

Email 1

From: {REDACTED}

Sent: 19 December 2017 20:12

To: {REDACTED}

Cc: {REDACTED}

Subject: RE: FOR CLEARANCE - SG Policy Paper - Scotland's Colleges: Delivering for All

Agree with {REDACTED}'s comments.

Communication can be sent by {REDACTED} or yourself.

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 17:18

To: {REDACTED}

Cc: {REDACTED}

Subject: FW: FOR CLEARANCE - SG Policy Paper - Scotland's Colleges: Delivering for All

Importance: High

Hi {REDACTED},

Subject to our discussion of the 12,000 figure in the morning I'd recommend option 1, as all of the information contained in the document is already in the public domain.

You have identified the correct people to send it to in stakeholder organisations and are right to keep the copy list small. It might be worth sending it as a pdf rather than a word doc as we're not anticipating many changes.

I've proposed a few changes to the cover email.

We'll speak tomorrow.
Thanks for progressing this.

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 16:56

To: {REDACTED} ; {REDACTED}

Subject: FOR CLEARANCE - SG Policy Paper - Scotland's Colleges: Delivering for All

Importance: High

Hi {REDACTED} /{REDACTED},

We have agreed with Ms Somerville that we will share the baseline report with Colleges Scotland, CDN, and SFC for their information. We have a few things to consider in relation to this:

Timing of sharing

{REDACTED} advises that it would be a good idea to share with the SFC as soon as possible in case they have any issue with the stats contained in it. I would be grateful for your views on the following options for when to share with these stakeholders:

- Option 1 - share the current Word document (finalised version) now with all three stakeholders advising that it is embargoed and due to be published soon;
- Option 2 - share the current Word document (finalised version) now with SFC and then nearer the time of release share with CS/CDN; or
- Option 3 - don't share until nearer the time of release (after the new year).

Contacts

I would suggest that we send the paper to the following contacts at each organisation - grateful for your thoughts and please feel free to add/amend:

- SFC - {REDACTED} {REDACTED} , {REDACTED} (as suggested by {REDACTED} from an analytical perspective), and {REDACTED}
- CS - {REDACTED} and {REDACTED}
- CDN - {REDACTED} and {REDACTED}

Draft Communications

I have drafted the communications below for SFC and CS/CDN (same but minus the red text) and again grateful for your thoughts – please feel free to add/amend:

Dear All,

I attach, for your information, a ~~draft pre-publication copy version of a~~ the Scottish Government policy paper - Scotland's Colleges: Delivering for All. ~~Drafted at the Minister's request, this paper has been drafted by the College Policy Team following a request from the Minister for a short, factual paper to be published which provides clarity around~~ describes the current performance of the college sector in Scotland. ~~This has been done by presenting a clear narrative backed up by key facts supported by statistics and covering the following key themes:~~

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

Please note that this paper is embargoed, with the date of publication still to be confirmed. Do not forward this paper onto others.

Ms Somerville has offered an exclusive interview to {REDACTED} of TESS, with the publication planned to coincide with the corresponding coverage in TESS (likely to be Friday 19th January). Other core journalists will also receive a copy of the paper at that time.

As a key stakeholder, and with much of the data contained in the paper coming from your statistical publications, we wanted to give you early sight of the paper to make you aware of this forthcoming publication. While we are sending this for your

information, we would welcome any thoughts that you may have regarding the paper.

Regards
XXXXXXX

I would suggest that the above communication is sent by {REDACTED} or Paul, but I'm happy to send it if you would prefer.

Happy to discuss any of the above.

Thanks
{REDACTED}

{REDACTED}

Email 2

From: {REDACTED}
Sent: 30 January 2018 09:25
To: {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters/emails

Hi {REDACTED} ,

I reached as many contacts as we have, it went to principals, chairs and relevant policy officers/senior officials.

