

Guide to Information available through our Publication Scheme

Last updated July 2024

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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:

	<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 Skills Development Scotland (SDS)

Information we publish under this class	How to access it
Address and contact details for SDS headquarters and local centres, including opening hours	http://www.skillsdevelopmentscotland.co.uk/contact-us
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	https://www.skillsdevelopmentscotland.co.uk/media/xylp1zqu/charges-for-environmental-information.pdf
How to make a complaint or report a concern	https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints/

Constitution

Information we publish under this class	How to access it
SDS Framework Document	https://www.skillsdevelopmentscotland.co.uk/media/frhjwvu5/sq-sds-framework-document.pdf

Letters of Guidance from the Scottish Government:	https://www.skillsdevelopmentscotland.co.uk/search-results?query=letter+of+guidance
Articles of Association	https://www.skillsdevelopmentscotland.co.uk/media/5v2nn12h/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/345bcsix/board-terms-of-reference.pdf
Code of Conduct	https://www.skillsdevelopmentscotland.co.uk/media/5hdjpawo/board-members-code-of-conduct.pdf
Future Meetings	https://www.skillsdevelopmentscotland.co.uk/about/board-and-committees/
Information we publish under this class	How to access it
Board Minutes	https://www.skillsdevelopmentscotland.co.uk/search-results?query=board+minutes
Board Members' Registers of Interests	https://www.skillsdevelopmentscotland.co.uk/about/our-leadership-team/
Our committees	https://www.skillsdevelopmentscotland.co.uk/about/board-and-committees
Scottish Apprenticeship Advisory Board	https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/the-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 2022-27	https://www.skillsdevelopmentscotland.co.uk/media/49796/sds-strategic-plan-2022-27.pdf
<u>Corporate Parenting Plan</u> 2021-24	https://www.skillsdevelopmentscotland.co.uk/media/0e0dfpi3/corporate-parenting-plan-2021-24.pdf
<u>Operating Plans:</u> 2023-24 2022-23	https://www.skillsdevelopmentscotland.co.uk/media/eflb1ltd/annual-operating-plan-2023-24-final.pdf https://www.skillsdevelopmentscotland.co.uk/media/49804/annual-operating-plan-2022-23.pdf
<u>Corporate Policies:</u> SDS Policies and procedures Equality and Diversity Mainstreaming Report 2021-25: Gaelic Language Plan 2022-25	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=4&order=date-desc https://www.skillsdevelopmentscotland.co.uk/media/47776/equality-report-2021-final-050521-2.pdf https://www.skillsdevelopmentscotland.co.uk/media/bawnyyhp/plana-q%C3%A0idhlig-gaelic-language-plan-2022-25.pdf

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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/xeebev4s/sds-foi-policy-2023.pdf

Customer Complaints Policy	https://www.skillsdevelopmentscotland.co.uk/about/policies/complaints
Data Protection Policy	https://www.skillsdevelopmentscotland.co.uk/media/ttqlmtzw/sds-data-protection-policy.pdf
Risk Management and Internal Audit Policy	https://www.skillsdevelopmentscotland.co.uk/media/1knjuch1/records-management-policy.pdf
Statutory Registers	Available at Companies House for £1 each: https://www.gov.uk/government/organisations/companies-house
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>Information Sharing</p> <p>Information Sharing FAQ</p> <p><u>Apprenticeship Equality Action Plan</u></p> <p>2015-21 Final report</p>	<p>https://www.skillsdevelopmentscotland.co.uk/about/policies/equality-diversity-and-inclusion</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/16plus-data-hub</p> <p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/16plus-data-hub/your-questions-answered</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/nz2kgtbl/equality-diversity-mainstreaming-report-2021-2025.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</p> <p>Apprenticeships.scot</p> <p><u>Modern Apprenticeships publications:</u></p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships</p> <p>https://www.apprenticeships.scot/become-an-apprentice/</p> <p>https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=8&order=date-desc</p>
<p><u>Foundation Apprenticeships</u></p> <p>Foundation Apprenticeships</p> <p>Progress report 2022</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/foundation-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/j4nfmwyz/foundation-apprenticeship-report-2022.pdf</p>
<p><u>Graduate Apprenticeships</u></p> <p>Graduate Apprenticeship</p> <p>Progress Report 2022 (published with Scottish Funding Council)</p> <p>Graduate Apprenticeships Progress Report 2021</p> <p>Graduate Apprenticeships Early Activity and Progress report (2019/20)</p>	<p>https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/graduate-apprenticeships/</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/xe2nuwx5/graduate-apprenticeship-annual-report-2022.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/nidbyyen/graduate-apprenticeships-progress-report-june-2021.pdf</p> <p>https://www.skillsdevelopmentscotland.co.uk/media/47647/1227_ga-report-2020_update-050521.pdf</p>

