

Guide to information available through the Model Publication Scheme

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1. Guide to information available through the Model Publication Scheme

Introduction

The Freedom of Information (Scotland) Act 2002 (**FOISA**) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether the information is available free of charge or a fee must be paid.

The SSSC has adopted the Model Publication Scheme (updated 26 March 2021) produced by the Scottish Information Commissioner.

You can see this scheme on the Scottish Information Commissioner's website at: www.itspublicknowledge.info/mps.

The purpose of this guide to information is to:

- allow you to see what information is available (and what is not available) through this publication scheme in relation to each class
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

2. Availability and formats

The information we publish through this publication scheme is, wherever possible, available on our website (<http://www.sssc.uk.com>), or by following the links below. We offer alternative arrangements for people who cannot reasonably access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this), or in an alternative electronic format, on request.

3. Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that we cannot publish and is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret)

we may withhold the information or provide a redacted version for publication, but we will explain why.

4. Copyright and reuse

Most of the information that we provide through this publication scheme is subject to copyright protection. In most cases the Scottish Social Services Council will own the copyright. This means that the information should not be copied or re-used without the explicit permission of the Scottish Social Services Council.

You are free to use any information supplied for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. Any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, requires the permission of the copyright owner.

For information where the Scottish Social Services Council owns the copyright, details of the conditions on re-use are on our website at <https://www.sssc.uk.com/access-to-information/>

Another person or organisation may own the information, and where possible the copyright owner will clearly indicate this in the information itself, and you must apply to the copyright owner to obtain their permission to copy or reuse. In cases where the copyright owner is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

5. Charges

This section explains when we may make a charge for our publications and how we calculate any charge.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to some registers. Currently, no statutory fees apply.

We may charge you for providing information eg photocopying, removeable storage devices, postage and packaging and other costs associated with supplying information. We charge you no more than it costs to supply the information to you. We always tell you what the cost is before providing the information.

Our photocopying charge per sheet of paper is on the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	10p	20p
A2	10p	20p
A3	10p	20p
A4	10p	20p
A5	10p	20p

We charge for information provided on a removeable storage device at 50p per device.

We recharge any postage costs at the rate we paid to send the information to you. When providing copies of pre-printed publications, we charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to any commercial publications (see Class 8 below) we may publish. Currently there are no commercially available publications.

6. Contact us

You can contact us for assistance with any aspect of this publication scheme:
 Information Governance
 Scottish Social Services Council Compass House
 11 Riverside Drive Dundee
 DD1 4NY

Phone: 0345 60 30 891
 Email: informationgovernance@sssc.uk.com
 Website: www.sssc.uk.com

If you would like to ask for information that we do not publish under this publication scheme, you can find details of how to make a request under FOISA on our website <https://www.sssc.uk.com/access-to-information/>

We are happy to advise you on how to complain if you are dissatisfied with any aspect of this publication scheme.

When information is published under this publication scheme, we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see the previous versions, you are welcome to make a request to us (under FOISA) for that information. Please see our website <https://www.sssc.uk.com/access-to-information/> for guidance on submitting a request.

7. The classes of information that we publish

We publish information that we hold within the following classes.

Class 1: About the SSSC

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

Class 2: How we deliver our functions and services

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

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

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

Class 4: What we spend and how we spend it

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

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

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

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

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

Class 7: How we are performing

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

Class 8: Our commercial publications

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

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

7.1 Class 1: About the SSSC

Information about the SSSC, who we are, where to find us, how to contact us, how we are managed and our external relations	
Description of information we publish	How to access it
About the SSSC	
Information about the SSSC's role as the regulator for the social work, social care and early years workforce in Scotland, our enabling legislation, our Strategic Plan, Strategies and Corporate Policies.	About the SSSC and our Policies
Information about our future proofing programme.	Future Proofing Programme
Our contact details and contact forms, office address and opening hours.	Contact us
Information about how to make a complaint about the SSSC, including our complaints handling procedure.	Make a complaint
Information about our committees, sub-committees and panels and their responsibilities.	Committees, sub-committees and panels
How we are managed	
Information about how the SSSC is run and held to account.	Governance
General information about the Council, the Council Convener and our Council Members. Information about our committees, sub-committees and panels and their responsibilities.	Council and Committees
Information about our leadership team and their responsibilities.	Our leadership team
Information about how we manage risk.	Strategic risk register
Information on our performance management. Our Audit and Assurance Committee reports to Council. The report contains strategic performance indicator information, financial monitoring information and strategic risk information.	Council Papers
External relations	
The strategy sets out the SSSC's aims and objectives for communicating with its stakeholders.	Communications Strategy 2024-2026
A variety of materials that relate to the SSSC's work.	SSSC Publications
Information about the SSSC's current consultations, previous consultations and our written responses to major external consultations.	Consultations
Information on our latest news and press releases , upcoming events (including Council meetings, seminars and forums) and our media centre .	News and events
Information on how to subscribe and unsubscribe to our SSSC news emails.	Newsletters

