





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<p>How we will help people with different religions and beliefs</p>	
<p>We want Muslim people to feel welcome when they talk to us.</p>	
<p>We will work with Muslim communities to make this happen.</p>	
<p>This will help more Muslim people use our services.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>Some Muslim people may not know about their rights in education, training and work.</p>	
<p>We will tell them where they can find information about their education and employment rights.</p>	
<p>This will help more Muslim people get opportunities in education, training or work.</p>	

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<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p></p>	<p></p>
<p>How we will help people who are lesbian, gay or bisexual</p>	
<p>We want people who are gay, lesbian and bisexual to feel welcome at Skills Development Scotland.</p>	
<p>We will work with organisations who support gay, lesbian and bisexual people to do this, including youth and school groups and Pride organisations.</p>	
<p>We hope more people who are gay, lesbian or bisexual will want to use our services.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	

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<p>We will also look at how we should record people being lesbian, gay or bisexual.</p>	
<p>This will help us keep better records and think about how we help these people.</p>	
<p>We think this will help make more people happy with our services.</p>	
<p>We will work with Stonewall to do this.</p>	
<p>We will do this by March 2020.</p>	
<p></p>	<p></p>
<p>How we will help people who are transgender</p>	<p></p>
<p>People who are transgender know there is a difference between their physical sex and whether they feel male or female.</p>	
<p>We will also look at how we record information for people who are transgender.</p>	

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<p>This will help us keep better records and think about how we help these people.</p>	
<p>It should also help more transgender people feel happy about our services.</p>	
<p>We will do this by the end of December 2019.</p>	
<p>We will also make sure we use the correct terms when we are talking about, or to, people who are transgender.</p>	
<p>We will work with the Scottish Trans Alliance to do this.</p>	
<p>We have already started doing this.</p>	
<p>We will keep doing this until March 2021.</p>	
<p>This is part 4 of our equality plan.</p>	

Career information, advice and guidance equality action plan

You can also read parts 1, 2 and 3 of our plan.



You can get these from us at <https://www.skillsdevelopmentscotland.co.uk/about/policies/equality-diversity-and-inclusion/>



Or email us at equality.sds.co.uk



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

- Age Scotland
- Association for Real Change
- Close the Gap
- MECOPP
- STEP
- Scottish Commission for Learning Disabilities (SCLD)
- Skills Recognition, Glasgow Caledonian University