



Careers Information,  
Advice and Guidance  
Equality Action Plan 2019-21















**Easy Read version Part 1**  
**How we put this plan together.**

Published December 2019







If you need this plan in alternative formats, please contact [equality@sds.co.uk](mailto:equality@sds.co.uk)

Careers information, advice and guidance equality action plan








<p>This is part 1 of our equality action plan.</p>	
<p>It tells you what we looked at to develop the plan.</p>	
<p>Parts 2, 3 and 4 tell you about what we will do.</p>	
<p>You can get these parts from Skills Development Scotland.</p>	
<p>Our details are at the end of this booklet.</p>	

<p><b>About Skills Development Scotland’s Careers Information Advice and Guidance service</b></p>	
<p>We give people information and advice about different careers.</p>	
<p>We help people learn skills to decide what they want to do in their careers.</p>	
<p>We call this career information, advice and guidance.</p>	
<p>We do this in schools and in our careers centres across Scotland.</p>	
<p>We help them get skills to have the career they want.</p>	
<p>This means they can make the most of their skills.</p>	






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<p>We help people from all parts of the country.</p>	
<p>And from all backgrounds.</p>	
<p>We have an equality team that helps us do this.</p>	
<p>They give us advice and support to help us work with everyone.</p>	
<p>We want everyone to have better skills.</p>	
<p>In this plan we look at how we can help people in equality groups have the career they want.</p>	







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<p>There are 10 groups.</p>	
<p>In Part 2 we will talk about each group.</p>	
<p>And in Parts 3 and 4 we will tell you how we will help them.</p>	 
<p>Our plan looks at what makes things difficult for these groups.</p>	
<p>And how we will help them.</p>	
<p>We have used what we know already to build this plan.</p>	

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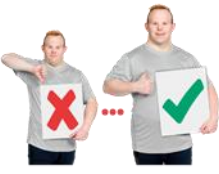





<p>We have also used information from other organisations.</p>	
<p>We want to thank everyone who helped us build this plan.</p>	
<p>You will see those organisations being mentioned in our plan.</p>	
<p>And all their names are at the end of each part of this plan.</p>	
<p><b>What we want to do</b></p>	
<p>We want all our customers to get better skills throughout their lives.</p>	

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<p>This will help them have the careers they want.</p>	
<p>And help them make good choices about what they want to do.</p>	
<p>There are certain things we want for everyone:</p>	
<p>A good service for everyone.</p>	
<p>Support that meets their needs.</p>	
<p>And being able to make decisions based on what they want.</p>	
<p>Not what other people want for them.</p>	










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<p>This equality plan will take what we already do well and make that better.</p>	
<p>And also find new things we could do to help people more.</p>	
<p>We know everyone is different.</p>	
<p>And that they need different types of help.</p>	
<p>We will give every person the different help they need.</p>	
<p><b>How we help people now</b></p>	
<p>For primary school pupils in years 5 - 7 we have activities on My World of Work.</p>	
<p>For secondary school pupils in year 1 we tell groups of pupils about how we can help them.</p>	




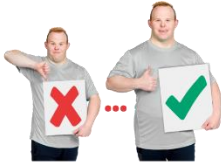
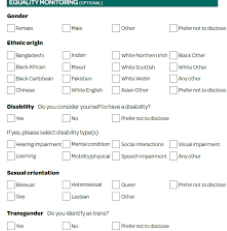




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<p>We talk to secondary pupils in years 2 and 3 and their parents or carers.</p>	
<p>This helps them choose the subjects they want to study.</p>	
<p>And we offer more support for pupils who needed it most from year 3 up to year 6.</p>	
<p>This helps us support pupils who leave school earlier.</p>	
<p>And those pupils who take longer to develop their skills.</p>	
<p>It also helps these pupils look at what they could do when they leave school.</p>	
<p>And help them know when they are being held back by others.</p>	








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<p>We also have a Next Steps service.</p>	
<p>This helps young people who do not have a job.</p>	
<p>It helps them get the support they need.</p>	
<p>It is there to help young people aged 15 to 18<sup>1/2</sup>.</p>	
<p>It also helps young people up to age 26 if they have been in care.</p>	
<p>People of any age can also come to our careers centres for help.</p>	
<p>This allows us to help these people find more education, skills and work.</p>	
<p></p>	<p></p>