I've not had any response to indicated if they have looked at it but it has been sent.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 29 January 2018 13:14
To: {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters/emails

Hi {REDACTED}

I think {REDACTED} identified contacts under all the headings

Regards

{REDACTED}

From: {REDACTED}
Sent: 26 January 2018 17:50
To: {REDACTED}
Subject: Re: Scotland's Colleges: Delivering for All - letters/emails

Did you identify contacts? Let's speak first thing Monday if not

Sent from my BlackBerry 10 smartphone.

From: {REDACTED}

Sent: Friday, 26 January 2018 10:54

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: FW: Scotland's Colleges: Delivering for All - letters/emails

Hi {REDACTED} ,

The Minister is currently reviewing the letters from below. She is generally content with the letters and is deciding on whether to send a link to the website or a copy.

I want to check about the contacts, i.e. who within these organisations should we be sending them to?

College principals (and chairs?)

Audit Scotland

Universities Scotland

NUS Scotland

Education Scotland

Skills Development Scotland

DYW Board

SQA

SPICE

Happy to discuss.

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 23 January 2018 11:10

To: {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: Scotland's Colleges: Delivering for All - letters/emails

Hi {REDACTED} /{REDACTED} ,

Following a discussion with {REDACTED} , I would be very grateful if you could take forward the sending of letters to stakeholders regarding our policy publication which was published on Friday – *Scotland's Colleges: Delivering for All*.

The email below is currently sitting with {REDACTED} for clearance regarding the letters which Ms Somerville has advised she wants to send to college chairs and all MSPs – grateful if you can liaise with {REDACTED} as necessary and then send on to {REDACTED} as per the attached email:

We also need to send the report to a number of stakeholders, and again, I would be very grateful if you could take this forward. It has been agreed that we will send copies to the following (SFC, CS and CDN have already got it):

College principals
Audit Scotland
Universities Scotland
NUS Scotland
Education Scotland
Skills Development Scotland
DYW Board
SQA
SPICE

We have already agreed the text for these emails which is as follows:

Dear XX,

I attach for your interest a link to *Scotland's Colleges: Delivering for All*, the Scottish Government's policy paper setting out the key facts celebrating the college sector in Scotland through four principle themes:

- Our colleges have a strong track record of success
- Our colleges produce the workforce of the future
- Our colleges give everyone the chance to succeed
- Our colleges continually strive for improvement

The link is as follows:

<http://www.gov.scot/Resource/0053/00530189.pdf>

The paper was published on Friday 19th January and was launched by Shirley-Anne Somerville MSP, Minister for Further Education, Higher Education and Science, at the Alloa campus of Forth Valley College.

Scotland's Colleges: Delivering for All conveys two main messages throughout - that the quality of learning at Scotland's colleges has never been higher; and that the college sector has equality at its very heart; with a college case study included in each of the publication's four themes to provide a tangible example of the great work being undertaken in colleges.

As a key partner we wanted to share this publication with you and hope that this is of interest.

Regards
XX

Thanks very much in advance for your assistance with this, and happy to talk through any of the above.

Regards
{REDACTED}
{REDACTED}

Email 3

From: {REDACTED}
Sent: 26 January 2018 14:15
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters

Hi {REDACTED} ,

I can confirm the letter has been issued to all stakeholders requested.

Thanks

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 26 January 2018 13:16
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science
Subject: RE: Scotland's Colleges: Delivering for All - letters

Thanks {REDACTED} , for info please see attached email that was issued to all MSPs.

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 26 January 2018 12:37
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters

I will arrange that {REDACTED},

Thanks

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 26 January 2018 12:36
To: {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters

Thanks {REDACTED} , if you could send it on to SPICE that would be great.

Thanks,
{REDACTED}

{REDACTED} | Deputy Private Secretary | Minister for Further Education, Higher Education and Science & Minister for Childcare and Early Years | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG

From: {REDACTED}
Sent: 26 January 2018 12:35
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters

Hi {REDACTED} ,

Thank you for this, I will arrange for the letters to be issued.

Do you wish for us to send this to SPICE or you would prefer to?

Thanks

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 26 January 2018 12:32
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}
Subject: RE: Scotland's Colleges: Delivering for All - letters

{REDACTED} ,

Ms Somerville is happy with letters to be issued. Please see attached letter for stakeholders to be issued by yourselves, I'll speak to Parliamentary business about the letter to MSPs and will let you know once it's issued.

