



Learning and Teaching Scotland

Freedom of Information Publication Scheme
Revised (and re-approved) October 2008

Learning and Teaching Scotland

Freedom of Information Publication Scheme

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Part 1: Introduction and Background

1. Introduction

This is Learning and Teaching Scotland's Publication Scheme drawn up under Section 23 of the Freedom of Information (Scotland) 2002 Act.

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 introducing a general right of access to all types of recorded information of any age held by Scottish public authorities. It also sets out exemptions from that right and places a number of obligations on public authorities.

Learning and Teaching Scotland has regard to the public interest in the information it holds. In preparing to meet its obligations under the Freedom of Information (Scotland) 2002 Act, including the drawing up of this publication scheme, it has been mindful of the value of openness and transparency.

The scheme is divided into two main parts. The first part provides some background to the scheme and the second part details the different classes of information that are published by Learning and Teaching Scotland.

2. Learning and Teaching Scotland – the Organisation

Learning and Teaching Scotland (LTS) is an executive non-departmental public body sponsored by the Scottish Government. The organisation's role is to advise the Scottish Government and to support developments in learning and education, including the use of information and communications technology (ICT).

LTS's mission is to work with others to ensure provision, for everyone living in Scotland, of high-quality opportunities for learning.

Our vision

LTS aspires to:

- inspire a climate of innovation, ambition and excellence throughout the Scottish education system
- lead the support for teachers, schools and local authorities in improving the quality of education and raising levels of achievement of all learners
- drive improvements that ensure the curriculum and approaches to learning and teaching, including the use of ICT, assist children and young people in Scotland to develop their full potential
- build capacity and support the delivery of a first-class education that is recognised as such nationally and internationally.

Who we work with

LTS operates as part of the Scottish educational and learning community and in relation to the wider political, social, economic and cultural context. In fulfilling its remit, LTS seeks to work in a consultative, collaborative and creative manner with a wide range of organisations in the public, private and voluntary sectors within Scotland and beyond. Key partnerships within Scotland include local authorities, schools and other educational establishments, HM Inspectorate of Education and other national organisations, such as the Scottish Qualifications Authority, together with professional associations and business organisations.

Board of Directors and Advisory Council

A board of directors, appointed by Scottish Government Ministers, is responsible for overseeing the corporate governance of LTS and for setting the organisation's strategic direction. LTS's advisory function is undertaken by an advisory council whose members are appointed by the Scottish Government and who are drawn from all education sectors, business and the wider community.

LTS staff

LTS has a complement of permanent staff led by a corporate management team headed by the Chief Executive. The work of the permanent staff is supplemented by a variable number of additional staff seconded from local authorities and other organisations or employed on fixed-term contracts.

3. Formulating the Scheme

This publication scheme has been developed through consultation with LTS's main stakeholder organisations and also with LTS staff, ensuring input from across the organisation and beyond. The classes of information have been devised after undertaking an information audit and through reference to other draft publication schemes.

4. Purpose and Structure of the Publication Scheme

The Freedom of Information (Scotland) Act 2002 requires each public authority to adopt and maintain a publication scheme.

The purpose of the scheme is to let you know what information is readily available from us. By 'readily available' we mean information that is on our website, or that can be obtained or purchased from us by letter, email or telephone call. It covers information relating to both the internal and external faces of the organisation.

The Act requires our scheme to:

- set out the classes of information that we publish or intend to publish
- say how we will publish the information in each class
- say if information is available free of charge or on payment.

LTS's Publication Scheme is primarily available on LTS's website at <http://www.LTScotland.org.uk/aboutlts/index.asp> where full advantage can be taken of direct hyperlinks to included information. However, a printed copy of the scheme is also available from Customer Services (tel: 08700 100 297).

5. Responsibility for the Publication Scheme

Stewart Carruth, Director of Corporate Services, has overall responsibility for LTS's Publication Scheme.

The scheme will be maintained and developed on a regular basis by:

Tegwen Wallace
Senior Communications and Information Officer
Learning and Teaching Scotland
Level 9
City House
Overgate
Dundee
DD1 1UH
Tel: 01382 443619
Fax: 01382 443645

We would appreciate your comments on how useful you find our publication scheme or ways in which it could be improved. Please contact the Senior Communications and Information Officer if you have any suggestions.