7.2 Class 2: How the SSSC delivers its functions and services

Information about our work, our strategies and policies and information for registrants on the work we do	
Description of information we publish	How to access it
SSSC Strategic Plan, strategies and corporate policies	
Our Strategic Plan, strategies and corporate policies.	About the SSSC and our Policies
Reports	
Our reports	SSSC reports
About registration	
General information about registration with the SSSC, including:	Registration
Information about the different roles in social services that need to register with the SSSC, timescales for registration and the benefits of registration.	Who should register and why?
Information on how to apply for registration (with various checklists and guidance documents to assist with the registration process).	How to apply to register
Information about the responsibilities of registered workers.	Codes of Practice
Information about the duties of employers of registered workers.	Employer responsibilities
Information about payment of registration fees.	Paying your fees
Frequently asked questions about registration.	Registration/MySSSC FAQs
Information about the CPL requirements that all registered social service workers must meet as a condition of re-registration with the SSSC. This includes information on the registration requirements for newly qualified social workers .	Continuous Professional Learning (CPL)
Information on qualifications and entry routes to working in the sector and the main social service qualifications designed to meet SSSC registration requirements.	Qualifications
Information on how to search to check the registration status of social workers and social service workers.	Register of Social Workers and Social Service Workers
About fitness to practise	
Information about our fitness to practise process:	Investigation process
Information about when a worker's fitness to practise may be impaired.	What is fitness to practise?
Guidance on how and when to raise a concern about a worker or someone applying to register	Raising a concern with us

(including guidance for survivors of child abuse while in care in Scotland).	
Information about our investigation process, including current rules and decisions guidance and fact sheets .	Our investigation process
Information about Fitness to Practise Panel hearings, including upcoming impairment hearings .	Hearings
Information about decisions by both Fitness to Practise Panels and SSSC officers, including outcomes of appeals against decisions. This includes a search function where recent decisions can be viewed.	Impairment decisions
Information about Temporary Orders which can be imposed on workers. This includes a search function showing the names of workers who currently have a Temporary Order imposed on their registration.	Temporary Orders
Information about what applications and referrals we will investigate and what we consider before a case is closed without a full investigation.	Fitness to Practise Thresholds Policy
The Fitness to Practise Rules set down how the SSSC will investigate and hold hearings when there is an allegation that a worker's fitness to practise is impaired.	Combined Fitness to Practise Rules 2021
This guidance helps decision makers (SSSC staff and Panels) reach fair and proportionate decisions, ensures consistency and transparency and helps those going through the fitness to practise process understand how decisions are made.	Decisions Guidance for Fitness to Practise Panels and SSSC staff
Sets out how we will communicate information about our fitness to practise cases and what we will publish.	Fitness to Practise Public Information Policy (updated August 2024)
About Workforce, Education and Standards	
Highlights a range of resources available for workers and employers to support learning and development.	Supporting your learning
Information about our role in supporting workforce planning and development for the social service sector, including on workers and employers.	Workforce policy and planning
Information about MHOs, the MHO award, MHO standards, and continuous professional learning for MHOs.	Mental Health Officers (MHOs)
Links to our dedicated website which provides information for all NQSWs, their employers, managers and supervisors.	Newly qualified social workers (NQSWs)
Links to our Learning Zone website, which contains learning and support resources for workers, as well as a link to our MyLearning service.	Learning Zone
Information about the MyLearning service, which allows learners to record and reflect on their continuous professional learning and apply for MyLearning Badges.	MyLearning
Information for those interested in a career in social services on the different routes, jobs and skills needed.	Careers and education

Provides links and resources for individuals interested in starting or developing their career in social services, as well as for employers to support recruitment.	Getting started
Information on qualifications and entry routes to working in the sector and the main social service qualifications designed to meet SSSC registration requirements. Includes information on recognition of prior learning .	Careers and education
Information for individuals, employers and training providers about modern apprenticeships.	Modern apprenticeships
Information for training providers on standards , quality assurance , practice learning qualifications and the Review of Social Work Education .	Information for providers
As an official statistics provider we publish data on the social service workforce in Scotland on our dedicated website. We also publish some registration data on this website.	Workforce and registration data website.

