

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



The General Teaching Council for Scotland Guide to Information

22 December 2016

1 Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires The General Teaching Council for Scotland (GTC Scotland) as a Scottish public authority to produce and maintain a publication scheme. GTC Scotland has adopted the [Scottish Information Commissioner's Model Publication Scheme 2011](#).

The purpose of this Guide to Information is to:

- ❖ help you see what information we make available about who we are, what we do and how we do it;
- ❖ state what charges may be applied when we provide a publication to you;
- ❖ explain how to find the information we publish easily;
- ❖ provide contact details for enquiries and to get help with accessing the information; and
- ❖ explain how to request information we hold that has not been published.

2 Availability and Formats

The information we publish through the model publication scheme is, where possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online. For example, we can usually arrange to send information out in paper copy (although there may be a charge for this).

3 Exempt information

We will publish the information we hold that falls within the classes of information detailed below. If a document contains information that is exempt under the Act and any related laws (for example, personal information), we will remove or redact the information before publication and explain why.

4 Copyright

Where GTC Scotland owns the copyright in its published information, the information may be reproduced by you provided that this is done fairly, non-commercially and GTC Scotland is acknowledged as the source where it is supplied to others. Where GTC Scotland does not own the copyright in any published information, this will be highlighted.

5 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.

We may charge for providing a publication to you to cover, for example, photocopying costs, the costs of any CD-Rom supplied and postage costs. We will charge you no more than it actually costs us to supply the information and will always tell you what the cost is before providing the information to you.

Our photocopying charge is shown below.

Black and white photocopying:

A4 size of paper 10 pence per sheet

Colour photocopying:

A4 size of paper 20 pence per sheet

Information provided on CD-Rom will be charged at 50 pence per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending information by Royal Mail First Class.

Please note that this charging schedule does not apply to any commercial publications that we may publish from time to time.

6 Contact us

You can contact us for assistance with any aspect of this publication scheme:

Kate Adams
Customer Engagement Coordinator
General Teaching Council for Scotland

Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

Tel: 0131 314 6080
Fax: 0131 314 6001

E-mail: gtcs@gtcs.org.uk.

7 The classes of information that we publish

We publish information that we hold within the following classes:

- ❖ Class 1: About us
- ❖ Class 2: How we deliver our functions and services
- ❖ Class 3: How we take decisions and what we have decided
- ❖ Class 4: What we spend and how we spend it
- ❖ Class 5: How we manage our human, physical and information resources
- ❖ Class 6: How we procure goods and services from external providers
- ❖ Class 7: How we are performing
- ❖ Class 8: Our commercial publications

Details of what information we publish under each class are set out in the table below.

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.

Class 1: About Us

Class description:

Information about us, who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish

How to access it

The information we publish	How to access it
Our governing legislation	
The Public Services reform (General Teaching Council for Scotland) Order 2011	www.legislation.gov.uk/ssi/2011/215/contents/made
About Us	
GTC Scotland's role	www.gtcs.org.uk/about-gtcs/what-we-do/what-does-gtcs-do.aspx
GTC Scotland's Council (including the Standing Orders)	www.gtcs.org.uk/about-gtcs/who-we-are/the-council/council.aspx
GTC Scotland's Council (including the governing Election Scheme)	www.gtcs.org.uk/council/council-elections.aspx
GTC Scotland Council members and their role	www.gtcs.org.uk/council/council-members.aspx
GTC Scotland's Chief Executive and senior management team	www.gtcs.org.uk/about-gtcs/corporate-management-team.aspx
GTC Scotland Council Committees (including the relevant Committee Standing Orders)	www.gtcs.org.uk/about-gtcs/who-we-are/the-council/committees.aspx
GTC Scotland Appointments Committee (including the governing Appointments Scheme and related guidelines)	www.gtcs.org.uk/council/appointment-committee-members.aspx
GTC Scotland Adjudicating Panel members	www.gtcs.org.uk/about-gtcs/who-we-are/the-council/committees.aspx
External Relations/working with others	
Who we work with and Memorandums of Understanding with other bodies	www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx
Complain about us	www.gtcs.org.uk/about-gtcs/feedback-home.aspx
Keeping others informed	
News	www.gtcs.org.uk/News/GTCS-News.aspx
Newsletter (available via free subscription)	www.gtcs.org.uk/home/newsletter-subscribe.aspx