Funding options for individuals	https://www.myworldofwork.co.uk/funding-and-support/
Individual Training Accounts	https://www.myworldofwork.co.uk/funding-and-support/individual-training-accounts/
<u>Partnership Action for Continuing Employment (PACE):</u> Local contact details for redundancy advice & Local PACE information packs	https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/partnership-action-for-continuing-employment-pace (Local PACE information packs available at the foot of the page)
<u>Career information, advice, and guidance</u> Delivering Scotland's Career Service report 2022/23	https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/ https://www.skillsdevelopmentscotland.co.uk/media/btadcqx2/delivering-scotlands-career-services-performance-report-22-23-final.pdf
<u>Career Review</u> Career Review final report	https://www.skillsdevelopmentscotland.co.uk/career-review/ https://www.skillsdevelopmentscotland.co.uk/media/xvync3xg/career-review-final-report-230306-final.pdf

Services for Employers

Information we publish under this class	How to access it
<u>Modern Apprenticeships</u> Apprenticeships.scot 2024/25 FAQs Modern Apprenticeship frameworks	https://employers.skillsdevelopmentscotland.co.uk/?&referrerPageUrl=https://employers.skillsdevelopmentscotland.co.uk/manage-your-workforce and https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/modern-apprenticeships https://www.apprenticeships.scot/for-employers/modern-apprenticeships/ https://www.skillsdevelopmentscotland.co.uk/media/49897/ma-programme-faqs.pdf http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/

Modern Apprenticeship Contribution Tables 2022/23	https://www.skillsdevelopmentscotland.co.uk/media/49869/2021-22-appendix-1-ma-contribution-table-v15.pdf
Programme specifications 2021/22 (as extended to 2023/23)	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
<u>Foundation Apprenticeships</u>	https://www.apprenticeships.scot/for-employers/foundation-apprenticeships/
Publications	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=9&order=date-desc
<u>Graduate Apprenticeships</u>	https://www.apprenticeships.scot/for-employers/graduate-apprenticeships/
Publications	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&area[]=14&order=date-desc

Services for Learning Providers

Information we publish under this class	How to access it
<u>SDS' National Training Programmes (NTP):</u>	
NTP Requirements	https://www.skillsdevelopmentscotland.co.uk/learning-providers/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/
MA FAQs	https://www.skillsdevelopmentscotland.co.uk/media/49897/ma-programme-faqs.pdf
Modern Apprenticeship frameworks	

<u>Modern Apprenticeship Contribution Tables</u>	2024/25	http://www.skillsdevelopmentscotland.co.uk/what-we-do/our-products/modern-apprenticeships/modern-apprenticeship-frameworks/
<u>Programme specifications</u>	2024/25	https://www.skillsdevelopmentscotland.co.uk/media/habnifwt/appendix-1-ma-contribution-table.pdf
<u>Programme Conditions</u>	2024/25	https://www.skillsdevelopmentscotland.co.uk/media/49301/2122-ma-programme-specification-v7.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.stf.org.uk/wp-content/uploads/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) for Training Providers		https://www.skillsdevelopmentscotland.co.uk/learning-providers/sds-individual-training-accounts/
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 2022 - 27 – Skills for a Changing World	https://www.skillsdevelopmentscotland.co.uk/media/x5fjul51/sds-strategic-plan-2022-27.pdf

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> <div>2022/23</div> <div>2021/22</div> <div>2020/21</div> <div>2019/20</div>	<div> https://www.skillsdevelopmentscotland.co.uk/media/vrvqvpaj/annual-report-and-financial-statements-2022-23-signed.pdf </div> <div> https://www.skillsdevelopmentscotland.co.uk/media/w1oesivb/annual-report-and-financial-statements-2021-22-signed.pdf </div> <div> https://www.skillsdevelopmentscotland.co.uk/media/tybjkifo/annual-report-and-financial-statements-2020-21-signed-version.pdf </div> <div> https://www.skillsdevelopmentscotland.co.uk/media/dz1ak0kb/annual-report-and-financial-statements-2019-20-signed-version.pdf </div>