Kind regards,
{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 24 January 2018 14:13
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: Scotland's Colleges: Delivering for All - letters

Good Afternoon {REDACTED} ,

Please find attached the requested letters to be sent to all MSPs and to other stakeholders for Ms Somerville's approval.

There are two versions, where one will be sent to other stakeholders:

<< File: Scotlands Colleges Delivering for All.doc >>

And one to be sent to MSPs:

<< File: Scotlands Colleges Delivering for All MSPs.doc >>

The above letters direct individuals to the website where the publication is housed. Should Ms Somerville wish to include this publication as an enclosure please find the letters slightly amended as below:

All MSPs:

<< File: Scotlands Colleges, Delivering for All MSPs.doc >>

Other Stakeholders:

<< File: Scotlands Colleges, Delivering for All.doc >>

Please let me know if there is anything further.

Happy to discuss.

Kind regards,

{REDACTED}

{REDACTED}

Email 4

From: {REDACTED}

Sent: 24 January 2018 09:00

To: {REDACTED} ; {REDACTED}

Subject: RE: *FOR CLEARANCE* Scotland's Colleges: Delivering for All

Thanks {REDACTED} , I'll take this forward.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 24 January 2018 08:58

To: {REDACTED} ; {REDACTED}

Subject: FW: *FOR CLEARANCE* Scotland's Colleges: Delivering for All

Hi {REDACTED} /{REDACTED} ,

Please see clearance below from {REDACTED}.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 23 January 2018 19:55
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: *FOR CLEARANCE* Scotland's Colleges: Delivering for All

Good to go {REDACTED}. Thank-you

{REDACTED}

From: {REDACTED}
Sent: 22 January 2018 11:44
To: {REDACTED}
Cc: {REDACTED}
Subject: *FOR CLEARANCE* Scotland's Colleges: Delivering for All

Hi {REDACTED},

I had to make a number of tweaks for those being sent by Ms Somerville i.e. not saying it was 'launched by Shirley-Anne Somerville...', and for the MSPs not calling them partners.

Grateful if you could cast your eye over the email below and the two letters attached and advise if you are content for this to be sent.

Thanks
{REDACTED}

Hi {REDACTED},

Ms Somerville suggested in Alloa that she would send this publication to all college chairs and I have drafted the letter below for this purpose:

<< File: Scotlands Colleges, Delivering for All.doc >>

It has also been suggested that Ms Somerville may wish to share the publication with all MSPs (as per {REDACTED}'s call with you this morning). I have tweaked the letter slightly for this purpose:

<< File: Scotlands Colleges, Delivering for All MSPs.doc >>

Please also find attached the link to the publication itself (not sure if you would prefer to include the link in the letter or print out a hard copy to accompany the letter):

<http://www.gov.scot/Resource/0053/00530189.pdf>

Ms Somerville may be interested to know that we intend to send copies of the publication to the following stakeholders:
College principals

Audit Scotland
Universities Scotland
NUS Scotland
Education Scotland
Skills Development Scotland
DYW Board
SQA

We have previously provided embargoed copies to SFC, Colleges Scotland and College Development Network.

Hope this is helpful.

Thanks
{REDACTED}

{REDACTED}
Email 5

From: {REDACTED}
Sent: 24 January 2018 13:50
To: {REDACTED}
Subject: RE: Letters

Hi {REDACTED}

These are both fine

{REDACTED}
{REDACTED}

From: {REDACTED}
Sent: 24 January 2018 13:47
To: {REDACTED}
Subject: Letters

<< File: Scotlands Colleges Delivering for All MSPs.doc >> << File: Scotlands Colleges Delivering for All.doc >>
As discussed.

{REDACTED}

Email 6

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 21 December 2017 16:04
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate);

{REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville content with the proposed proof (design/layout). Also presuming the text is the same as the unformatted version seen previously so cleared.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 20 December 2017 15:10
To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached the first proof from APS. I would be very grateful if you could review and please let me know at the earliest opportunity if any changes are required. I will be looking to finalise with APS w/c 8th January.

