

## A list of acronyms used in Scottish education 2013 - 14

<b>ADES</b>	Association for Directors of Education in Scotland	Represent directors at a national level, give advice and provide professional development.
<b>AHDS</b>	Association of Head Teachers and Deputes in Scotland	A teaching union, largely for Primary School senior management.
<b>ASL</b>	Additional Support for Learning	The ASL Act introduced the concept of Additional Support Needs, places duties on education authorities and gives parents and children a number of rights.
<b>ASN</b>	Additional Support Needs	A very wide range of factors may lead to children and young people having a need for additional support. They fall into four overlapping themes: learning environment, family circumstances, disability or health need, and social and emotional factors.
<b>BGE</b>	Broad General Education	This is one of the key terms used in Curriculum for Excellence. It is the learning which is done from the age of 3 to 15 - until the end of S3. It is the development of knowledge and skills across a number of curriculum areas.
<b>CfE</b>	Curriculum for Excellence	CfE's objective is to provide pupils with learning/teaching which is more relevant to the changing world. It includes a more interactive approach to teaching; a slimmed down curriculum; more cross-curricular work; a focus on literacy and numeracy and a modernised qualification system. (See our <i>"What is Curriculum for Excellence"</i> leaflet for more information)
<b>CLD</b>	Community Learning & Development	Teams who work with and support communities in areas such as adult and family learning and youth work.
<b>COSLA</b>	Convention of Scottish Local Authorities	The representative organisation for Scottish local government. It is a membership organisation.
<b>CPD</b>	Continuing Professional Development	Each teacher is required to undertake 35 hours of CPD training each year. It is supposed to maintain or upgrade skills and knowledge through a variety of experiences. (See <i>PRD</i> )
<b>CRBS</b>	Central Registered Body for Scotland	CRBS provides free disclosure records, guidance, advice and support to voluntary sector organisations and manages the process involved with the PVG Scheme membership. (See our leaflet <i>"Registering with the CRBS"</i> for more information)
<b>CSP</b>	Co-ordinated Support Plan	A child is eligible for a CSP when they need support at school from services other than education services, on an ongoing basis. A CSP document gathers together reports and plans from all the professionals who will support a child with ASN in school, eg speech and language therapists, social workers. A CSP should be reviewed on an annual basis.
<b>CT</b>	Class Teacher	
<b>DHT</b>	Depute Head Teacher	The role of the DHT will vary from school to school but generally he/she will deputise for the Headteacher and will have responsibility for the leadership and management of colleagues.

<b>DSM</b>	Devolved School Management	Devolved School Management (DSM) is the scheme which gives headteachers control of at least 80% of their school's budget. However, their freedom on how they spend the money is very limited as much of it is accounted for beforehand. <i>(See our leaflet "A simple outline of Devolved School Management" for more information)</i>
<b>EAL</b>	English as an Additional Language	Pupils/parents who fall into this category include: <ul style="list-style-type: none"> <li>• Children/young people who have recently arrived in Scotland from another country and are new to learning English.</li> <li>• Children/young people who have always lived in this country but use a language other than English at home.</li> </ul>
<b>EIS</b>	Educational Institute of Scotland	The largest teaching union in Scotland.
<b>FE</b>	Further Education	This is post-compulsory education which is distinct from that offered in universities. It is mainly taught in FE colleges and is sometimes done as work-based learning and in adult and community learning institutions.
<b>FTE</b>	Full-Time Equivalent	This is a way to measure how much time a member of school staff works in school. Eg, FTE of 1.0 means the person is equivalent to a full-time worker, while FTE 0.5 signals that the person is half-time.
<b>GIRFEC</b>	Getting it Right for Every Child	A Scottish Government initiative which aims to make sure that all Scotland's children, young people and their families have consistent, coordinated support across the various public services.
<b>GTCS</b>	General Teaching Council Scotland	The GTCS is the professional body which is responsible for maintaining the register of teachers and ensuring teachers' professional standards. In Scotland, children must be taught by qualified and GTCS registered teachers.
<b>HE</b>	Higher Education	This is post-compulsory education which usually takes place in universities.
<b>HMIE</b>	Her Majesty's Inspectorate of Education	The Inspectorate carries out inspections of all places of learning to ensure and promote quality. It is now part of Education Scotland.
<b>HNC</b>	Higher National Certificate	HNCs are offered by colleges, some universities and many other training centres. They are made up of 12 credits: one credit = approx. 40 hours of timetabled learning. They usually take one year to complete and provide skills you need to do a job and the theoretical knowledge your employer will expect you to have.
<b>HND</b>	Higher National Diploma	HNDs are offered by colleges, some universities and many other training centres. They are made up of 30 credits and usually take two years to complete.
<b>HT</b>	Head Teacher	Also known as a rector, a headteacher is the most senior teacher, leader and manager of a school.
<b>ICT</b>	Information and Communications Technology	ICT in education can be found in the following ways: <ul style="list-style-type: none"> <li>• as a subject, eg computer studies</li> <li>• as a tool to support traditional subjects, eg the use of whiteboards</li> <li>• as an administrative tool, eg management systems</li> </ul>
<b>IEP</b>	Individual Education Plan	An IEP is a document which sets out the goals and achievements of each school pupil. Every child should have an IEP and should also have an input to its contents: it should be under constant review. <i>(See PLP)</i>
<b>ITE</b>	Initial Teacher Education	This is available at eight universities across Scotland and centres mainly around the four-year undergraduate route leading to a BEd degree and the one-year Post Graduate Certificate in Education (PGDE).