Financial statements required by statute

Information we publish under this class	How to access it
SDS works according to the Scottish Public Finance Manual: <u>Information required under Section 31 of the Public Service Reform (Scotland) Act 2010:</u>	<div> https://www.gov.scot/publications/scottish-public-finance-manual/background-and-applicability/background-and-applicability/ </div> <div> https://www.skillsdevelopmentscotland.co.uk/about/policies/access-to-information </div>

Procurement Policy and Frameworks	http://www.skillsdevelopmentscotland.co.uk/about/policies/procurement/
Delegated Authority and Contract Signature Policy	https://www.skillsdevelopmentscotland.co.uk/media/un1optcy/delegated-authority-policy-march-2020.pdf
Fraud and Financial Irregularity Policy	https://www.skillsdevelopmentscotland.co.uk/media/eeqgc4g4/fraud-policy-june-2019.pdf
Fraud and Financial Irregularity Response Plan	https://www.skillsdevelopmentscotland.co.uk/media/ai2dggwe/fraud-and-financial-irregularity-response-plan-november-2021.pdf
Procurement Policy	https://www.skillsdevelopmentscotland.co.uk/about/policies/procurement
<u>Procurement Annual Reports</u>	
All available here	https://www.skillsdevelopmentscotland.co.uk/about/policies/procurement
List of approved contracts	https://www.skillsdevelopmentscotland.co.uk/publications-statistics/publications/?page=1&keyword[]=contracts&topic[]=4-5&order=date-desc https://www.publiccontractsscotland.gov.uk/Contracts/Contracts_Search.aspx?AuthID=AA12862
Senior Management Salaries	https://www.skillsdevelopmentscotland.co.uk/media/s0ym4b2s/sds-senior-staff-salaries.pdf

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>	https://beta.myworldofwork.co.uk/funding-and-support/
ITA Funding	https://www.skillsdevelopmentscotland.co.uk/learning-providers/sds-individual-training-accounts

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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/jzrac3xf/sds-code-of-conduct.pdf
Whistle Blowing Policy and Procedures	https://www.skillsdevelopmentscotland.co.uk/media/lesjc40u/whistleblowing-policy.pdf
Performance Improvement Policy and Procedure	https://www.skillsdevelopmentscotland.co.uk/media/c5wp0h0r/performance-improvement-policy-july-2020.pdf
Disciplinary Policy	https://www.skillsdevelopmentscotland.co.uk/media/mpimpw2z/disciplinary-policy-july-2020.pdf
Early Concerns and Grievance Policy	https://www.skillsdevelopmentscotland.co.uk/media/3bcfyewk/early-concerns-and-grievance-policy-july-2020.pdf
Retirement Policy	https://www.skillsdevelopmentscotland.co.uk/media/nvtfsecy/retirement-policy-october-2020.pdf
Using SDS IT Equipment and Systems	https://www.skillsdevelopmentscotland.co.uk/media/wpdd5ymk/using-sds-it-equipment-and-systems-policy-november-2019.pdf
Safeguarding Policy	https://www.skillsdevelopmentscotland.co.uk/media/bqwp2vm5/safeguarding-policy-september-2022.pdf
Equal Pay Policy	https://www.skillsdevelopmentscotland.co.uk/media/1thbfo2n/equal-pay-policy-march-2021.pdf

Physical Resources

Information we publish under this class	How to access it
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SDS does not own any land or property assets	n/a
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Information Resources

Information we publish under this class	How to access it
Records Management Policy	https://www.skillsdevelopmentscotland.co.uk/media/1knjuch1/records-management-policy.pdf
Access to Information-Publication Scheme	http://www.skillsdevelopmentscotland.co.uk/about/policies/access-to-information/
GDPR	https://www.skillsdevelopmentscotland.co.uk/learning-providers/gdpr
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/xeebev4s/sds-foi-policy-2023.pdf
Information Sharing	https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/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>	
2022/23	https://www.skillsdevelopmentscotland.co.uk/media/1xwg3tc1/annual-procurement-report-2022-23.pdf
Previous reports available here	https://www.skillsdevelopmentscotland.co.uk/about/policies/procurement

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
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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/myxii2oy/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

Labour Market Information

Information we publish under this class	How to access it
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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/
Economy, People and Skills Labour Market Insights	https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning/economy-people-and-skills
Employee and board monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012	https://www.skillsdevelopmentscotland.co.uk/media/rezlfwlq/equality-and-diversity-mainstreaming-report-2023.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	James Prentice
Nominated officer with responsibility for the Guide to Information	Kenneth MacEachen
Publication Scheme approved by	Director of Corporate Affairs