Please note that APS will not be producing hard copies – they have advised that the paper has too few pages to be able to bind or attach glossy covers to.

I will be sharing an embargoed version of the attached proof with Colleges Scotland, College Development Network, and the Scottish Funding Council for their information.

Comms – once we have the final proof will you supply the relevant journalists with hard/electronic copies? Also, grateful if you can keep me updated on the planned date of interview/publication in order that I can liaise with APS accordingly.

I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 12:31
To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

I've spoken with {REDACTED} and she would be keen to interview the Minister w/b 8th January. Apart from Tuesday, she can do any time and day that week although Wednesday or Thursday in Parliament might be best.

This would be with a view to publication in TESS on Friday 19th January.

We've pitched it as an exclusive to TESS so in terms of other comms handling, would suggest a general news release to accompany publication on the Friday and a placed article in the Herald on Saturday. And accompanying social media on Friday with infographics to maximise reach.

If that all sounds ok, can you suggest a suitable timeslot that I can get back to {REDACTED} with?

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 19 December 2017 10:29
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for

digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}, thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 17 November 2017 11:50
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT
Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 16 November 2017 11:13
To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 14 November 2017 14:04
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

Email 7

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 05 January 2018 11:53
To: {REDACTED}
Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Thanks for confirming, I'll firm this up in the Minister's diary just now.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 05 January 2018 11:45
To: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED}
Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

As discussed, {REDACTED} had come back asking if we can do Wednesday instead. I've confirmed with her for Wednesday 10th January at 2pm in Parliament.

Comms will provide support.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 29 December 2017 15:25
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; McAllister C (Colin);

{REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Thanks {REDACTED} . I'll get back to you on the options for the visit once Ms Somerville is back and the colleges are open.

{REDACTED} /{REDACTED} – I've held a slot on Thursday, 14:00-15:00 for this in the Parliament. There is some flexibility at the moment in the diary for that afternoon, so if that time doesn't suit let me know and we should be able to work something out.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 22 December 2017 17:35

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Comms will be arranging the interview – as per the attached email, {REDACTED} is *'keen to interview the Minister w/b 8th January. Apart from Tuesday, she can do any time and day that week although Wednesday or Thursday in Parliament might be best. This would be with a view to publication in TESS on Friday 19th January.'* Can you please advise Comms of suitable days/times in order that they can liaise with {REDACTED} .

It has been suggested previously that the visit should be at one of the case studies in the paper (reattached in case you wish to see full details). I have also listed the case studies below for ease – grateful if Ms Somerville could advise if she is content to visit one of these and if she has a preference. The four colleges listed below are all now closed until 8th January.

College	Case Study
Dundee and Angus College	D&A Code Academy
Forth Valley College	Sustainable regional curriculum strategy
West Lothian College	International Learning Exchanges
West College Scotland	Innovation Voucher

On timings, it is worth noting that it is important that the paper is published before 30th January – this is due to SFC statistical publications being released that day which will make some of the stats in the paper out of date. The suggested publication date of Friday 19th January (to tie in with the TESS coverage) would therefore work well.

Please note that I will be out of the office until Monday 8th January, however, as noted above the colleges are also closed until then – we will take forward plans for a visit once they have reopened and I will also liaise with APS as necessary regarding the publication (Ms Somerville has already confirmed she is content with the proofs APS provided).

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 22 December 2017 12:42

To: {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} /{REDACTED} ,

The Minister has seen and noted your email below and is content with your proposals. I'm happy to look at time/dates for the visit and interview, just let me know timescales and I'll find some slots.

Thanks,

{REDACTED}

{REDACTED}

From: Higgins K (Kate)

Sent: 20 December 2017 16:50

To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

agreed

Kate Higgins

Special Advisor to the First Minister

Rural Economy and Connectivity

Early Years, Further and Higher Education

Support to the Head of Policy

Scottish Government

St Andrew's House, 2 Regent Road, Edinburgh, EH1 3DG

0131 244 3460

07790 363 195

From: {REDACTED}

Sent: 20 December 2017 16:42

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

As discussed, we have already made contact with {REDACTED} at TESS who is very keen to run this story and interview the Minister.

