Guide to Information available through our Publication Scheme

Last updated September 2021

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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 March 2021) 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:

	Size of paper	Pence per sheet of paper
Black and white photocopy	A3	15p
	A4	10p
Colour photocopy	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 Skills Development Scotland (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 or report a concern	https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/ https://www.skillsdevelopmentscotland.co.uk/about/policies/concerns/

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: 2021/22	https://www.skillsdevelopmentscotland.co.uk/media/47900/letter-from-the-minister-for-business-fair-work-and-skills.pdf
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_devlopment_scotland_letter_of_guidance_2018_19.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 Our Board:	See above "Organisational structure including roles and responsibilities of our Board and Executive Leadership Group'.
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/
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/
Corporate Parenting Plan	2018-21	https://www.skillsdevelopmentscotland.co.uk/media/44846/updated_final_13-08-18_corporate-parenting-plan.pdf
Operating Plans:	2021/22	https://www.skillsdevelopmentscotland.co.uk/media/47899/annual-operating-plan-2021-22.pdf
	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

Corporate Policies:	
SDS Policies and procedures	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=4&order=date-desc
Health and Safety Policy and responsibilities	https://www.skillsdevelopmentscotland.co.uk/media/35560/health-safety-and-wellbeing-policyv3_apr19.pdf
Equality and Diversity Mainstreaming Report 2021-25:	https://www.skillsdevelopmentscotland.co.uk/media/47776/equality-report-2021_final_050521_2.pdf
2019-21:	https://www.skillsdevelopmentscotland.co.uk/media/43248/0892_equality-mainstreaming-report_updated-june-2019.pdf
Corporate Social Responsibility Policy	http://www.skillsdevelopmentscotland.co.uk/media/40608/corporate-social-responsiblity-policy.pdf
Gaelic Language Plan (DRAFT) 2020-23	https://www.skillsdevelopmentscotland.co.uk/media/47049/glp-2020-23_draftseptember2020.pdf

External Relations

Information we publish under this class	How to access it
Reports to regulators	See Section 4 'Financial Statements'
DYW/SDS Partnership Agreement and work planning model	https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/education-team/developing-the-young-workforce/dywsds-partnership-agreement-and-work-planning-model/
Information sharing	https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/16plus-data-hub/your-questions-answered/

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/
Strategies, policies, and internal staff procedures for performing statutory functions:	
Freedom of Information Policy	https://www.skillsdevelopmentscotland.co.uk/media/33922/sds-foi-policy.pdf
Customer Complaints Policy	https://www.skillsdevelopmentscotland.co.uk/media/47783/customer-complaints-policy-2021-final-2.pdf
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/48074/risk-and-internal-audit-policy-2020.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
Equality Toolkit Internal-Staff & Partners	https://www.skillsdevelopmentscotland.co.uk/media/41647/sds-equality-toolkit-for-staff-and-partners-2.pdf
External - Training Providers & Employers	https://www.skillsdevelopmentscotland.co.uk/media/41648/sds-equality-toolkit_trainingplusemployers-v3.pdf
Information Sharing	http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/
Information Sharing FAQ	http://www.skillsdevelopmentscotland.co.uk/what-we-do/partnerships/16plus-data-hub/your-questions-answered/
Apprenticeship Equality Action Plan	
2020 Annual report	https://www.skillsdevelopmentscotland.co.uk/media/47244/equality-action-plan-2020.pdf
2019 Annual report	http://www.skillsdevelopmentscotland.co.uk/media/45850/apprenticeship-equality-action-plan-annual-report-2019.pdf
2018 Annual report	https://www.skillsdevelopmentscotland.co.uk/media/44830/apprenticeship-equality-action-plan.pdf