6. Exemptions

LTS's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed in this scheme where we consider that disclosure may seriously prejudice law enforcement or legal proceedings, or where disclosure is otherwise prohibited by law. We may also withhold information if its disclosure would breach the law of confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information that is personal information under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. If you wish to complain about information that is being withheld from you, please read the 'Complaints' section below.

7. Archive of LTS's Published Works

LTS has an archive of the published works of the organisation and its predecessor bodies (namely the Scottish Consultative Council on the Curriculum and the Scottish Council for Educational Technology). For information about this archive contact the Senior Communications and Information Officer (email: enquiries@LTScotland.org.uk).

8. Copyright

The copyright in the material listed in this publication scheme is owned by Learning and Teaching Scotland unless otherwise stated. The supply of documents under Freedom of Information does not give the person or organisation who receives them an automatic right to reuse the documents in a way that would infringe copyright, for example making multiple copies, publishing and issuing copies to the public.

Brief extracts of the material may be reproduced under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30) for the purposes of research for non-commercial purposes, private study, review and news reporting.

Details of the arrangements for reusing the material owned by LTS can be obtained by contacting the Senior Communications and Information Officer.

The LTS logo must not be reproduced without prior permission of LTS.

Authorisation to reuse copyright material not owned by LTS should be sought from the copyright holders concerned.

9. Obtaining Information under the Scheme

The information listed in our publication scheme can be accessed in one or more of the following ways.

Online – Most of the information listed in our publication scheme is available from our website (www.LTScotland.org.uk/aboutlts). A link will take you to the relevant page or document. Printed copies of web-based material can be made available on request.

By email – If the information you request is not available on our website, but is listed in our publication scheme, we will send it to you by email, wherever practicable. This is our preferred means of delivery.

By telephone – Information can be requested over the telephone from Customer Services (tel: 08700 100 297). Please provide us with your full contact details,

including a telephone number, so that we can get back to you to clarify any details, if necessary.

By post – Most of the information is also available in a paper-copy form. Please address your request to the Senior Communications and Information Officer. When requesting information, please include the following details: your name and address, the information or documents you want to obtain. Please note there may be a copying fee (see clause 10 below).

Personal visits – For some classes of information, you will need to make an appointment to view it at LTS's offices. Please contact the Senior Communications and Information Officer.

You also have the right to request access to any information we hold, even if it is not listed in this scheme. In response to your request, we will provide it within 20 working days, unless it falls into one of the categories of information that is exempt from release. Where it is exempt from release, we will tell you this, and explain to you why it is exempt.

If you have difficulty determining the exact information you want to see, please contact the Senior Communications and Information Officer, who will be happy to help.

10. Charging Policy

Most of the information listed in our publication scheme is available free of charge but in some cases there are copying costs. In a few cases a specific charge is indicated beside the item but in most cases a charge will only be made when 50 pages or more are requested to be copied and posted to the applicant. In these cases the following charges will apply:

- For up to 50 copied pages – Free
- For between 50 and 250 copied pages – £10
- For between 250 and 500 copied pages – £25
- In excess of 500 copied pages – £50

11. Complaints

If you have any complaints about the operation of this scheme or about any aspect of access to information please contact the Senior Communications and Information Officer (details given above) or write to:

Head of Communications
Learning and Teaching Scotland
The Optima
58 Robertson Street
Glasgow G2 8DU
Tel: 0141 282 5000
Fax: 0141 282 5050

Where you feel Learning and Teaching Scotland has not complied with its obligations in relation to the publication scheme or any other aspect of the Freedom of Information legislation you have the right of appeal to the Scottish Information Commissioner. Contact details are given below.

Kevin Dunion
Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Fax: 01334 464611
Email: enquiries@itspublicknowledge.info
Web: www.itspublicknowledge.info

12. Data Protection Act 1998

You have a statutory right of access (certain exemptions apply) to personal data about yourself under the Data Protection Act 1998. LTS's Publication Scheme does not change your rights in relation to the Data Protection Act. For Data Protection issues the LTS contact is:

Alistair Gordon
Company Secretary
Learning and Teaching Scotland
The Optima
58 Robertson Street
Glasgow G2 8DU
Tel: 0141 282 5000
Fax: 0141 282 5050

Part 2: Subject Headings and Information Classes

This publication scheme contains the following subject headings to help you find the information you are looking for.