Comms advice is this offers a good opportunity to put across a positive story on colleges that we should not pass up. Therefore we recommend that any visit has a social media focus only.

Can you please check whether the Minister would be content with this approach to media handling, and if she would still be keen to proceed with a visit that is not an open media opportunity?

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate);

{REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

The Minister does want a visit and {readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).

- The Minister is content with this approach.
- [Launch](#) – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 8

From: {REDACTED}

Sent: 11 January 2018 10:20

To: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: Ms Somerville interview with TES / ACTION POINT - colleges chasing HE fees for early withdrawals

Hi All,

Ms Somerville was interviewed yesterday by {REDACTED} of TES ahead of the launch of the publication *Scotland's Colleges: Delivering for All* on Friday 19 January at Forth Valley College (Alloa campus).

Comms advised that the interview went well (there wasn't room for me to sit in), with a broad range of questions asked – some examples below:

Who was the report written for?

Are the positive stats down to reform?

Are you happy with governance/leadership in colleges?

Are too many college chairs white middle-aged men?

What impact will Brexit have on colleges?

Has there been too great a focus on young learners?

Ms Somerville made it clear that this publication aims to set the college narrative on a more positive footing; and that as it has been a difficult time for the sector (reform, national bargaining etc) this publication is an attempt to move on and get back to talking about the great work that colleges do.

TES plan to run two articles – the first (19 Jan) will be around this publication, and the second will focus on leadership in the college sector.

Attached is the final version of the publication:

{readacted – out of scope}

I attach {REDACTED}'s email below, and grateful for your thoughts on next steps.

Happy to discuss.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 9

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 12:33

To: Smart P (Paul)

Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Phone Call with Ms Somerville -: Colleges Baseline Report - Proposed Visit - Friday 19 January

Hi Paul

Yes, {REDACTED}.

All is fine on the work front so please do not concern yourself with that.

Take care,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Smart P (Paul)

Sent: 11 January 2018 12:30

To: Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Phone Call with Ms Somerville -: Colleges Baseline Report - Proposed Visit - Friday 19 January

Hello {REDACTED},

{REDACTED}.

So, I am looking at my emails sporadically {REDACTED}.

Hope the interview went well on the back of what is a very good report.

Best wishes,

Paul

Paul Smart

Deputy Director | Colleges, Young Workforce and SFC Sponsorship Division | Directorate for
Advanced Learning & Science | The Scottish Government, 5 Atlantic Quay, 150 Broomielaw, Glasgow
G2 8LU

Phone: **0131 244 9858**

Blackberry: **07467 447 397**

Mobile: {REDACTED}

Email: paul.smart@gov.scot

P.a. {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:47

To: Smart P (Paul)

Cc: Minister for Further Education, Higher Education and Science

Subject: Phone Call with Ms Somerville -: Colleges Baseline Report - Proposed Visit - Friday 19 January

Hi Paul

Let me know when you are available and I'll set up a phone call. You can then be fully put in the picture.

Cheers,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 20 December 2017 15:23
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 14 December 2017 17:26
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 14 December 2017 17:08
To: {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital

use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 17 November 2017 11:50
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT
Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 16 November 2017 11:13
To: {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 14 November 2017 14:04
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

Email 10

From: {REDACTED}
Sent: 01 February 2018 08:02
To: Minister for Further Education, Higher Education and Science
Cc: McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED}
Subject: Scotland's Colleges 2018 - The Audit Scotland timetable and audit remit meeting - 30 January 2018

Minister for Further Education, Higher Education and Science

CC list: for information

I am providing this brief note to make you aware of both the Remit and timetable for the 2018 Audit Scotland report on Scotland's Colleges.

