Contents

SDS Website
Full Screen Mode
Area Selection
Theme Selection
Topic Selection
Page Layout:
  • Information Panel
  • Key Figures
  • Sources
  • Data Considerations
  • Navigation Panel

User Tips and Guidance:
  • Side Panel Filter
  • Additional Filtering
  • Focus Mode
  • Additional Information
  • Data Labels
  • Copying Visuals
  • Custom Area Creation
The Regional Skills Assessment (RSA) Data Matrix is a new online tool providing easier access to the latest Labour Market Information (LMI).

The RSA Data Matrix is hosted on Skills Development Scotland’s corporate website and can be accessed using the link below:

https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/regional-skills-assessments/
To enable full functionality, please open the RSA Data Matrix in full screen mode.

To do this, click on the expandable arrow icon in the bottom right hand corner (highlighted by the red circle).
There are four area types available in the RSA Data Matrix:

- Local Authority;
- Region (based on Regional Outcome Agreement (ROA) regions);
- City Deals; and
- Growth Deals.

You can hover your cursor over the buttons to see which Local Authorities are included in each area.

To select a region, click on the relevant button.

Data for Rural Scotland can be accessed using the ‘Rural Local Authorities’ button. This is based on the Scottish Government’s Rural and Environment Science and Analytical Services (RESAS) classification of rural areas.
After an area has been selected, the theme selection page will open automatically.

There are three themes available and a description of each is provided:

• Skills Supply;
• Skills Demand; and
• Skills Mismatch.

To select a theme, click on the relevant button.
After a theme has been selected, the relevant topic selection page will open automatically.

There are numerous topics available for each theme.

To select a topic, click on the relevant button.

Choose a Topic

- Population by Age
- Population Projections and Net Migration
- Secondary Schools and Qualifications
- Annual Participation Measure
- School Leaver Destinations
- Employment 16-64 and 16-24
- Unemployment 16-64 and 16-24
- Part-time and Self-Employment
- Non-Permanent and Zero Hours Employment
- Employment and Unemployment by Disability Status
- Employment and Unemployment by Gender and Ethnicity
- Economic Inactivity
- Travel to Work
- Hours Worked and Weekly Pay
- Housing and Households
- Scottish Index of Multiple Deprivation (SIMD)
This page shows the key features of a page within the RSA Data Matrix. On the following pages we provide more information on each feature.
Each page in RSA Data Matrix has an Information Panel on the left which includes buttons and relevant information, as indicated below:

1. Allows you to go back to Area Selection page.
2. Allows you to go back to Theme Selection page.
3. Allows you to go back to Topic Selection page for selected theme.
4. Shows you the theme of the current page.
5. Shows you the selected area.
6. Shows you the selected Local Authority.
Most topics in the RSA Data Matrix have key figures at the top of the page. The key figures are colour coded for selected area (Light Blue) and Scotland (Green).

You may need use the scroll bar (highlighted in red) to display all data for your selected area.

To do so, use your cursor to hover over the key figures for selected areas till the scroll bar appears on the right hand side.

Or you can view it in full-screen (see here).

<table>
<thead>
<tr>
<th></th>
<th>% of employed people in part-time employment 2019</th>
<th>No. of people in part-time employment 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scotland</td>
<td>Scotland</td>
</tr>
<tr>
<td>Part-time Employment (16-64)</td>
<td>25%</td>
<td>651,800</td>
</tr>
<tr>
<td></td>
<td>Edinburgh and Lothians (ROA)</td>
<td>100,900</td>
</tr>
<tr>
<td></td>
<td>East Lothian</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td>City of Edinburgh</td>
<td>74,100</td>
</tr>
<tr>
<td></td>
<td>Midlothian</td>
<td></td>
</tr>
</tbody>
</table>
Each topic in the RSA Data Matrix has a Source Icon indicated by question mark (❓)

Use your cursor to hover over the Source Icon to display the data source and the relevant time period.
If data appears as an exclamation mark - !, it is deemed unreliable. This may be due to small numbers, small sample sizes or unreliable confidence intervals.

If data appears as an exclamation mark - !, it is deemed unreliable. This may be due to small numbers, small sample sizes or unreliable confidence intervals.

### Moray
- **17%**
- **2,100**

### Orkney Islands
- !
- !

### Shetland Islands
- !
- !
The navigation panel can be found at the bottom of each page, the functions of this panel are listed below:

1. You can use the arrows to navigate through the pages. If you click on the numbers, you will be able to see a list of all pages in the report (the current page will be highlighted in yellow).

2. You can share the Data Matrix through different platforms (e.g. email, Twitter, LinkedIn).

3. You can use this icon to enlarge the view further (useful for presentations).
If you select a Region, City Deal or Growth Deal, as it can be seen in Example 1, the navigation panel can be used to filter the data to Local Authority level.

Click on the Local Authority name under the Selected Area heading to filter the data and graphs. As can be seen in Example 2, the selected Local Authority then becomes highlighted.

To deselect and return to your selected Region, click on the selected Local Authority again.
Some pages will require additional data filtering for the visuals to display optimally.

**Data Type and Years**

Use the buttons (as in the picture above) to select the data type or year of interest. Your selection will be highlighted in red.

Multiple selection is available for some visuals (where relevant). To use this feature, click on all the options you are interested in.

To deselect an option click on it again.

**Selected Area**

Use the buttons (as in the picture above) to select the area of interest. The selected area will be highlighted in red.
User Tips and Guidance: Focus mode

Each visualisation in the Data Matrix can be viewed in full-screen:

1. Hover over the visual if you would like to see more information.
2. Focus mode is available on the top right corner of every visual.
3. Click the icon and this will enlarge the visual to full screen.
4. To return to the report, click on the button *Back to report* in the top left corner.

Please do not use back button on the browser.
Some of the visuals have additional information available.

If information is available, it will appear when you hover over the visual, as seen in the image on the left (black box).
In some instances, there may not be enough space for all the data labels to be displayed. There are few steps can be taken to improve their visibility:

1. Hover over the visual and the selected data point, a black box will appear with relevant information (as seen in the image on the left).

2. Open the visual in focus mode, which makes the visual bigger (see here).
The Data Matrix allows for visualisations to be easily copied and used in reports and presentations. To do this, you can use either:

- The *Snipping Tool* programme on your device. This programme allows you to select the area of your screen that you wish to copy, you can then save, edit or email the image.
  - For Windows users, the snipping tool is located in Windows accessories.;
  - For Mac users, press Command-Shift-4;  

  *or*

- For Windows users, use the “PrtSc” function on your keyboard. This will capture the full screen, in order to crop the image to just desired visual, paste it into another application (e.g. Word, Excel, Paint).
If you are interested in creating your own area from different Local Authorities, you can use the All Local Authorities button in the Area selection page. Then using the information panel on the left in each page select the required Local Authorities (see image on left).

You need to hold Ctrl for multiple selection.

Please be aware:

1. Your Local Authority selection needs to be redone on every topic page; and
2. Key figures in light blue will show the total for all 32 LAs until selection has been made.
Thank you.

Any queries, please contact rsa@sds.co.uk