

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



## The General Teaching Council for Scotland Guide to Information

31 October 2017



# 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](mailto: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

<b>The information we publish</b>	<b>How to access it</b>
<b>Our governing legislation</b>	
The Public Services reform (General Teaching Council for Scotland) Order 2011	<a href="http://www.legislation.gov.uk/ssi/2011/215/contents/made">http://www.legislation.gov.uk/ssi/2011/215/contents/made</a>
<b>About Us</b>	
GTC Scotland's role	<a href="http://www.gtcs.org.uk/home/about-gtcs.aspx">http://www.gtcs.org.uk/home/about-gtcs.aspx</a>
GTC Scotland's Council (including the Standing Orders)	<a href="http://www.gtcs.org.uk/council/about-council.aspx">http://www.gtcs.org.uk/council/about-council.aspx</a>
GTC Scotland's Council (including the governing Election Scheme)	<a href="http://www.gtcs.org.uk/council/council-elections.aspx">http://www.gtcs.org.uk/council/council-elections.aspx</a>
GTC Scotland Council members and their role	<a href="http://www.gtcs.org.uk/council/council-members.aspx">http://www.gtcs.org.uk/council/council-members.aspx</a>
GTC Scotland's Chief Executive and senior management team	<a href="http://www.gtcs.org.uk/about-gtcs/corporate-management-team.aspx">www.gtcs.org.uk/about-gtcs/corporate-management-team.aspx</a>
GTC Scotland Council Committees (including the relevant Committee Standing Orders)	<a href="http://www.gtcs.org.uk/council/committees-panels.aspx">www.gtcs.org.uk/council/committees-panels.aspx</a>
GTC Scotland Appointments Committee (including the governing Appointments Scheme and related guidelines)	<a href="http://www.gtcs.org.uk/council/appointment-committee-members.aspx">http://www.gtcs.org.uk/council/appointment-committee-members.aspx</a>
GTC Scotland Adjudicating Panel members	<a href="http://www.gtcs.org.uk/council/committees-panels.aspx">www.gtcs.org.uk/council/committees-panels.aspx</a>
<b>External Relations/working with others</b>	
Who we work with and Memorandums of Understanding with other bodies	<a href="http://www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx">http://www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx</a>
Complain about us	<a href="http://www.gtcs.org.uk/about-gtcs/complaints-home.aspx">http://www.gtcs.org.uk/about-gtcs/complaints-home.aspx</a>
<b>Keeping others informed</b>	
News releases	<a href="http://www.gtcs.org.uk/News/news/latest-news.aspx">http://www.gtcs.org.uk/News/news/latest-news.aspx</a>
Podcasts	<a href="http://www.in2teaching.org.uk/Podcasts/podcasts.aspx">http://www.in2teaching.org.uk/Podcasts/podcasts.aspx</a>
Events	<a href="http://www.gtcs.org.uk/News/events/upcoming-events.aspx">http://www.gtcs.org.uk/News/events/upcoming-events.aspx</a>
Newsletter (available via free subscription)	<a href="http://www.gtcs.org.uk/home/newsletter-subscribe.aspx">http://www.gtcs.org.uk/home/newsletter-subscribe.aspx</a>
Customer codes or charters	This will be available later this year

Business Opening hours	<a href="http://www.gtcs.org.uk/home/contact.aspx">http://www.gtcs.org.uk/home/contact.aspx</a>
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## 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

