

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.

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	http://www.legislation.gov.uk/ssi/2011/215/contents/made
About Us	
GTC Scotland's role	http://www.gtcs.org.uk/home/about-gtcs.aspx
GTC Scotland's Council (including the Standing Orders)	http://www.gtcs.org.uk/council/about-council.aspx
GTC Scotland's Council (including the governing Election Scheme)	http://www.gtcs.org.uk/council/council-elections.aspx
GTC Scotland Council members and their role	http://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/council/committees-panels.aspx
GTC Scotland Appointments Committee (including the governing Appointments Scheme and related guidelines)	http://www.gtcs.org.uk/council/appointment-committee-members.aspx
GTC Scotland Adjudicating Panel members	www.gtcs.org.uk/council/committees-panels.aspx
External Relations/working with others	
Who we work with and Memorandums of Understanding with other bodies	http://www.gtcs.org.uk/about-gtcs/who-we-work-with.aspx
Complain about us	http://www.gtcs.org.uk/about-gtcs/complaints-home.aspx
Keeping others informed	
News releases	http://www.gtcs.org.uk/News/news/latest-news.aspx
Podcasts	http://www.in2teaching.org.uk/Podcasts/podcasts.aspx
Events	http://www.gtcs.org.uk/News/events/upcoming-events.aspx
Newsletter (available via free subscription)	http://www.gtcs.org.uk/home/newsletter-subscribe.aspx
Customer codes or charters	This will be available later this year

Business Opening hours	http://www.gtcs.org.uk/home/contact.aspx
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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

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

recognition/professional registration	http://www.gtcs.org.uk/registration/professional-registration.aspx
Headship Qualifications	http://www.gtcs.org.uk/professional-development/headship.aspx
Teacher Researcher Programme	http://www.gtcs.org.uk/professional-development/research.aspx http://www.gtcs.org.uk/professional-development/teacher-researcher-programme.aspx
Professional Learning	www.gtcs.org.uk/professional-development/professional-learning.aspx
Professional Update	http://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
Information on our teacher registration processes	http://www.gtcs.org.uk/registration/registration.aspx
About registration	http://www.gtcs.org.uk/registration/about-registration.aspx
How to apply for registration (including the relevant application forms)	http://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://www.gtcs.org.uk/web/FILES/about-gtcs/registration-and-standards-rules-1215-pd.pdf
The assessment process –	
Teachers Qualified in the UK or Rest of World (not EU/EEA or Switzerland)	http://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	http://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	http://www.gtcs.org.uk/registration/registration-fee.aspx
Cancelling registration	http://www.gtcs.org.uk/registration/cancelling-registration.aspx
Returning to teaching	http://www.gtcs.org.uk/registration/returning-to-teaching.aspx
How to update your details with us	http://www.gtcs.org.uk/registration/update-details.aspx
Information on education in Scotland	http://www.gtcs.org.uk/education-in-scotland/education-in-scotland.aspx
Curriculum for Excellence	http://www.gtcs.org.uk/education-in-scotland/curriculum-for-excellence.aspx

Primary teaching	http://www.gtcs.org.uk/education-in-scotland/primary-teaching.aspx
Secondary teaching	http://www.gtcs.org.uk/education-in-scotland/secondary-teaching.aspx
Further education teaching	http://www.gtcs.org.uk/education-in-scotland/further-education.aspx
Scotland's education system	http://www.gtcs.org.uk/education-in-scotland/scotlands-education-system.aspx
Scottish universities	http://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	http://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	http://www.gtcs.org.uk/about-gtcs/our-consultations.aspx
Fitness to Teach	
Fitness to Teach referral 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://www.gtcs.org.uk/fitness-to-teach/rules-policies.aspx

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	http://www.gtcs.org.uk/web/FILES/FormUploads/gtcs-annual-report-and-

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

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	http://www.gtcs.org.uk/home/vacancies.aspx
Our equality and diversity policy and action plans	http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Equality+and+Diversity&publication_keywords=&view1order=&view1direction=&dosearch=y
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	http://www.gtcs.org.uk/home/foi.aspx
Our privacy (or data protection) policy	http://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	http://www.gtcs.org.uk/web/FILES/FormUploads/GTCS-Procurement-Policy456480_17869.pdf 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://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Reports+and+Accounts&publication_keywords=&view1order=&view1direction=&dosearch=y
Annual reviews and mid-year reviews on performance against annual plans	http://www.gtcs.org.uk/newsevents/publications/publications.aspx?publication_topic=Annual+Plans&publication_keywords=review&view1order=&view1direction=&dosearch=y
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	

