

Guide to Information available through our Publication Scheme

Last updated May 2020

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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 (SDS) has adopted the Model Publication Scheme (MPS) (updated November 2018) produced by the Scottish Information Commissioner. You can see this scheme [here](#) or by contacting us at the postal and e-mail address below:

Write to:

Corporate Affairs
Skills Development Scotland
Monteith House
11 George Square
Glasgow
G2 1DY

E-mail: corporate.affairs@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) 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 and re-use

OGL © [Skills Development Scotland]

This publication and the information linked through it are licensed under the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

This means that 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

Any enquiries regarding this publication should be sent to:
corporate.affairs@sds.co.uk

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 <https://www.gov.uk/government/organisations/companies-house>

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:

	<i>Size of paper</i>	<i>Pence per sheet of paper</i>
<i>Black and white photocopy</i>	A3	15p
	A4	10p
<i>Colour photocopy</i>	A3	35p
	A4	20p

Information provided on CD-Rom will be charged at **£00.50** 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 Affairs
Skills Development Scotland
Monteith House
11 George Square

Glasgow G2 1DY

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

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 classes below. 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.

Terms Used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRs	The Environmental Information (Scotland) Regulations 2004
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
MPS	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
MPS Principles	The six key principles with which all information published under the MPS must comply
Classes of information	Nine broad categories describing the types of information authorities must publish (if they hold it)

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, including opening hours	http://www.skillsdevelopmentscotland.co.uk/contact-us?tab=2
Organisational structure including 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	https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/ https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/customer-feedback-form/

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:	
2019/20	https://www.skillsdevelopmentscotland.co.uk/media/45837/letter-of-guidance-2019_20.pdf
2018/19	https://www.skillsdevelopmentscotland.co.uk/media/44587/20180328dfm_to_skills_development_scotland_letter_of_guidance_2018_19.pdf
2017/18	https://www.skillsdevelopmentscotland.co.uk/media/43591/letter-of-guidance-2017-18.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	See above "Organisational structure including roles and responsibilities of our Board and Executive Leadership Group".
Our Board:	
Board Members	http://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/
Terms of Reference	https://www.skillsdevelopmentscotland.co.uk/media/34806/board-tor.pdf
Code of Conduct	https://www.skillsdevelopmentscotland.co.uk/media/42978/board-members-code-of-conduct.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=date-desc
Board Members' Registers of Interests	https://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/
Our committees	http://www.skillsdevelopmentscotland.co.uk/about/board-committees/
Scottish Apprenticeship Advisory Board	https://www.apprenticeships.scot/scottish-apprenticeship-advisory-board/
The Centre for Work-based Learning	https://www.centreforworkbasedlearning.co.uk/
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/
Strategic Plan	
	2019-22 https://www.skillsdevelopmentscotland.co.uk/a-human-future-strategic-plan/
<u>Corporate Parenting Plan</u>	
	2018-21 https://www.skillsdevelopmentscotland.co.uk/media/44846/updated_final_13-08-18_corporate-parenting-plan.pdf
	2015-18 https://www.skillsdevelopmentscotland.co.uk/media/42428/corporate-parenting-plan-2015-18.pdf
<u>Operating Plans:</u>	
	2018/20 https://www.skillsdevelopmentscotland.co.uk/media/44822/sds-operating-plan-201819.pdf
	2017/18 https://www.skillsdevelopmentscotland.co.uk/media/43616/operating-plan-2017-18-final-15aug17-pdf-02.pdf
	2016/17 https://www.skillsdevelopmentscotland.co.uk/media/41970/operating-plan-designed-no-spm-0-2-final-14-07-16.pdf