Officials have recently met with the Audit Team and Audit Scotland have published their notice of the Audit on their website <http://www.audit-scotland.gov.uk/report/scotlands-colleges-2018>

At our meeting on 30 January we were made aware of the scope of the audit for 2018. Audit Scotland will consider the financial sustainability of colleges in the sector, for the 2018 report non-incorporated colleges including The Scottish Agricultural College (SRUC) will be also be looked at this follows on from questions that arose from the 2017 audit report.

Recent publications of How good is our College and Delivering for all will be assessed alongside the findings of College Accounts.

The Auditors intend to reflect upon the changes that the sector have had over the recent years and to assess the value that is being found from Regional Strategic Boards in the FE sector.

Timing of reports: A draft report can be expected around end of April. The completed report publication date is expected to be around the middle of June 2018. Throughout this period from now, Audit Scotland and SG policy officials will meet regularly to discuss the formulation of findings and to note any points of clarity.

Regards

{REDACTED}

{REDACTED}

Tel. {REDACTED}

Bberry. {REDACTED}

Email 11

From: {REDACTED}

Sent: 15 January 2018 12:48

To: {REDACTED}

Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Thanks {REDACTED} ,

I'll be back in touch soon.

Kind Regards

{REDACTED}

From: {REDACTED}

Sent: 15 January 2018 12:41

To: {REDACTED}

Subject: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED},

Thanks for your time earlier. As discussed, I've summarised everything below:

Visit

This will be used to highlight/launch the policy paper being launched on the same day – *Scotland's Colleges: Delivering for All*. The publication is embargoed until Friday morning but highlights the successes of the college sector using a number of case studies we have sourced from the Scottish Funding Council. Our comms team have arranged for {REDACTED} (Times Education Supplement) to attend and cover this part of the Minister's visit – as far as I'm aware, she will be the only reporter attending.

Our comms team have suggested focusing the visit around the case study on Forth Valley (which I have included below) – with the Minister meeting any staff/students involved on this (with a photo opportunity). Comms have also suggested that if there are any local business people or external partners (e.g. the Community Planning Partners mentioned in the case study), it would be ideal for the Minister to meet with one or two of these as well. However, if this isn't possible to arrange given the short timescales, don't worry. If possible, could we also have short, 1/2 line bios of any staff/external people the Minister will meet with?

{out of scope}

I think this covers everything but please let me know if you need anything else or have any further questions. I know these things are usually planned with a couple of weeks warning so thank you very much for taking this forward at such short notice. It is very much appreciated.

Kind Regards,

{REDACTED}

{REDACTED}

Case study

Forth Valley College (Commended at CDN Annual Awards 2016): Making the Forth Valley Curriculum Work

Forth Valley College has developed, and is delivering on, a sustainable regional curriculum strategy, designed around both the needs of the region and national priorities. Serving the three diverse communities of Falkirk, Stirling, and Clackmannanshire – and with a campus in each of these areas – the College has strategically positioned its key curriculum areas in the campus localities that provide best fit with local economic, business, and industry profiles. This minimises duplication and maximises access to entry-level learning and progression to specialist, industry standard learning facilities.

In developing its curriculum strategy, the College has worked closely with its extensive base of employer and industry body contacts and Community Planning Partners in each locality; and drawn on up-to-date labour market information, through Regional Skills Assessments and Skills Investment Plans. As a result, they have implemented an efficient ‘hub and spoke’ system of learning provision, which provides access level study in most subject areas across all three campuses, with progression to higher level study centred where it provides best local fit.

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return. Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

This email has been received from an external party and has been swept for the presence of computer viruses.

Email 12

From: Director of Advanced Learning and Science

Sent: 19 January 2018 07:47

To: {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin);

{REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

You'll have seen the weather warnings. Is the visit still going ahead? I'll look into trains if so.

Thanks

Aileen

Sent with BlackBerry Work
(www.blackberry.com)

From: {REDACTED}

Date: Friday, 19 Jan 2018, 7:35 am

To: {REDACTED} , Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science, {REDACTED} , {REDACTED} ,{REDACTED}, {REDACTED}, McAllister C (Colin), {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} /{REDACTED} ,

I'll send the link once the report goes live at 11.00am.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 18 January 2018 17:48

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

As discussed I will be providing comms support and the video unit will be there to take stills and make a video clip for social media.