1. The Organisation (who we are, what we do, links with some other organisations)
2. Corporate Governance (how we are governed, Board of Directors and Advisory Council information)
3. Strategies and Performance (how well we are doing and what we are currently working on; company reports; project planning and tendering processes)
4. Communications and Customer Services (how we communicate with our customers and the media; your rights as a customer)
5. Curriculum and Assessment (current curriculum guidelines, resources provided by LTS programmes on Curriculum and Assessment and Targeted Support)
6. Education Improvement (research and evaluation, knowledge management and advisory functions)
7. Learning and Technology (information about LTS's Schools' ICT programme and Glow, the national intranet for schools)
8. LTS Standards (the standards we adhere to as a public body)
9. Events and Professional Development (CPD opportunities, including events organised by LTS and other organisations)
10. Staff Policies (employment policies; staff guidelines on issues such as health and safety, sustainable development, information systems, and media relations).

Under each subject heading there are identifiable classes of information that LTS publishes or intends to publish. A class is defined as a group of information having one or more common characteristics such as subject or origin. These classes have been arrived at after undertaking an information audit of what information is held across the organisation and taking into account the public interest in that information.

1. The Organisation

Class 1.1	General Information About LTS
Definition	General information about Learning and Teaching Scotland's role, remit, management and key contacts.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/whoweare/role/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 1.2	Management of Learning and Teaching Scotland
Definition	General information about the management of Learning and Teaching Scotland, including the Corporate Management Team and Board of Directors.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/whoweare/management/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 1.3	Programmes of Work
Definition	General information about Learning and Teaching Scotland's current programmes of work: Curriculum and Assessment Review; Targeted Support; Glow; and Schools' ICT.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/whatwedo/programmes/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 1.4	Memoranda of Understanding
Definition	These Memoranda of Understanding (MoU) documents provide a framework for working relationships between Learning and Teaching Scotland and other organisations such as: the Scottish Further Education Unit (SFEU); the British Educational Communications and Technology Agency (Becta); the Association of Directors of Education in Scotland (ADES); the Convention of Scottish Local Authorities (COSLA); HM Inspectorate of Education (HMIE); NHS Scotland, the Financial Services Authority (FSA); and Hanban (the Office of Chinese Language Council International).
Availability (and format)	The 'Joint Agreement between ADES, LTS and COSLA', the document on 'Partnership Working: LTS and HMIE', the 'Partnership Memorandum of Understanding between LTS/Scottish Centre for Financial Education (SCFE)' and the agreement with the Financial Services Authority (FSA) are all available online. http://www.LTScotland.org.uk/aboutlts/howeare/partners.asp The others are available, in paper-copy format, from the Chief Executive's office, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow G2 8DU.
Publication date	MoU between Becta and LTS (2002) MoU between SFEU and LTS (2001) Joint Agreement between ADES, LTS and COSLA (2005) Partnership Working: LTS and HMIE (2005) Concordat Agreement: NHS Scotland and LTS (2007) Partnership Memorandum of Understanding between FSA and LTS/SCFE (2007) MoU between LTS and Hanban (the Office of Chinese Language Council International) (2008)
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

2. Corporate Governance

Class 2.1	LTS Board of Directors – Membership
Definition	Learning and Teaching Scotland’s Board of Directors is appointed by the Scottish Government to oversee and direct its organisational affairs. This class provides information on the membership.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutIts/whoweare/board/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 2.2	Minutes of LTS’s Board
Definition	Minutes (once approved) and agendas of Board of Directors meetings. (This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutIts/whoweare/board/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 2.3	LTS’s Advisory Council – Membership
Definition	The LTS Advisory Council is appointed by the Scottish Government to provide independent advice to Government Ministers. This class provides information on the membership.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutIts/whoweare/council/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 2.4	Minutes of LTS's Advisory Council
Definition	Minutes (once approved) and agendas of Advisory Council meetings. (This class may contain exempt information; where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.)
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutIts/howeare/council/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 2.5	Company Reports
Definition	The management statement and its associated financial memorandum are drawn up by the Scottish Government in consultation with Learning and Teaching Scotland. They set out the broad framework, within which LTS has to operate, in particular: <ul style="list-style-type: none"> • the rules and guidelines relevant to the exercise of LTS's functions, duties and powers • the conditions under which any public funds are paid to LTS • how LTS is to be held to account for its performance. <p>The following documents are available: Management Statement and Financial Memorandum (2006) Memorandum and Articles of Association (2008)</p>
Availability (and format)	Both these documents are available online at the following link: http://www.LTScotland.org.uk/aboutIts/howeare/funding/constitution.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Refer to Charging Policy in Part 1, clause 10 for copying costs.