<p><u>Corporate Strategies for economic development:</u></p> <p>Skills Investment Plans</p>	<p>https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic[]=1-5&order=date-desc</p>
<p><u>Corporate Policies:</u></p> <p>Health and Safety Policy and responsibilities</p> <p>Equality and Diversity Mainstreaming Report 2019-21:</p> <p>2015-17:</p> <p>Corporate Social Responsibility Policy</p> <p>Gaelic Language Plan 2017-2020 (English)</p> <p>Gaelic Language Plan 2017-2020 (Gaelic)</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/35560/health-safety-and-wellbeing-policyv3_apr19.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/43248/0892_equality-mainstreaming-report_updated-june-2019.pdf</p> <p>http://www.skillsdevelopmentscotland.co.uk/media/40561/edms-2015-final-designed-version.pdf</p> <p>http://www.skillsdevelopmentscotland.co.uk/media/40608/corporate-social-responsibility-policy.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/42063/sds-gaelic-language-plan-english-version.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/43397/sds-gaelic-language-plan-dreach-g%C3%A0idhlig.pdf</p>

External Relations

Information we publish under this class	How to access it
Reports to regulators	See Section 4 'Financial Statements'
News stories	http://www.skillsdevelopmentscotland.co.uk/news-events/

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 including statutory basis for them	http://www.skillsdevelopmentscotland.co.uk/what-we-do/
<u>Strategies, policies, and internal staff procedures for performing statutory functions:</u>	
Freedom of Information Policy	https://www.skillsdevelopmentscotland.co.uk/media/33922/sds-foi-policy-2019.pdf
Complaints and Feedback Policy	https://www.skillsdevelopmentscotland.co.uk/search/?keywords=complaints+policy&category=
Data Protection Policy	https://www.skillsdevelopmentscotland.co.uk/media/45642/sds-dataprotection-policy.pdf
Risk Management and Internal Audit Policy	https://www.skillsdevelopmentscotland.co.uk/media/41094/risk-management-policy.pdf
Statutory Registers	Available at Companies House for £1 each: https://www.gov.uk/government/organisations/companies-house
How to report a concern to SDS	https://www.skillsdevelopmentscotland.co.uk/about/policies/concerns/
How to report a complaint to SDS	http://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/

Information for service users

Information we publish under this class	How to access it
<p>Equality Toolkit Internal-Staff & Partners</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/41647/sds-equality-toolkit-for-staff-and-partners-2.pdf</p>
<p>External - Training Providers & Employers</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/41648/sds-equality-toolkit_trainingplusemployers-v3.pdf</p>
<p>Information Sharing</p>	<p>http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/</p>
<p>Information Sharing FAQ</p>	<p>http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/your-questions-answered/</p>
<p><u>Apprenticeship Equality Action Plan</u></p>	
<p>2019 Annual report</p>	<p>http://www.skillsdevelopmentscotland.co.uk/media/45850/apprenticeship-equality-action-plan-annual-report-2019.pdf</p>
<p>2018 Annual report</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/44830/apprenticeship-equality-action-plan.pdf</p>
<p>2017 Annual report</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/43416/sds-equalities-action-plan-update-2017.pdf</p>

Services for Individuals

Information we publish under this class	How to access it
<p><u>National Training Programmes:</u></p> <p>Modern Apprenticeships Apprenticeships.scot</p> <p><u>Modern Apprenticeships Approved Providers:</u> 2019/20</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/</p> <p>https://www.apprenticeships.scot/become-an-apprentice/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45667/ma-contracts-volumes-2019-20.pdf</p>
<p><u>Foundation Apprenticeships</u></p> <p>Progress report 2019 Progress report 2018</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/foundation-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45251/fa-progress-report.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/44472/foundation-apprenticeships-progress-report.pdf</p>
<p><u>Graduate Apprenticeships</u></p> <p>Graduate Apprenticeships Early Activity and Progress report (2017/18 and 2018/19)</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/graduate-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45882/ga-report-2019.pdf</p>