7.3 Class 3: How the SSSC takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others	
Description of information we publish	How to access it
Corporate governance	
Meeting papers for Council meetings.	Council papers
Meeting minutes from Council meetings.	Council minutes
Rules and Codes of Practice	
This document sets out the behaviours and values expected of social service workers and their employers.	Codes of Practice for Social Service Workers and Employers
This document details how the SSSC will investigate and hold hearings when there is an allegation that a worker's fitness to practise is impaired.	Combined Fitness to Practise Rules 2021
This document details how social service workers can join the Register of Social Service Workers and how the Register will operate.	Registration Rules 2025
This document sets out the criteria for the approval of the degree and certain postgraduate courses for those who wish to become social workers and sets out the arrangements for the monitoring, reviewing and investigation of courses.	Rules for Social Work Training
This document sets down the rules and requirements for approving specialist training courses for social service workers in Scotland.	Rules and Requirements for Specialist Training for Social Service Workers Scotland 2005
Rules and requirements for awards developed from the Standard for Childhood Practice 2008.	Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008
How we involve others	
Information about the SSSC's current consultations, previous consultations and our	Consultations

written responses to major external consultations.	
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7.4 Class 4: What the SSSC spends and how it spends it

Information about our management of financial resources	
Description of information we publish	How to access it
Annual audited accounts published in the SSSC Annual Report.	SSSC Annual Reports and Accounts
Financial regulations of the SSSC.	SSSC Financial Regulations
Information on our procurement practices and contracts register.	Procurement

7.5 Class 5: How the SSSC manages its human, physical and information resources

Information about how we manage the human, physical and information resources of the SSSC	
Description of information we publish	How to access it
Human Resources	
Information on recruitment and working at the SSSC, including flexible working , annual leave and special leave entitlement .	Working at the SSSC
Sets out the standards of professional conduct and practice expected from SSSC staff.	Code of Conduct for SSSC employees
Details of the SSSC's policies and guidance that collectively establish HR procedures.	Policies and procedures
Details of the SSSC's range of spinal column pay points for each post.	SSSC salary scales
Information resources	
Information on records management, including Records Management Policy and Plan and Retention schedule.	Records Management
Information about data protection, including our privacy notice, subject access requests, our data protection policy and information sharing agreements.	Data Protection
Details on how to make a request for information under the Freedom of Information	Freedom of Information and re-use of public sector information

(Scotland) Act 2002, including our FOI Guide to Information and FOI disclosure log. This section also includes information on the reuse of public sector information (including our Statement of Public Task).	
As an official statistics provider we publish data on the social service workforce in Scotland on our dedicated website.	Workforce Data

7.6 Class 6: How the SSSC procures goods and services from external providers

Information about how the SSSC procures goods and services and our contracts with external providers	
Description of information we publish	How to access it
Information on our procurement practices. This includes our Procurement Reports, conditions of contract, procurement practices (values and promotion of tenders) and supplier opportunities, guidance and support.	Procurement
A link to the Public Contracts Scotland page that lists all invitations to tender (£50k and over for goods/services, £2m and over for works), including those made by the SSSC.	Tenders

7.7 Class 7: How the SSSC is performing

Information about how the SSSC performs as an organisation, and how well it delivers its functions and services	
Description of information we publish	How to access it
Annual audited accounts published in the SSSC Annual Report, from previous years.	Annual reports and accounts (previous financial years)
Information on registration and fitness to practise statistics.	Key registration and fitness to practise statistics
The SSSC Equality Mainstreaming Report sets out how we continue to mainstream and promote equality, diversity and inclusion.	SSSC reports
Impact Assessments, setting out how we comply with statutory duties and other priorities.	Impact Assessments

7.8 Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal	
Description of information we publish	How to access it
None at present	

7.9 Class 9: Our open data

Open data made available by the SSSC as described by the Scottish Government’s Open Data Resource Pack and available under an open licence	
Description of information we publish	How to access it
The plan sets out the SSSC’s ambition to make data open and available for others to use and reuse, supporting requirements of the Re-use of Public Sector Information Regulations 2015	Open Data Publication Plan

8. Document governance

Document owner/author/lead	Director of Strategy and Business Services
Version number	V3
Approved by	EMT
Date of next review	August 2028
Date of impact assessment (IA) (mandatory)	26 June 2025
Date of data protection impact assessment (DPIA) (if required)	N/A
Commencement date	19 August 2025
This policy replaces	V2

Change log – for minor changes to spellings, sentences etc. Use when policy is not being put forward for approval.

Officer name	Date of change	Description of change	Confirm upload of revised document

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If you would like this document in a different format, for example, in larger print or audio-format, or in another language please contact the SSSC on 0345 60 30 891. We promote equality by removing unlawful and unfair treatment on the grounds of any protected characteristic wherever possible.

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