3. Strategies and Performance

Class 3.1	Annual Review
Definition	LTS's Annual Review provides reports on programmes of activities, progress towards strategic objectives and summarised statements. This class includes the most recent Annual Review as well as reviews from previous years.
Availability (and format)	The most recent Annual Review is available online (as a PDF file) at http://www.LTScotland.org.uk/aboutIts/howeare/funding/reviews.asp Also available as a printed booklet. Annual reviews for previous years may also still be available. Contact Customer Services.
Publication date	Published annually
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.2	Report and Financial Statements
Definition	Report and financial statements that LTS is required by Scottish Ministers to prepare in order to comply with the Treasury's guidance on 'Non-Departmental Public Bodies' Annual Reports and Accounts'. The 'Notes to the financial statement' include information on the Board of Directors and their interests (namely positions held outwith LTS).
Availability (and format)	Availability (and format): Available online (as PDF files) at http://www.LTScotland.org.uk/aboutIts/howeare/funding/index.asp Paper copies also available on request.
Publication date	Published annually
Cost	Refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.3	Business Plan
Definition	This class covers LTS's Business Plan for the current financial year, containing information about current projects and other activities.
Availability (and format)	Business Plan available online (as a PDF file) at http://www.LTScotland.org.uk/aboutIts/whatwedo/responsibilities/index.asp Paper copies also available on request.
Publication date	Published annually
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.4	Strategic Plan 2006–2009
Definition	The Strategic Plan provides information on LTS’s remit, vision, values and ways of working. The Plan sets out five priorities for LTS over the period 2006 to 2009.
Availability (and format)	Available online (as a PDF file) at http://www.LTScotland.org.uk/aboutlts/whatwedo/responsibilities/index.asp Paper copies also available on request.
Publication date	2006
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.5	LTS’s Programme Management Process
Definition	Documentation relating to LTS’s programme management process.
Availability (and format)	Available on request (in electronic or paper copy format) from the Head of Performance, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.6	Risk Management Strategy
Definition	This class covers LTS’s Risk Management Strategy.
Availability (and format)	Available on request (in electronic or paper copy format) from the Head of Performance, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.7	Best Value Strategy
Definition	This class covers LTS's Best Value Strategy.
Availability (and format)	Available on request (in electronic or paper copy format) from the Head of Performance, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.8	Performance Management Framework
Definition	Documentation relating to LTS's performance management framework.
Availability (and format)	Available on request (in electronic or paper copy format) from the Head of Performance, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.9	LTS's Procurement Process
Definition	This class covers documents that describe LTS's tendering process. As a non-departmental public body, LTS is required to adhere to strict procurement policy. This policy is quite specific and is designed to ensure that LTS achieves optimum value for money through the use of open competition. The key elements of the policy reflect essential values, i.e. to act with integrity and honesty, to pursue value for money, and to encourage continuous improvement and innovation.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/procurement/index.asp Paper copies also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 3.10	Digital Content Procurement
Definition	This class provides information on the contracts awarded to companies, under the Glow (formerly NGfL) Digital Content Procurement.
Availability (and format)	Paper copies also available on request.
Publication date	2005
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