<u>Employability Fund</u>	https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/employability-fund/
Employability Fund Contract Details 2019/20	https://www.skillsdevelopmentscotland.co.uk/media/45668/employability-fund-contracts-2019-20.pdf
Funding options for individuals	https://www.myworldofwork.co.uk/learn-and-train/funding
Individual Training Accounts	https://www.myworldofwork.co.uk/learn-and-train/sds-individual-training-accounts-ita
<u>Partnership Action for Continuing Employment (PACE):</u>	
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 foot of the page)
Career information, advice, and guidance	https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/
Delivering Scotland's Career Service report 2020	https://www.skillsdevelopmentscotland.co.uk/media/46449/delivering-scotlands-careers-service-2020.pdf
Delivering Scotland's Career Service report 2018	https://www.skillsdevelopmentscotland.co.uk/media/44956/ciag_report_2018.pdf

Services for Employers

Information we publish under this class	How to access it
<u>Modern Apprenticeships</u>	http://www.ourskillsforce.co.uk/modern-apprenticeships/ and http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/
Apprenticeships.scot	https://www.apprenticeships.scot/for-employers/modern-apprenticeships/
2020/21 FAQs	https://www.skillsdevelopmentscotland.co.uk/media/46683/ma-programme-faqs-20-21-updated-17-april-2020-pdf.pdf

Modern Apprenticeship frameworks	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/
Occupational groupings and age	
2020/21	https://www.skillsdevelopmentscotland.co.uk/media/46641/appendix-2-ma-frameworks-by-occupational-grouping-and-age-2020-2021.pdf
<u>Modern Apprenticeship Contribution Tables</u>	
2020/21	https://www.skillsdevelopmentscotland.co.uk/media/46640/appendix-1-ma-contribution-table-2020-2021.pdf
<u>Programme specifications</u>	
2020/21	https://www.skillsdevelopmentscotland.co.uk/media/46658/2021-ma-programme-specification-version-3-updated-17-april-2020.pdf
Adopt an Apprentice Guidance	https://www.skillsdevelopmentscotland.co.uk/media/11112/adopt-an-apprentice-guidelines.pdf
<u>Foundation Apprenticeships</u>	https://www.apprenticeships.scot/for-employers/foundation-apprenticeships/
Employer guides	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=9&topic[]=9-5&order=date-desc
Frameworks	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=9&topic[]=9-1&order=date-desc
<u>Graduate Apprenticeships</u>	https://www.apprenticeships.scot/for-employers/graduate-apprenticeships/
Frameworks	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=14&topic[]=14-1&order=date-desc

Progress report	https://www.skillsdevelopmentscotland.co.uk/media/45882/ga-report-2019.pdf
Information on why Scotland's Employer Recruitment Incentive (SERI) is no longer available	https://www.skillsdevelopmentscotland.co.uk/what-we-do/supporting-scotlands-employers/scotlands-employer-recruitment-incentive/

Services for Learning Providers

Information we publish under this class	How to access it
<u>SDS' National Training Programmes (NTP):</u>	
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/
<u>Modern Apprenticeships</u>	https://www.apprenticeships.scot/learning-provider/modern-apprenticeships/ http://www.ourskillsforce.co.uk/modern-apprenticeships/ http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/
20/21 FAQs	https://www.skillsdevelopmentscotland.co.uk/media/46683/ma-programme-faqs-20-21-updated-17-april-2020-pdf.pdf
Modern Apprenticeship frameworks	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/

<u>Modern Apprenticeship Contribution Tables</u>	20/21	https://www.skillsdevelopmentscotland.co.uk/media/46640/appendix-1-ma-contribution-table-2020-2021.pdf
<u>Programme specifications</u>	20/21	https://www.skillsdevelopmentscotland.co.uk/media/46658/2021-ma-programme-specification-version-3-updated-17-april-2020.pdf
<u>Foundation Apprenticeships</u>		https://www.apprenticeships.scot/for-employers/foundation-apprenticeships/
Frameworks		https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=9&topic[]=9-1&order=date-desc
Learner retention guide		https://www.skillsdevelopmentscotland.co.uk/media/45760/0993_fa-retention-guide-final.pdf
<u>Graduate Apprenticeships</u>		https://www.apprenticeships.scot/for-employers/graduate-apprenticeships/
Frameworks		https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=14&topic[]=14-1&order=date-desc
Individual Training Accounts (ITA) FAQ for Training Providers		https://www.skillsdevelopmentscotland.co.uk/media/45559/ita-june-19-fags-training-providers.pdf
Quality Assurance Framework		https://www.skillsdevelopmentscotland.co.uk/for-training-providers/quality-assurance-framework/