We also plan to tweet the infographic attached along with a link to the report.

{REDACTED} can someone send the link to the report once it is live on the website and {REDACTED} will issue.

Many thanks,

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 18 January 2018 17:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED}

Do we know if digital comms are going to be at the college tomorrow ?

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 18 January 2018 13:32

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached a slightly updated version of the briefing pack – only some very minor amendments to the attendee list and confirmation in the agenda of lecturers and heads of department who Ms Somerville will meet during her tour.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

Ms Somerville is content for yourself and {REDACTED} {REDACTED} to attend the visit {readacted – out of scope}

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Director of Advanced Learning and Science
Sent: 12 January 2018 19:06
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}
Many thanks for this helpful steer. {readacted – out of scope}
Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 15:24
To: Director of Advanced Learning and Science
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{redacted- out of scope}.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 11 January 2018 18:12
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,
{REDACTED}

{REDACTED} | Deputy Private Secretary | Minister for Further Education, Higher Education and Science & Minister for Childcare and Early Years | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG

From: {REDACTED}
Sent: 11 January 2018 17:31
To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

{readacted – out of scope}.

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} 's office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope}with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 08:53
To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ;
McAllister C (Colin)
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}.

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
{REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.

- [Launch](#) – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate)
Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}
{REDACTED}
{REDACTED}
{REDACTED} – {REDACTED}

Email 13

From: {REDACTED}
Sent: 08 January 2018 11:17
To: {REDACTED}
Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}
Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Hi {REDACTED} ,

Yeah happy with the update.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 08 January 2018 11:14
To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

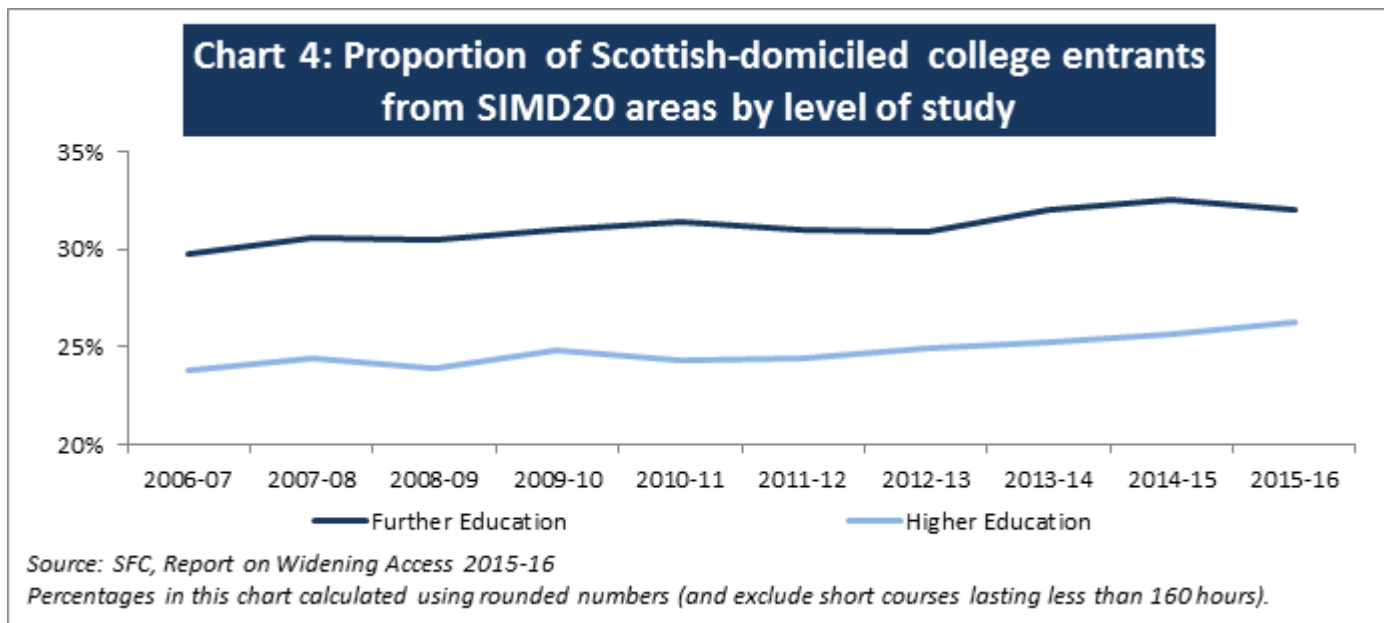
Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Hi {REDACTED} ,