4. Communications and Customer Services

Class 4.1	Newsletters
Definition	A range of newsletters that provide information about LTS's programmes and activities. They also provide information about new and recent resources.
Availability (and format)	Distributed to schools, education authorities and other organisations. They are available online as follows: Early Years' Matters http://www.LTScotland.org.uk/earlyyearsmatters/index.asp Connected http://www.LTScotland.org.uk/connected/index.asp Assessment is for Learning Update http://www.LTScotland.org.uk/assess/about/pubs/newsletters.asp Printed newsletters also available on request from Customer Services.
Publication date	Frequency varies
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.2	Email Updates
Definition	Email updates sent to subscribers covering various specialised aspects of LTS's work. These updates include Learning and Teaching Scotland Education News Digest, Glowing, Support for New Teachers, Latest Support from LTS, National Qualifications, Early Years and Curriculum for Excellence Update.
Availability (and format)	Available by email via subscription pages or listed at http://www.LTScotland.org.uk/news/updates/index.asp or via written request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.3	LTS Website (Corporate area – About LTS)
Definition	This class covers the corporate area of the LTS website, which provides a range of information about the organisation and its activities.
Availability (and format)	Information about the organisation is available at http://www.LTScotland.org.uk/aboutlts/index.asp Paper copies of specific web pages available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.4	Press Releases
Definition	Press releases issued to the media and other relevant organisations by LTS in the current and previous year. Press releases are part of LTS's overall communications strategy and are co-ordinated by LTS's Press Officer.
Availability (and format)	Emailed to a range of contacts. Available online at http://www.LTScotland.org.uk/aboutlts/media/pressreleases/index.asp Paper copies also available on request.
Publication date	Indicated on individual news release
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.5	Educational Resources Information
Definition	LTS publishes various resources to support learning and teaching. Information about these resources can be found in the 'Order education resources' section of the About LTS website. There are also resource catalogues available online for early years, primary and secondary.
Availability (and format)	Details of all LTS educational resources are online at http://www.LTScotland.org.uk/aboutlts/resources/index.asp
Publication date	Regularly updated
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.6	LTS Terms and Conditions
Definition	Terms and conditions that apply to every contract entered into by LTS for the sales of goods or the provision of services.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/resources/termsconditions.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.7	Customer Complaints Procedure
Definition	If you are not satisfied with the service you have received from LTS and wish to make a complaint you should, in the first instance, contact the Customer Services Team Leader, who will investigate the matter. A copy of LTS's Complaints Procedure is available on request from Customer Services.
Availability (and format)	Available, in paper-copy format, from Customer Services.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.8	Guide to Software Licensing
Definition	LTS operates a number of different licensing schemes from various software publishers. To help customers understand which licensing scheme is appropriate LTS has produced some guidance.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/resources/software/licensing.asp
Publication date	Information updated on website as required.
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 4.9	Corporate Communications Strategy
Definition	This class covers LTS's Corporate Communications Strategy for 2007–10. The strategy covers: Our Communications Vision; Our Approach; Stakeholders; Internal Communications; External Communications; and Events and Promotions. The structure of LTS's Corporate Communications Strategy and how it links intrinsically with LTS's vision, values and balanced scorecard is included in an appendix.
Availability (and format)	Available on request (in electronic or paper copy format) from the Head of Communications, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	2007 (updated as required)
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

5. Curriculum and Assessment

Class 5.1	Curriculum Guidance and Support
Definition	This class refers to the curriculum guidelines that LTS has published, in conjunction with the Scottish Government, for 5–14 and the secondary school curriculum. Also includes information on the guidance provided by LTS, in conjunction with the Scottish Government, for the Curriculum for Excellence programme. Curriculum for Excellence is being taken forward within a strong partnership between LTS, HMIE, Scottish Government and SQA.
Availability (and format)	Key documents and resources are on the Curriculum for Excellence website at http://www.LTScotland.org.uk/curriculumforexcellence/index.asp National guidelines on the different aspects of the curriculum for pupils aged between 5 and 14 years (published by LTS on behalf of the Scottish Government) are available as printed booklets from Customer Services or online (HTML pages and PDF files) at http://www.LTScotland.org.uk/5to14/guidelines/index.asp Some of the key documents are available in printed format.
Publication date	Various
Cost	Individual charges apply ranging from free of charge to £5.00 plus postage.

Class 5.2	Assessment, Achievement and National Qualifications
Definition	Provides information about LTS's support for the Assessment is for Learning (AifL) programme and resources to support National Qualifications in Scotland.
Availability (and format)	Key documents and resources are on the following websites: Assessment is for Learning (AifL) http://www.LTScotland.org.uk/assess/index.asp National Qualifications http://www.LTScotland.org.uk/nq/index.asp Some of the LTS resources are available in printed format.
Publication date	Various
Cost	The information is free of charge but printed publications cost between £5.00 and £30.00 plus postage.