Customer codes or charters	This will be available later this year
Business Opening hours	www.gtcs.org.uk/home/contact.aspx

Class 2: How we deliver functions and services

Class description:

Information about our work, our strategy and policies for delivering functions, services and information for our service users

The information we publish

How to access it

Our annual plans	http://ow.ly/PtjJ306Tnok
Our strategic plans	http://ow.ly/ajpG306TnRi
Our equality and diversity policy and action plans	http://ow.ly/YJb9307mz09
Legal information about using our website and our use of cookies on our website	www.gtcs.org.uk/home/legal.aspx www.gtcs.org.uk/home/use-of-cookies.aspx
Information on the Teaching Standards	www.gtcs.org.uk/professional-standards/professional-standards.aspx
Standard for Registration	www.gtcs.org.uk/professional-standards/the-standards/standards-for-registration.aspx
Headship Qualifications	www.gtcs.org.uk/professional-standards/the-standards/headship.aspx
Code of Professionalism and Conduct	www.gtcs.org.uk/standards/copac.aspx
Information on our fitness to teach processes	
Making a complaint about a teacher	www.gtcs.org.uk/fitness-to-teach/teacher-complaints.aspx
Employers' responsibilities	www.gtcs.org.uk/fitness-to-teach/employer-responsibilities.aspx
The investigations process	www.gtcs.org.uk/fitness-to-teach/investigation-process.aspx
Hearing types	www.gtcs.org.uk/fitness-to-teach/about-hearings.aspx
Rules and policies	www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx
Information for the professional development of teachers	
Professional recognition and how to apply for	www.gtcs.org.uk/professional-update/apply-for-professional-recognition-individual.aspx
Framework for professional recognition/professional registration	www.gtcs.org.uk/professional-development/professional-recognition.aspx
Headship Qualifications	www.gtcs.org.uk/professional-development/headship.aspx

Professional Learning	www.gtcs.org.uk/professional-development/professional-learning.aspx
Professional Update	www.gtcs.org.uk/professional-development/professional-update.aspx
Information on our regulation of the teacher probationary service period	www.in2teaching.org.uk/home/home.aspx and www.probationerteacherscotland.org.uk/home/home.aspx
Information on our teacher registration processes	www.gtcs.org.uk/registration/registration.aspx
About registration	www.gtcs.org.uk/registration/registration.aspx
How to apply for registration (including the relevant application forms)	www.gtcs.org.uk/registration/apply-for-registration.aspx
Information for teachers qualified outside Scotland (including the applicable Statement of Principles and Practice)	www.gtcs.org.uk/registration/qualified-outside-of-scotland/qualified-outside-of-scotland.aspx
Registration and Standards Rules	http://ow.ly/lmwH306Pasl
The assessment process –	
Teachers Qualified in the UK or Rest of World (not EU/EEA or Switzerland)	www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-uk-row-not-eu-eea-switzerland.aspx
Teachers who are fully qualified in an EU/EEA Member State (not UK) or in Switzerland	www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-eu-eea-not-uk-switzerland.aspx
Protecting Vulnerable Groups Scheme and criminal record checks	www.gtcs.org.uk/registration/protection-of-vulnerable-groups/pvg-scheme-overseas-checks.aspx
The Registration Fee	www.gtcs.org.uk/registration/registration-fee.aspx
Cancelling registration	www.gtcs.org.uk/registration/cancelling-registration.aspx?30
Returning to teaching	www.gtcs.org.uk/registration/returning-to-teaching.aspx
Temporary service provision	www.gtcs.org.uk/registration/temporary-service-provision.aspx
How to update your details with us	www.gtcs.org.uk/registration/update-details.aspx
Information on education in Scotland	www.gtcs.org.uk/TeacherJourney/teacher-journey.aspx
Curriculum for Excellence	www.gtcs.org.uk/education-in-scotland/curriculum-for-excellence.aspx
Primary teaching	www.gtcs.org.uk/education-in-scotland/primary-teaching.aspx
Secondary teaching	www.gtcs.org.uk/education-in-scotland/secondary-teaching.aspx
Further education teaching	www.gtcs.org.uk/education-in-scotland/further-education.aspx
Scotland's education system	www.gtcs.org.uk/education-in-scotland/scotlands-education-system.aspx
Scottish universities	www.gtcs.org.uk/education-in-scotland/universities.aspx