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

Information about the decisions we take, how we make decisions, 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
Strategic Plan 2019-22 – Agency Collaboration	https://www.skillsdevelopmentscotland.co.uk/a-human-future-strategic-plan/agency-collaboration/

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
<u>Audited Annual Report and Statement of Financial Accounts</u>	
2018/19	https://www.skillsdevelopmentscotland.co.uk/media/46378/annual-report-and-financial-statements-2018-19-signed-version.pdf
2017/18	https://www.skillsdevelopmentscotland.co.uk/media/45185/sds-group-accounts-year-ended-31-march-2018-signed.pdf
2016/17	https://www.skillsdevelopmentscotland.co.uk/media/44121/sds-accounts-31-march-2017-signed.pdf

Financial statements required by statute

Information we publish under this class	How to access it
<p>SDS works according to the Scottish Public Finance Manual:</p> <p><u>Information required under Section 31 of the Public Service Reform (Scotland) Act 2010:</u></p> <p style="text-align: right;">2017/18</p> <p style="text-align: right;">2016/17</p>	<p>http://www.scotland.gov.uk/Topics/Government/Finance/spfm/Intro</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45599/psra-2017-18-statement.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45600/psra-2016-17-statement.pdf</p>
<p>Expenses Policy</p> <p>Procurement Policy and Frameworks</p> <p>Responsible and Sustainable Procurement Policy</p> <p><u>Procurement Annual Report</u></p> <p style="text-align: right;">2018/19</p> <p style="text-align: right;">2017/18</p> <p style="text-align: right;">2016/17</p> <p>List of approved contracts (quarterly)</p>	<p>http://www.skillsdevelopmentscotland.co.uk/media/40609/expenses-policy.pdf</p> <p>http://www.skillsdevelopmentscotland.co.uk/about/policies/procurement/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/32882/rasp_policy_final.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/45803/annual-procurement-report-2018-2019.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/44806/annual-procurement-report-2017-2018-july-2018.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/43612/annual-procurement-report-final-20162017.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&keyword[]=contracts&topic[]=4-5&order=date-desc</p>

Senior Management salaries 2018/19	https://www.skillsdevelopmentscotland.co.uk/media/36824/senior-salaries-publication.pdf
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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> <p style="text-align: right;">ITA Funding</p>	https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/sds-individual-training-accounts/
Information for employers on applying for funding	http://www.skillsdevelopmentscotland.co.uk/for-employers/

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	https://www.skillsdevelopmentscotland.co.uk/media/46257/code-of-conduct.pdf
Board Members Code of Conduct	http://www.skillsdevelopmentscotland.co.uk/media/42978/board-members-code-of-conduct.pdf
Whistle Blowing Policy and Procedures	https://www.skillsdevelopmentscotland.co.uk/media/46256/whistleblowing-policy.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:	
2017/18	https://www.skillsdevelopmentscotland.co.uk/media/45236/sustainability-report-201718.pdf
2016/17	https://www.skillsdevelopmentscotland.co.uk/media/44120/sustainability-report-201617.pdf
Environmental Policy	https://www.skillsdevelopmentscotland.co.uk/media/42001/sds-environmental-policy.pdf