Services for Individuals

Information we publish under this class	How to access it
National Training Programmes:	
Modern Apprenticeships	https://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/
Apprenticeships.scot	https://www.apprenticeships.scot/become-an-apprentice/
Modern Apprenticeships Approved Providers:	
2021/22	https://www.skillsdevelopmentscotland.co.uk/media/47068/ma-contracts-2021-22-1.xlsx
Foundation Apprenticeships	https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/foundation-apprenticeships/
Progress report 2021	https://www.skillsdevelopmentscotland.co.uk/media/47943/1417_fa-progress-report-2021_29-june.pdf
Progress report 2020	https://www.skillsdevelopmentscotland.co.uk/media/45251/fa-progress-report.pdf
Progress report 2018	https://www.skillsdevelopmentscotland.co.uk/media/44472/foundation-apprenticeships-progress-report.pdf
Graduate Apprenticeships	https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/graduate-apprenticeships/
Graduate Apprenticeships Progress Report 2021	https://www.skillsdevelopmentscotland.co.uk/media/47944/ga-report-2021_30-june.pdf
Graduate Apprenticeships Early Activity and Progress report (2019/20)	https://www.skillsdevelopmentscotland.co.uk/media/47123/sds-graduate-apprenticeship-progress-report-2019-20.pdf

Graduate Apprenticeships Early Activity and Progress report (2017/18 and 2018/19)	https://www.skillsdevelopmentscotland.co.uk/media/45882/ga-report-2019.pdf
Employability Fund	https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/employability-fund/
Employability Fund Contract Details 2021/22	https://www.skillsdevelopmentscotland.co.uk/media/47067/ef-contracts-2021-22.xlsx
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
Partnership Action for Continuing Employment (PACE): 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
Modern Apprenticeships	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/

2021/22 FAQs	https://www.skillsdevelopmentscotland.co.uk/media/46683/ma-programme-faqs-21-22-effective-17th-may-21.pdf
Modern Apprenticeship frameworks	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/
Occupational groupings and age group 2021/22	https://www.skillsdevelopmentscotland.co.uk/media/46641/2021-22-appendix-2-ma-frameworks-by-occupational-grouping-and-age-updated-3rd-june-21.pdf
Modern Apprenticeship Contribution Tables 2021/22	https://www.skillsdevelopmentscotland.co.uk/media/46640/2021-22-appendix-1-ma-contribution-table-v2.pdf
Programme specifications 2021/22	https://www.skillsdevelopmentscotland.co.uk/media/46658/ma-programme-specification-2122-version-3-effective-170521.pdf
Adopt an Apprentice Programme Rules	https://www.skillsdevelopmentscotland.co.uk/media/47413/aaa-programme-rules.pdf
Foundation Apprenticeships	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
Graduate Apprenticeships	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

Services for Learning Providers

Information we publish under this class	How to access it
SDS' National Training Programmes (NTP):	
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/
Modern Apprenticeships	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/
2021/22 FAQs	https://www.skillsdevelopmentscotland.co.uk/media/46683/ma-programme-faqs-21-22-effective-17th-may-21.pdf
Modern Apprenticeship frameworks	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/
Modern Apprenticeship Contribution Tables	
2021/22	https://www.skillsdevelopmentscotland.co.uk/media/46640/2021-22-appendix-1-ma-contribution-table-v2.pdf
Programme specifications	
2021/22	https://www.skillsdevelopmentscotland.co.uk/media/46658/ma-programme-specification-2122-version-3-effective-170521.pdf

Foundation Apprenticeships	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
Graduate Apprenticeships	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	http://www.skillsdevelopmentscotland.co.uk/media/46785/itas-faqs-training-providers-june-2020.docx
National Transition Training Fund Guidance 2021	https://www.skillsdevelopmentscotland.co.uk/media/47128/nttf-guidance-document.pdf
Quality Assurance Framework	https://www.skillsdevelopmentscotland.co.uk/for-training-providers/quality-assurance-framework/

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
Audited Annual Report and Statement of Financial Accounts	
2019/20	https://www.skillsdevelopmentscotland.co.uk/media/47388/sds-group-accounts-year-ended-31-march-2020-signed.pdf
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