Class 3: How we take decisions and what we have decided

Class Description:

Information about the decisions we take, how we make decisions and how we involve others.

The information we publish	How to access it
Council meetings and minutes	www.gtcs.org.uk/council/council-meetings-minutes.aspx
Council committee meetings and minutes	Council committee meetings and minutes Available on request (contact details above)(please bear in mind the information noted on “Exemptions” above – minutes may require to be redacted appropriately before release)
Our consultations	www.gtcs.org.uk/about-gtcs/our-consultations.aspx
Fitness to Teach	
Fitness to Teach complaint hearings schedule and decisions	www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions.aspx
Indicative Outcomes Guidance applicable to Fitness to Teach Panels adjudicating complaints	http://ow.ly/hxaR307ii2l

Class 4: What we spend and how we spend it

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend money our money and what has actually been spent).

The information we publish	How to access it
Our annual report and audited accounts (these include a statement on how we are funded and how we plan to spend our money for the	http://ow.ly/3sQi306To4Q

proceeding year)	
Previous annual reports and accounts are available on request (contact details above).	www.gtcs.org.uk/home/foi.aspx
Senior staff salary details	www.gtcs.org.uk/web/FILES/about-gtcs/gtcs-senior-staff-salaries.pdf
GTC Scotland Public Information	www.gtcs.org.uk/web/FILES/about-gtcs/gtcs-public-information.pdf
Members Expenses and Compensation Policy	www.gtcs.org.uk/web/FILES/the-council/member-expenses-and-compensation-scheme-policy.pdf
Council Member Attendance and Payments	www.gtcs.org.uk/web/FILES/about-gtcs/council-member-attendance-payments.pdf

Class 5: How we manage our human, physical and information resources

Class description:

Information about how we manage our human, physical and information resources.

The information we publish

How to access it

Office policies (including, for example, on fire procedures and health & safety etc)	These are available on request (contact details above).
Employment policies (including, for example, on staff development, disciplinary/grievance procedures, redundancy, attendance etc)	These are available on request (contact details above).
Standard terms and conditions of employment	These are available on request (contact details above).
Current vacancies	www.gtcs.org.uk/home/vacancies.aspx
Our equality and diversity policy and action plans	http://ow.ly/r7bz306Tmol
Records management policy	This is available on request (contact details above).
Records retention policy	This is available on request (contact details above).
Our publication scheme	www.gtcs.org.uk/home/foi.aspx
Our privacy (or data protection) policy	www.gtcs.org.uk/home/legal.aspx

Class 6: How we procure goods and services from external providers

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish

How to access it

Our procurement strategy and tendering Procedure	These are available on request (contact details above). Value of contracts currently in place This is available on request (contact details above).
Value of contracts currently in place	This is available on request (contact details above).

Class 7: How we are performing

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish

How to access it

Our annual reports and audited accounts	http://ow.ly/4CJT306TmTZ
Annual reviews and mid-year reviews on performance against annual plans	http://ow.ly/dnOj306Tof7
Sickness and absence statistics	These are available on request (contact details above)

Class 8: Our commercial publications

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish

How to access it

We do not hold or publish information