Information Resources

Information we publish under this class	How to access it
SDS Records Management Policy	https://www.skillsdevelopmentscotland.co.uk/media/32868/sds-recordsmanagement-policy.pdf
Access to Information-Publication Scheme	http://www.skillsdevelopmentscotland.co.uk/about/policies/access-to-information/
Data Protection Policy	https://www.skillsdevelopmentscotland.co.uk/media/45642/sds-dataprotection-policy.pdf
Cookies Policy	http://www.skillsdevelopmentscotland.co.uk/about/policies/cookies-policy/
Privacy Policy	http://www.skillsdevelopmentscotland.co.uk/about/policies/privacy/
SDS Freedom of information Policy	https://www.skillsdevelopmentscotland.co.uk/media/33922/sds-foi-policy-2019.pdf
Information Sharing	https://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/

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/
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/publications-statistics/publications/?page=1&keyword[]=contracts&topic[]=4-5&order=date-desc
Links to SDS's procurement information published on the Public Contracts Scotland website	https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12862
<u>Procurement Annual Reports:</u>	
2018/19	https://www.skillsdevelopmentscotland.co.uk/media/45803/annual-procurement-report-2018-2019.pdf
2017/18	https://www.skillsdevelopmentscotland.co.uk/media/44806/annual-procurement-report-2017-2018-july-2018.pdf
2016/17	https://www.skillsdevelopmentscotland.co.uk/media/43612/annual-procurement-report-final-20162017.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	See section 4, "Financial Statements" for further information
Career Information, Advice and Guidance Audits - External Reviews (Education Scotland)	https://education.gov.scot/Documents/ExternalQAforReviewofCareerInformationJuly18.pdf https://education.gov.scot/education-scotland/inspection-reports/

Equality Impact Assessments

Information we publish under this class	How to access it
<u>Equality Impact Assessments for:</u> <div style="text-align: right; padding-right: 20px;">National Third Sector Fund</div>	https://www.skillsdevelopmentscotland.co.uk/media/44932/sds-equality-impact-assessment-third-sector-fund.pdf
<div style="text-align: right; padding-right: 20px;">Scotland's Employer Recruitment Incentive</div>	https://www.skillsdevelopmentscotland.co.uk/media/44933/sds-hr-equality-impact-assessment-seri.pdf
<div style="text-align: right; padding-right: 20px;">Ethnic Intersectionality Initiative</div>	https://www.skillsdevelopmentscotland.co.uk/media/44852/eia-of-eii-recruitment-incentive-aug-2018.pdf
<div style="text-align: right; padding-right: 20px;">HR</div>	https://www.skillsdevelopmentscotland.co.uk/media/44786/sds-hr-equality-impact-assessment-sponsorship-150618.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
SDS forthcoming publications	https://www.skillsdevelopmentscotland.co.uk/media/43958/publication_schedule.pdf
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/
Other Skills Initiatives' statistics	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/other-skills-initiatives/
Annual Participation Measure	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/annual-participation-measure/?page=1&statisticCategoryId=7&order=date-desc
Local Authority Briefings	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&keyword[]=making+skills+work&order=date-desc

Labour Market Information

Information we publish under this class	How to access it
<p>Regional Skills Assessments</p> <p>Skills Investment Plans</p> <p>Sectoral Skills Assessments</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/regional-skills-assessments/</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/skills-investment-plans/</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/sectoral-skills-assessments/</p>
<p>Employee and board monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</p>	<p>https://www.skillsdevelopmentscotland.co.uk/media/43248/0597_update-to_0357-equality-mainstreaming-report.pdf</p>

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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Class 9: SDS's Open data

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

SDS's Open data plan	SDS does not publish any open data or have an open data plan
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This Publication Scheme is based on the Model Publication Scheme published by the Scottish Information Commissioner in November 2018. It has been approved by the Director of Corporate Affairs and will be reviewed regularly.

Senior officer with strategic responsibility for compliance with Freedom of Information law	John Robertson
Nominated officer with responsibility for the Guide to Information	Kenneth MacEachen
Publication Scheme approved by	Director of Corporate Affairs