

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



The General Teaching Council for Scotland Guide to Information

Last updated: 21 December 2018

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 Commissioners Model Publication Scheme \(updated November 2018\)](#)

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
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Colour photocopying:

A4 size of paper	20 pence per sheet
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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:

Suzanne Valente
Information Compliance Officer
General Teaching Council for Scotland

Clerwood House
96 Clermiston Road
Edinburgh
EH12 6UT

Tel: 0131 314 6053
Fax: 0131 314 6001

E-mail: foi@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
- ❖ Class 9: Our Open Data

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
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 Statutory Functions	http://www.gtcs.org.uk/about-gtcs/statutory-functions.aspx
GTC Scotland's Initiatives	http://www.gtcs.org.uk/about-gtcs/initiatives.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)	http://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)	http://www.gtcs.org.uk/council/appointment-committee-members.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
Business Opening hours	http://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 strategic plan	http://www.gtcs.org.uk/web/FILES/formuploads/GTCS_Strategic_Plan_2017-20.pdf
Our Annual Report and Accounts	http://www.gtcs.org.uk/web/FILES/formuploads/Annual_Report_and_Accounts_-_Year_to_1_April_2018_(PDF)455346_17032.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
Standards 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
Information on our fitness to teach processes	
Making a referral about a teacher	http://www.gtcs.org.uk/regulation/referral.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 recognition/professional registration	http://www.gtcs.org.uk/professional-development/professional-recognition.aspx 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-update/professional-update-what-do-i-need-to-know-do.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
How to apply for registration for teachers qualified in Scotland	http://www.gtcs.org.uk/registration/qualified-in-scotland.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) Teachers who are fully qualified in an	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-

EU/EEA Member State (not UK) or in Switzerland	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/TeacherJourney/scotlands-education-system.aspx
Curriculum for Excellence	http://www.gtcs.org.uk/TeacherJourney/curriculum-for-excellence.aspx
Primary teaching	http://www.gtcs.org.uk/TeacherJourney/primary-teaching.aspx
Secondary teaching	http://www.gtcs.org.uk/TeacherJourney/secondary-teaching.aspx
Further education teaching	http://www.gtcs.org.uk/TeacherJourney/further-education.aspx
Scottish universities	http://www.gtcs.org.uk/TeacherJourney/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 meetings and minutes	Council meetings Agenda papers are available on request. Please contact us on gtcs@gtcs.org.uk (please bear in mind the information noted within 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 Decisions are issued in accordance with the Fitness to Teach Publication policy

	http://www.gtcs.org.uk/web/FILES/FormUploads/FtT%20Publication%20Policy107909_2817.pdf
Indicative Outcomes Guidance. Practice Statements and the Threshold Policy used by GTCS Officers when determining whether a referral required investigation by Fitness to Teach Panels when adjudicating cases	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 and what has actually been spent).

Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Financial statements	Annual Report and Accounts	http://www.gtcs.org.uk/web/FILES/FormUploads/Annual%20Report%20and%20Accounts%20-%20Year%20to%201%20April%202018%20(PDF)455346_17032.pdf
Investments, summary information about endowments, investments and authority pension fund		
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation	Senior staff salary details	http://www.gtcs.org.uk/web/FILES/about-gtcs/Senior-Staff-Salaries-2017-18.pdf
Pay and grading structure (levels of pay rather than individual salaries)	Pay Scales	http://www.gtcs.org.uk/web/files/vacancies/Pay-Scales.xlsx
Financial statements required by statute e.g. PSRA	Public Services Reform (Scotland) Act 2010 (PSRA) Reporting	http://www.legislation.gov.uk/asp/2010/8/contents

Financial policies and procedures for budget allocation	Not currently available	
Purchasing plans and capital funding plans	GTCS budget includes capital spend plans	Please contact us for further details
Financial administration manual/internal financial regulations/Expenses policies and procedures	Travel and Expenses Policy Scheme of Delegation Procurement Policy & Contracts Register	Policy is available on request Under review Under review

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/about-gtcs/equality-diversity.aspx
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/privacy-notice.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).

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	

Class 9: Our open data

Class description:

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#)¹⁸ and available under an open licence.

The information we publish	How to access it
Teachers Register	https://www.gtcs.org.uk/registration/search-the-register.aspx

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