Class 5.3	Capacity Building
Definition	Provides information on resources published by LTS and its partner organisations to support areas such as Journey to Excellence, Parental Involvement, Gaelic, Online Communities Leadership, Youth Work and Schools.
Availability (and format)	Key documents and resources are on the following websites or online communities: Journey to Excellence http://www.journeytoexcellence.org.uk/index.asp Parents as Partners in Learning http://www.LTScotland.org.uk/parentsaspartnersinlearning/index.asp Gaelic Online http://www.LTScotland.org.uk/gaidhlig/index.asp Online Communities http://www.LTScotland.org.uk/onlinecommunities/login.asp Paper copies of specific web pages available on request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 5.4	Targeted Support: Literacy and Numeracy, Enterprise in Education and Financial Education
Definition	Provides information about the resources LTS has published to support literacy and numeracy, enterprise in education, and financial education.
Availability (and format)	Key documents and resources are on the following websites: Literacy and Numeracy http://www.LTScotland.org.uk/literacyandnumeracy/index.asp Enterprise in Education http://www.LTScotland.org.uk/enterpriseineducation/index.asp Financial Education http://www.LTScotland.org.uk/financialeducation/index.asp Paper copies of specific web pages available on request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 5.5	Targeted Support: Inclusive Education
Definition	Provides information on resources published by LTS to support inclusive education.
Availability (and format)	Key documents and resources are on the Inclusive Education website at http://www.LTScotland.org.uk/inclusiveeducation/index.asp Paper copies of specific web pages available on request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 5.6	Targeted Support: Health and Wellbeing
Definition	Provides information on resources published by LTS on health and wellbeing.
Availability (and format)	Key documents and resources are on the following website: Physical Education http://www.LTScotland.org.uk/physicaleducation/index.asp Paper copies of specific web pages available on request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 5.7	Targeted Support: Early Years
Definition	Provides information on resources published by LTS and its partner organisations to support early years care and education in Scotland.
Availability (and format)	Key documents and resources are available on the Early Years website at http://www.LTScotland.org.uk/earlyyears/index.asp <i>Birth to Three: supporting our youngest children</i> (2005) – available as a printed booklet from Customer Services or online (as a PDF file) at http://www.LTScotland.org.uk/earlyyears/about/curriculum/birthtothree/guidance.asp <i>A Curriculum Framework for Children 3-5</i> (1999) – available as a printed booklet from Customer Services or online (as a PDF file) at http://www.LTScotland.org.uk/earlyyears/about/curriculum/framechildren3to5/guidance.asp Some of the resources are available in printed format.
Publication date	Various
Cost	The information is free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs. Printed publications cost between £5.00 and £30.00 plus postage.

Class 5.8	Targeted Support: Global Citizenship, International Education and Sustainable Development
Definition	Provides information on resources published by LTS and its partner organisations to support education for citizenship, enterprise in education and sustainable development.
Availability (and format)	Key documents and resources are on the following websites: Education for Citizenship http://www.LTScotland.org.uk/citizenship/index.asp International Education http://www.LTScotland.org.uk/internationaleducation/index.asp Sustainable Development Education http://www.LTScotland.org.uk/sustainabledevelopment/index.asp Paper copies of specific web pages available on request.
Publication date	Various
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

6. Education Improvement

Class 6.1	Research and Evaluation
Definition	LTS's knowledge management team carries out research, evaluations and statistical analyses, and commissions other organisations to carry out analytical work on its behalf. The findings are used to inform decision-making by LTS and by other organisations and individuals interested in Scottish education. This class covers information about LTS's work in relation to research and evaluation, including statistical analysis.
Availability (and format)	Information on About LTS website at http://www.LTScotland.org.uk/aboutlts/whatwedo/research/index.asp Paper copies of specific web pages available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 6.2	Knowledge Management
Definition	Information about LTS's knowledge management policy and strategy.
Availability (and format)	Available on request (in electronic or paper copy format) from Head of Knowledge Management, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 6.3	Advisory Services
Definition	<p>Information about LTS's Area Advisers and Professional Advisers. The Area Advisers are responsible for liaising with key contacts within education authorities. They focus on LTS's work in supporting education authorities in improving the quality of education and facilitating the sharing of best practice and encouraging collaboration.</p> <p>The Professional Advisers are responsible for liaising with all stakeholders in developing well-informed educational advice for LTS managers. They collaborate with partnership organisations on LTS's behalf and undertake investigative activities on specific educational topics.</p>
Availability (and format)	<p>Information about the Area Advisers and Professional Advisers is online at http://www.LTScotland.org.uk/aboutlts/howeare/directorates/improvement/introduction.asp</p> <p>Specific information about the role of Area Advisers and who covers which areas is available online at http://www.LTScotland.org.uk/aboutlts/howeare/directorates/improvement/areaadvisers.asp</p> <p>Paper copies of specific web pages available on request.</p>
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