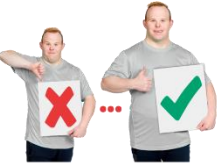



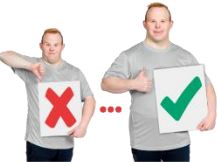
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<p><b>Measuring how good we are at our jobs</b></p>	
<p>There are ways we can measure how good we are.</p>	
<p>And if we are getting better.</p>	
<p><b>Our staff</b></p>	
<p>We keep a note of all of our staff's equality information.</p>	
<p>We know nearly three quarters of our staff are female.</p>	
<p>But less than 1 in 20 has a disability.</p>	
<p>And only around 1 in 50 is lesbian, gay or bisexual.</p>	
<p>Or is not white and British, Scottish or Irish.</p>	









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<p>We want to get more of these people working for us.</p>	
<p><b>Our staff's understanding of equality</b></p>	
<p>Each year we ask staff how much they know about equality.</p>	
<p>And if they think they know enough.</p>	
<p>We also ask them about what they have learned.</p>	
<p>And if they know how to use their skills.</p>	
<p>Almost all of our staff know where to find information about equality.</p>	
<p>And a lot of them have used that information.</p>	

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<p>Almost everyone knows how important it is to be equal and diverse.</p>	
<p>And they feel confident to let people know about it.</p>	
<p>But we need to do better in some bits.</p>	
<p>We will keep notes to see if we can do this.</p>	
<p><b>Knowing who is asking for our help</b></p>	
<p>We will keep a note of everyone from equality groups who asks for our help.</p>	
<p>This will let us know if enough of them are asking us.</p>	
<p>If people from any groups do not get this support we will try to make that better.</p>	
<p><b>How customers feel about our support</b></p>	

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<p>We will ask pupils in secondary years 4 to 6 how satisfied they are with us.</p>	
<p>This will include questions about the support we have.</p>	
<p>And if pupils know it is there.</p>	
<p>And how much support they got.</p>	
<p>We will also ask if they think the people helping them understood what they needed.</p>	
<p>And if they listened to their ideas.</p>	
<p>We will also ask the pupils if those people helped them think they could do more than they thought.</p>	
<p>We will also ask if the pupils would tell their friends to talk to us.</p>	










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<p>We really want to get more young women happy with our support.</p>	
<p>And people who are lesbian, gay, bisexual or trans.</p>	
<p>We would like them to like us as much as other people do.</p>	
<p><b>Seeing if we have helped</b></p>	
<p>We will see if people get better skills to help their careers.</p>	
<p>We want these young people to have better career skills.</p>	
<p>And we want more of them to get more qualifications, skills or jobs.</p>	
<p>With all of this, we want as many people from equality groups to move into further education, skills or jobs as other people do.</p>	
<p>We can't help people do this by ourselves.</p>	



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<p>We need other people to help us do this, like schools.</p>	
<p>We will measure how well we do this.</p>	
<p>We have lots of figures that show how well we want to do all of this.</p>	
<p>If you want to know more about these figures let us know.</p>	
<p>We can then get you information about these figures.</p>	
<p></p>	<p></p>
<p>This is part 1 of our equality plan.</p>	
<p>You can also read parts 2, 3 and 4 of our plan.</p>	

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<p>You can get these from us at  <a href="https://www.skillsdevelopmentscotland.co.uk/about/policies/equality-diversity-and-inclusion/">https://www.skillsdevelopmentscotland.co.uk/about/policies/equality-diversity-and-inclusion/</a></p>	
<p>Or email us at <a href="mailto:equality@sds.co.uk">equality@sds.co.uk</a></p>	

**With thanks to the organisations who helped us develop this plan:**

- Age Scotland
- Association for Real Change
- Close the Gap
- MECOPP
- STEP
- Scottish Commission for Learning Disabilities (SCLD)
- Skills Recognition, Glasgow Caledonian University