<b>The information we publish</b>	<b>How to access it</b>
Our strategic plans	<a href="http://gtcsnew.activclient.com/web/FILES/FormUploads/GTCS_Strategic_Plan_2017-20.pdf">http://gtcsnew.activclient.com/web/FILES/FormUploads/GTCS_Strategic_Plan_2017-20.pdf</a>
Our equality and diversity policy and action plans	<a href="http://www.gtcs.org.uk/web/files/FormUploads/equality-diversity-policy.pdf">http://www.gtcs.org.uk/web/files/FormUploads/equality-diversity-policy.pdf</a> <a href="http://www.gtcs.org.uk/web/FILES/FormUploads/equality-and-diversity-action-plan-2013-14-pd78726_1981.pdf">http://www.gtcs.org.uk/web/FILES/FormUploads/equality-and-diversity-action-plan-2013-14-pd78726_1981.pdf</a>
Legal information about using our website and our use of cookies on our website	<a href="http://www.gtcs.org.uk/home/legal.aspx">http://www.gtcs.org.uk/home/legal.aspx</a> <a href="http://www.gtcs.org.uk/home/use-of-cookies.aspx">http://www.gtcs.org.uk/home/use-of-cookies.aspx</a>
Information on the Teaching Standards	<a href="http://www.gtcs.org.uk/standards/standards.aspx">http://www.gtcs.org.uk/standards/standards.aspx</a>
Standard for Registration	<a href="http://www.gtcs.org.uk/standards/standards-for-registration.aspx">www.gtcs.org.uk/standards/standards-for-registration.aspx</a>
<b>Headship Qualifications</b>	<a href="http://www.gtcs.org.uk/standards/headship.aspx">www.gtcs.org.uk/standards/headship.aspx</a>
Code of Professionalism and Conduct	<a href="http://www.gtcs.org.uk/standards/copac.aspx">http://www.gtcs.org.uk/standards/copac.aspx</a> Standard for Full Registration <a href="http://www.gtcs.org.uk/standards/standard-full-registration.aspx">http://www.gtcs.org.uk/standards/standard-full-registration.aspx</a>
<b>Information on our fitness to teach processes</b>	
Making a referral about a teacher	<a href="http://www.gtcs.org.uk/fitness-to-teach/teacher-complaints.aspx">http://www.gtcs.org.uk/fitness-to-teach/teacher-complaints.aspx</a>
Employers' responsibilities	<a href="http://www.gtcs.org.uk/fitness-to-teach/employer-responsibilities.aspx">http://www.gtcs.org.uk/fitness-to-teach/employer-responsibilities.aspx</a>
The investigations process	<a href="http://www.gtcs.org.uk/fitness-to-teach/investigation-process.aspx">http://www.gtcs.org.uk/fitness-to-teach/investigation-process.aspx</a>
<b>Hearing types</b>	<a href="http://www.gtcs.org.uk/fitness-to-teach/about-hearings.aspx">www.gtcs.org.uk/fitness-to-teach/about-hearings.aspx</a>
Rules and policies	<a href="http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx">http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx</a>
<b>Information for the professional development of teachers</b>	
Professional recognition and how to apply for	<a href="http://www.gtcs.org.uk/professional-update/apply-for-professional-recognition-individual.aspx">www.gtcs.org.uk/professional-update/apply-for-professional-recognition-individual.aspx</a>
Framework for professional	<a href="http://www.gtcs.org.uk/professional-development/professional-recognition.aspx">http://www.gtcs.org.uk/professional-development/professional-recognition.aspx</a>

recognition/professional registration	<a href="http://www.gtcs.org.uk/registration/professional-registration.aspx">http://www.gtcs.org.uk/registration/professional-registration.aspx</a>
Headship Qualifications	<a href="http://www.gtcs.org.uk/professional-development/headship.aspx">http://www.gtcs.org.uk/professional-development/headship.aspx</a>
Teacher Researcher Programme	<a href="http://www.gtcs.org.uk/professional-development/research.aspx">http://www.gtcs.org.uk/professional-development/research.aspx</a> <a href="http://www.gtcs.org.uk/professional-development/teacher-researcher-programme.aspx">http://www.gtcs.org.uk/professional-development/teacher-researcher-programme.aspx</a>
Professional Learning	<a href="http://www.gtcs.org.uk/professional-development/professional-learning.aspx">www.gtcs.org.uk/professional-development/professional-learning.aspx</a>
Professional Update	<a href="http://www.gtcs.org.uk/professional-development/professional-update.aspx">http://www.gtcs.org.uk/professional-development/professional-update.aspx</a>
<b>Information on our regulation of the teacher probationary service period</b>	<a href="http://www.in2teaching.org.uk/home/home.aspx">www.in2teaching.org.uk/home/home.aspx</a>
<b>Information on our teacher registration processes</b>	<a href="http://www.gtcs.org.uk/registration/registration.aspx">http://www.gtcs.org.uk/registration/registration.aspx</a>
About registration	<a href="http://www.gtcs.org.uk/registration/about-registration.aspx">http://www.gtcs.org.uk/registration/about-registration.aspx</a>
How to apply for registration (including the relevant application forms)	<a href="http://www.gtcs.org.uk/registration/apply-for-registration.aspx">http://www.gtcs.org.uk/registration/apply-for-registration.aspx</a>
Information for teachers qualified outside Scotland (including the applicable Statement of Principles and Practice)	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/qualified-outside-of-scotland.aspx">www.gtcs.org.uk/registration/qualified-outside-of-scotland/qualified-outside-of-scotland.aspx</a>
Registration and Standards Rules	<a href="http://www.gtcs.org.uk/web/FILES/about-gtcs/registration-and-standards-rules-1215-pd.pdf">http://www.gtcs.org.uk/web/FILES/about-gtcs/registration-and-standards-rules-1215-pd.pdf</a>
The assessment process –	
Teachers Qualified in the UK or Rest of World (not EU/EEA or Switzerland)	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-uk-row-not-eu-eea-switzerland.aspx">http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-uk-row-not-eu-eea-switzerland.aspx</a>
Teachers who are fully qualified in an EU/EEA Member State (not UK) or in Switzerland	<a href="http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-eu-eea-not-uk-switzerland.aspx">http://www.gtcs.org.uk/registration/qualified-outside-of-scotland/assessment-process-teachers-qualified-eu-eea-not-uk-switzerland.aspx</a>
Protecting Vulnerable Groups Scheme and criminal record checks	<a href="http://www.gtcs.org.uk/registration/protection-of-vulnerable-groups/pvg-scheme-overseas-checks.aspx">www.gtcs.org.uk/registration/protection-of-vulnerable-groups/pvg-scheme-overseas-checks.aspx</a>
The Registration Fee	<a href="http://www.gtcs.org.uk/registration/registration-fee.aspx">http://www.gtcs.org.uk/registration/registration-fee.aspx</a>
Cancelling registration	<a href="http://www.gtcs.org.uk/registration/cancelling-registration.aspx">http://www.gtcs.org.uk/registration/cancelling-registration.aspx</a>
Returning to teaching	<a href="http://www.gtcs.org.uk/registration/returning-to-teaching.aspx">http://www.gtcs.org.uk/registration/returning-to-teaching.aspx</a>
How to update your details with us	<a href="http://www.gtcs.org.uk/registration/update-details.aspx">http://www.gtcs.org.uk/registration/update-details.aspx</a>
<b>Information on education in Scotland</b>	<a href="http://www.gtcs.org.uk/education-in-scotland/education-in-scotland.aspx">http://www.gtcs.org.uk/education-in-scotland/education-in-scotland.aspx</a>
Curriculum for Excellence	<a href="http://www.gtcs.org.uk/education-in-scotland/curriculum-for-excellence.aspx">http://www.gtcs.org.uk/education-in-scotland/curriculum-for-excellence.aspx</a>