Financial statements required by statute

Information we publish under this class	How to access it
SDS works according to the Scottish Public Finance Manual:	https://www.gov.scot/publications/scottish-public-finance-manual/background-and-applicability/background-and-applicability/
Information required under Section 31 of the Public Service Reform (Scotland) Act 2010:	https://www.skillsdevelopmentscotland.co.uk/media/45599/psra-2017-18-statement.pdf
2017/18	https://www.skillsdevelopmentscotland.co.uk/media/45600/psra-2016-17-statement.pdf
2016/17	
Expenses Policy	http://www.skillsdevelopmentscotland.co.uk/media/40609/expenses-policy.pdf
Procurement Policy and Frameworks	http://www.skillsdevelopmentscotland.co.uk/about/policies/procurement/
Delegated Authority and Contract Signature Policy	https://www.skillsdevelopmentscotland.co.uk/media/48073/delegated-authority-policy-2020.pdf
Fraud and Financial Irregularity Policy	https://www.skillsdevelopmentscotland.co.uk/media/48078/fraud-policy-june-2019.pdf
Fraud and Financial Irregularity Response Plan	https://www.skillsdevelopmentscotland.co.uk/media/48079/sds-fraud-and-financial-irregularity-response-plan-july-5-2019-with-report-template.pdf
Procurement Policy	https://www.skillsdevelopmentscotland.co.uk/media/40253/sds-procurement-policy-2021.pdf
Procurement Annual Reports	
2019/20	https://www.skillsdevelopmentscotland.co.uk/media/47048/annual-procurement-report-2019-20.pdf
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
List of approved contracts (quarterly)	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&keyword[]=contracts&topic[]=4-5&order=date-desc
Senior Management salaries 2018/19	https://www.skillsdevelopmentscotland.co.uk/media/36824/senior-salaries-publication.pdf

Funding available from SDS and how to apply for it

Information we publish under this class	How to access it
Information for individuals on applying for funding:	https://www.myworldofwork.co.uk/learn-and-train/funding
ITA Funding	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
Performance Improvement Policy and Procedure	https://www.skillsdevelopmentscotland.co.uk/media/48069/performance-improvement-policy-2020.pdf
Disciplinary Policy	https://www.skillsdevelopmentscotland.co.uk/media/48070/disciplinary-policy-2020.pdf
Early Concerns and Grievance Policy	https://www.skillsdevelopmentscotland.co.uk/media/48071/early-concerns-and-grievance-policy-2020.pdf
Retirement Policy	https://www.skillsdevelopmentscotland.co.uk/media/48072/retirement-policy-2020.pdf
Using SDS IT Equipment and Systems	https://www.skillsdevelopmentscotland.co.uk/media/48080/sds-using-sds-it-equipment-and-systems-policy-2020.pdf
Safeguarding Policy	https://www.skillsdevelopmentscotland.co.uk/media/48081/safeguarding-policy-2020.pdf
Equal Pay Policy	https://www.skillsdevelopmentscotland.co.uk/media/48082/equal-pay-policy-2021.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:	
2018-20	https://www.skillsdevelopmentscotland.co.uk/media/47338/sustainability-report-2018-2020.pdf
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
Records Management Policy	https://www.skillsdevelopmentscotland.co.uk/media/32868/sds-recordsmanagement-policy.pdf
Policy on the use of Protective Markings	https://www.skillsdevelopmentscotland.co.uk/media/48075/sds-policy-on-the-use-of-protective-markings-2020.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.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/
Contract Management Policy	https://www.skillsdevelopmentscotland.co.uk/media/48076/contract-management-policy-2021.pdf
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
Procurement Annual Reports:	
2019/20	https://www.skillsdevelopmentscotland.co.uk/media/47048/annual-procurement-report-2019-20.pdf
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

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/ https://education.gov.scot/media/emhfewrp/summary-of-findings-ciag-reviews-final-231020.pdf

Equality Impact Assessments

Information we publish under this class	How to access it
Equality Impact Assessments	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&topic[]=3-6&order=date-desc

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
Regional Skills Assessments	https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/regional-skills-assessments/
Skills Investment Plans	https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/skills-investment-plans/
Sectoral Skills Assessments	https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/sectoral-skills-assessments/
COVID-19 Labour Market Insights	https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning-alignment/covid-19-labour-market-insights/
Employee and board monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	https://www.skillsdevelopmentscotland.co.uk/media/43248/0597_update-to_0357-_equality-mainstreaming-report.pdf

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, last updated March 2021. 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