<b>LA</b>	Local authority	
<b>LAC</b>	Look after and accommodated	Where a child is looked after and housed by the local authority. Some children are 'looked after' at home. In both cases the Local Authority is the 'Corporate Parent'
<b>MSP</b>	Member of the Scottish Parliament	
<b>NAS/UWT</b>	National Association of Schoolmasters/Union of Women Teachers	A teaching union.
<b>NPFS</b>	National Parent Forum Scotland	The National Parent Forum was set up to give Parent Councils an opportunity to discuss and raise issues of mutual interest or concern at a national level. Each local authority area is entitled to have a representative on NPFS.
<b>NQ</b>	National Qualifications	National Qualifications are awarded in Scotland by SQA. They are taken by students in secondary schools and colleges (and some training centres). See our leaflet 'A Parent's Guide to the NQs' for further information.
<b>NVQ</b>	National Vocational Qualifications	These are work-based qualifications.
<b>OSCR</b>	Office of the Scottish Charity Regulator	OSCR decides whether to grant an organisation charitable status and to enter it on the Scottish Charity Register. They then monitor the charity to check it complies with the law.
<b>PLP</b>	Personal Learning Plan	A document/folder where a pupil can keep a record of his/her goals and achievements alongside examples of work. (See <i>IEP</i> )
<b>PPP</b>	Public Private Partnership	A collaboration between local authorities and private companies, often used in construction and management of schools. Also known as PFI.
<b>PRD</b>	Professional review and development	Each teacher has the right to an annual PRD interview to focus on their strengths and areas for development and to agree on CPD required. This links with GTCS's Professional Update process for ensuring teachers keep their skills and competencies up to date.
<b>PSD/E</b>	Personal and Social Development/Education	Under Curriculum for Excellence this is now referred to as Personal Development. Pupils can choose to build up a range of personal, social and vocational skills by choosing one unit of work from each of these groups: <ul style="list-style-type: none"> <li>• Self in Society</li> <li>• Practical Abilities</li> <li>• Self and Work</li> </ul>
<b>PT</b>	Principal Teacher	In primary schools this usually refers to a classroom teacher who also takes on some managerial role within the school. In a secondary school this is a promoted post that usually refers to being head of a particular department or a guidance position with responsibility for the pastoral care of a group of pupils.
<b>PVG</b>	Protection of Vulnerable Groups	The PVG Membership Scheme has replaced the old disclosure system and applies to voluntary, statutory and private sector organisations providing services and/or activities for children and protected adults. It aims to ensure that those who have regular contact with vulnerable groups do not have a history of harmful behaviour. (See our leaflet "SPTC Guidance on the PVG Act for Parent Councils and PTAs" for more information)
<b>QIO</b>	Quality Improvement Officer	Usually a local authority officer who has a specific job around improving the performance of schools.
<b>RIF</b>	Report of Inspection Findings	This is a professional report for the school and education authority following an inspection by HMIE. It is also made

		available to the chair of the Parent Council. It is only made available to other parents and interested parties through a Freedom of Information Request.
<b>RME</b>	Religious and Moral Education	
<b>SCCYP</b>	Scottish Commissioner for Children and Young People	The Commissioner aims to promote and safeguard the rights of children and young people in Scotland.
<b>SHARE</b>	Sexual Health and Relationships Education	
<b>SIP</b>	Social Inclusion Partnership	Groups of agencies and bodies (eg social work, voluntary organisations) who work together to help disadvantaged people.
<b>SLS</b>	School Leaders Scotland	A Scottish teaching union for headteachers and deputes.
<b>SMT</b>	Senior Management Team	Usually includes the headteacher and deputes; may also include the business managers and principal teachers.
<b>SNAG</b>	School Nutrition Action Group	A committee which includes school staff, pupils, parents and local people looking at healthy eating within the school community.
<b>SPION</b>	Scottish Parental Involvement Officers Network	A network group for local authority officers.
<b>SQA</b>	Scottish Qualifications Authority	The national body in Scotland responsible for the design, setting, assessment and certification of qualifications.
<b>SSTA</b>	Scottish Secondary Teachers Association	A teaching union.
<b>STEM</b>	Science, Technology, Engineering, Maths.	The name used for this group of subjects.
<b>SVQ</b>	Scottish Vocational Qualification	These are based on national standards drawn up by industry, commerce and education. They tell a student what they have to do in a job to do it well.
<b>TESS</b>	Times Educational Supplement Scotland	A weekly magazine containing news and articles on the world of education and related topics.
<b>UCAS</b>	Universities and Colleges Admissions Service	The body which processes most applications for entry to higher and further education institutions throughout the UK, distributes them to individual institutions, and enables candidates to apply to several universities/colleges on one application form.
<b>VOICE</b>		A teaching union.

**You are welcome to use information from this leaflet however, if you do please acknowledge SPTC.**