7. Learning and Technology

Class 7.1	LTS's Online Service
Definition	<p>This class relates to the Learning and Teaching Scotland Online Service for practitioners, managers, local authorities, parents and others involved in Scottish education. The Online Service provides information and news, teaching and learning resources, and advice and guidance which support curriculum development in Scotland and national education initiatives. The service, funded as part of LTS's Schools' ICT Programme, has been redesigned in the light of feedback from users.</p>
Availability (and format)	<p>All the websites are accessible from: http://www.LTScotland.org.uk</p> <p>Paper copies of specific web pages available on request.</p>
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 7.2	Glow – National Schools Intranet
Definition	This class provides information on the role LTS has in developing Glow, a unique schools intranet, digitally linking 800,000 educators and pupils around Scotland. Glow is funded by the Scottish Government and managed by LTS in partnership with RM.
Availability (and format)	Information about LTS's Glow programme of work is online at http://www.LTScotland.org.uk/aboutIts/whatwedo/programmes/glow/introduction.asp The Glow Scotland website is at http://www.glowscotland.org.uk/index.asp Paper copies of specific web pages available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 7.3	New Technologies for Learning
Definition	This class provides information on the research LTS is undertaking, in partnership with other organisations, in the development of the use of electronic games and new media in education. In order to support this work LTS has established the Consolarium, otherwise known as the Scottish Centre for Games and Learning. This centre in LTS's Dundee office aims to explore the range of games technologies available and, in doing so, inform and influence new curriculum developments both in theory and in practice.
Availability (and format)	Information available online at http://www.LTScotland.org.uk/aboutIts/whatwedo/programmes/ict/technologies.asp
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

8. LTS Standards

Class 8.1	Publishing Guidelines for Writers
Definition	LTS's publishing guidelines for staff and commissioned writers. Includes information to help writers produce their material and house style guidelines.
Availability (and format)	Available online on the Web Standards and Guidelines area of the LTS Online Service and also as a PDF file at http://www.LTScotland.org.uk/webstandards/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 8.2	Web Content Development Guidelines: Accessibility
Definition	The Accessibility Guidelines provide details about LTS's stance on web accessibility and provide guidance for web developers who are creating resources on behalf of LTS.
Availability (and format)	Available online at http://www.LTScotland.org.uk/webstandards/accessibility/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 8.3	Web Content Development Guidelines: Online Resource Development Standard
Definition	The Online Resource Development Standard aims to ensure that web content development follows the intention of internationally accepted specifications and standards. The standard applies to all online resources commissioned by or developed on behalf of LTS. The document has been withdrawn while under review. However, other information about our standards is available online on the LTS Web Standards and Guidelines website.
Availability (and format)	Web Standards and Guidelines website http://www.LTScotland.org.uk/webstandards/index.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 8.4	Web Content Development Guidelines: Metadata Strategy
Definition	The Metadata Strategy sets out how metadata is used to enable the cataloguing and retrieval of LTS's online resources.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/procurement/standards/metadata.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 8.5	Web Content Development Guidelines: Metadata Taxonomies
Definition	Information about the controlled vocabularies used as part of the LTS Metadata Information Model.
Availability (and format)	The simple vocabularies are available as MS Word documents and the hierarchical vocabularies are available as mindmaps online at http://www.LTScotland.org.uk/aboutlts/procurement/standards/metadata.asp Paper copy also available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