Primary teaching	<a href="http://www.gtcs.org.uk/education-in-scotland/primary-teaching.aspx">http://www.gtcs.org.uk/education-in-scotland/primary-teaching.aspx</a>
Secondary teaching	<a href="http://www.gtcs.org.uk/education-in-scotland/secondary-teaching.aspx">http://www.gtcs.org.uk/education-in-scotland/secondary-teaching.aspx</a>
Further education teaching	<a href="http://www.gtcs.org.uk/education-in-scotland/further-education.aspx">http://www.gtcs.org.uk/education-in-scotland/further-education.aspx</a>
Scotland's education system	<a href="http://www.gtcs.org.uk/education-in-scotland/scotlands-education-system.aspx">http://www.gtcs.org.uk/education-in-scotland/scotlands-education-system.aspx</a>
Scottish universities	<a href="http://www.gtcs.org.uk/education-in-scotland/universities.aspx">http://www.gtcs.org.uk/education-in-scotland/universities.aspx</a>

## 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	<a href="http://www.gtcs.org.uk/council/council-meetings-minutes.aspx">http://www.gtcs.org.uk/council/council-meetings-minutes.aspx</a>
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	<a href="http://www.gtcs.org.uk/about-gtcs/our-consultations.aspx">http://www.gtcs.org.uk/about-gtcs/our-consultations.aspx</a>
<b>Fitness to Teach</b>	
Fitness to Teach referral hearings schedule and decisions	<a href="http://www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions.aspx">www.gtcs.org.uk/fitness-to-teach/hearings-schedule-and-decisions.aspx</a>
Indicative Outcomes Guidance applicable to Fitness to Teach Panels adjudicating complaints	<a href="http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx">http://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx</a>

## 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	<a href="http://www.gtcs.org.uk/web/FILES/FormUploads/gtcs-annual-report-and-">http://www.gtcs.org.uk/web/FILES/FormUploads/gtcs-annual-report-and-</a>

include a statement on how we are funded and how we plan to spend our money for the proceeding year)	<a href="#">accounts-2016.pdf</a>
Previous annual reports and accounts can be found in our publications section at:	<a href="http://bit.ly/2gVFfV7">http://bit.ly/2gVFfV7</a>

## 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	<a href="http://www.gtcs.org.uk/home/vacancies.aspx">http://www.gtcs.org.uk/home/vacancies.aspx</a>
Our equality and diversity policy and action plans	<a href="http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Equality+and+Diversity&amp;publication_keywords=&amp;view1order=&amp;view1direction=&amp;dosearch=y">http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Equality+and+Diversity&amp;publication_keywords=&amp;view1order=&amp;view1direction=&amp;dosearch=y</a>
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	<a href="http://www.gtcs.org.uk/home/foi.aspx">http://www.gtcs.org.uk/home/foi.aspx</a>
Our privacy (or data protection) policy	<a href="http://www.gtcs.org.uk/home/legal.aspx">http://www.gtcs.org.uk/home/legal.aspx</a>

## 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

<b>The information we publish</b>	<b>How to access it</b>
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.

<b>The information we publish</b>	<b>How to access it</b>
Our annual reports and audited accounts	<a href="http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Reports+and+Accounts&amp;publication_keywords=&amp;view1order=&amp;view1direction=&amp;dosearch=y">http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Reports+and+Accounts&amp;publication_keywords=&amp;view1order=&amp;view1direction=&amp;dosearch=y</a>
Annual reviews and mid-year reviews on performance against annual plans	<a href="http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Plans&amp;publication_keywords=review&amp;view1order=&amp;view1direction=&amp;dosearch=y">http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Plans&amp;publication_keywords=review&amp;view1order=&amp;view1direction=&amp;dosearch=y</a>
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.

<b>The information we publish</b>	<b>How to access it</b>
We do not hold or publish information	