9. Events and Professional Development

Class 9.1	The Scottish Learning Festival
Definition	<p>The Scottish Learning Festival is an annual, national event held for two days in late September. It hosts a combination of keynote presentations, spotlight sessions, seminars and an exhibition area, providing delegates with opportunities for professional development, sharing skills and knowledge, and investigating and experimenting with new technologies. LTS organises the Scottish Learning Festival in partnership with Emap Education. Funding is provided by the Scottish Government.</p> <p>This class covers information about the Scottish Learning Festival that is provided via a dedicated website and various printed publicity materials. The current Scottish Learning Festival programme is distributed widely to Scottish education.</p>
Availability (and format)	<p>Scottish Learning Festival website is at http://www.LTScotland.org.uk/slf/index.asp</p> <p>General information about the Scottish Learning Festival, as part of LTS's Schools' ICT Programme, is online at http://www.LTScotland.org.uk/aboutlts/whatwedo/programmes/ict/festival.asp</p> <p>Scottish Learning Festival programme available as a printed booklet from Customer Services (enquiries@LTScotland.org.uk).</p>
Publication date	Annually
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 9.2	LTS-Organised Conferences and Seminars – Information
Definition	Information about national conferences and seminars organised by LTS. Some of these are by invitation only.
Availability (and format)	Available online and/or advertised in educational press. Paper copy also available on request.
Publication date	Throughout the year
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 9.3	Support for New Teachers
Definition	This class provides information about the resources and other support LTS provides for new teachers including an email bulletin and a specific website. The New Teacher email bulletin is a brief digest of news, events, features and publications that are relevant for new teachers.
Availability (and format)	Support for New Teachers website is at http://www.LTScotland.org.uk/newteachers/index.asp Email bulletin subscription page is at http://www.LTScotland.org.uk/newteachers/bulletinsubscription/index.asp Paper copies of specific web pages available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

10. Staff Policies

Class 10.1	Staff Vacancies
Definition	Job vacancies. Details of vacancies that LTS is currently advertising externally.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/workforus/vacancies/index.asp Advertised in newspapers and via online recruitment services.
Publication date	Throughout the year
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.2	Recruitment Procedures and Pay Structure
Definition	Learning and Teaching Scotland's procedures for recruitment of staff and pay structure.
Availability (and format)	Available on request (in electronic or paper copy format) from the Human Resources Manager, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.3	Terms and Conditions of Employment
Definition	Learning and Teaching Scotland's terms and conditions of employment.
Availability (and format)	Available on request (in electronic or paper copy format) from Human Resources Manager, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.4	Employment Policies
Definition	Internal policies and guidance that establish the procedures that should be followed and conduct that is expected of members of staff in the performance of their duties. Some of the material in this class is derived from documents that we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically information may be withheld if its release would compromise the health and safety of staff or security of confidential data.
Availability (and format)	Available on request (in electronic or paper copy format) from the Human Resources Manager, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.5	Training and Development Procedures
Definition	Learning and Teaching Scotland's procedures for the training and development of its staff.
Availability (and format)	Available on request (in electronic or paper copy format) from the Human Resources Manager, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.6	Equality Schemes
Definition	Learning and Teaching Scotland is committed to promoting and mainstreaming equality and diversity in all our activities and functions. This class covers LTS's Gender Equality Scheme and Disability Equality Scheme.
Availability (and format)	Available online at http://www.LTScotland.org.uk/aboutlts/workforus/index.asp Paper copies of specific web pages available on request.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.7	Health, Safety and Environmental Issues
Definition	LTS's health, safety and environmental policies. The documents available are: <ul style="list-style-type: none"> • Health and Safety Policy Statement • Health and Safety Environmental Policy.
Availability (and format)	Available on request (in electronic or paper copy format) from the Office Services Manager, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.8	Information Systems Policies
Definition	LTS's internal policies and procedures relating to issues such as staff use of mobile telephones; procedures for acquiring/disposing of hardware and software; operational procedures and work instructions.
Availability (and format)	Available on request (in electronic or paper copy format) from the Corporate ICT Team Leader, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.

Class 10.9	Press and Media Relations – Staff Guidelines
Definition	Internal policy regarding press and media relations.
Availability (and format)	Available on request (in electronic or paper copy format) from LTS Press Officer, Learning and Teaching Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU.
Publication date	Regularly reviewed
Cost	Free of charge but refer to Charging Policy in Part 1, clause 10 for copying costs.