I've also updated Chart 4 based on {REDACTED}'s feedback to include a line about the percentages excluding courses of less than 160 hours. Grateful if you could please confirm if you're happy with this.

Thanks,

{REDACTED}



From: {REDACTED}

Sent: 08 January 2018 10:50

To: {REDACTED}

Subject: FW: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 08 January 2018 10:48

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

Updated infographics attached.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 05 January 2018 11:11

To: {REDACTED} {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

I can tweak the infographics and charts to take into account your comments.

With regards to the last point, on the success rate for all enrolments, the 69.0% relates to all enrolments over 160 hours. So as with your other comments need to add the over 160 hours part. I have pulled this directly from chart 11 in the CPI publication, can you confirm you are happy with the 69.0% relating to all enrolments over 160 hours.

Thanks

{REDACTED}

From: {REDACTED} {REDACTED}

Sent: 05 January 2018 10:46

To: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED}

On page 2 of the report there is a chart for 'college students successfully completed courses, 2015-16'. These figures relate to full time students only but this isn't clear from the chart. Towards the bottom of the same page there is a chart for 'college entrants from Scotland's 20% most deprived areas, 2015-16'. Once again these figures are accurate but they exclude short courses lasting for less than 160 hours. The figures are also based on the SIMD weighted for the population which is not the SGs preferred measure. Both of these charts are repeated later in the document.

The last paragraph on page 4 refers to a student support budget of over £107m n 2017-18. It then states the rate of increase since 2006-07 but the 2017-18 figures includes HE childcare funding transferred from SAAS in 2011-12. This funding was also available in 2006-07 but not in the SFC budget.

Chart 4 is based on the weighted SIMD (for population)and for courses lasting 160 hours of more.

Para 3 on page 10 states that the success rate for all enrolments is 69.0% but I believe the correct figure is 72%.

I hope this is helpful and Happy new year to you all.

Regards

{REDACTED}

From: {REDACTED}
Sent: 04 January 2018 18:58
To: {REDACTED} {REDACTED} ; {REDACTED}; {REDACTED} ; {REDACTED}
Cc: {REDACTED};{REDACTED}
Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Hi {REDACTED} ,

Please could you provide any factual corrections as soon as possible as the document is due for publication next week.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED} {REDACTED}
Sent: 04 January 2018 15:54
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

I've been having a look through the policy paper and have identified a few issues with labelling that will need to be addressed before publication.

When would you need any suggested changes to allow you to meet your deadline?

regards

{REDACTED}

From: {REDACTED}
Sent: 20 December 2017 16:13
To: {REDACTED} {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: {REDACTED}; {REDACTED}; {REDACTED}
Subject: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Dear All,

I attach, for your information, a pre-publication copy of the Scottish Government policy paper - *Scotland's Colleges: Delivering for All*. Drafted at the Minister's request, this short, factual paper describes the current performance of the college sector in Scotland, presenting a clear narrative supported by statistics and covering the following-themes:

- Our colleges have a strong track record of success
- Our colleges produce the workforce of the future
- Our colleges give everyone the chance to succeed
- Our colleges continually strive for improvement

Please note that this paper is embargoed, with the date of publication still to be confirmed. Please do not forward this paper onto others.

Ms Somerville has offered an exclusive interview to {REDACTED} of TESS, with the publication planned to coincide with the corresponding coverage in TESS (likely to be Friday 19th January). Other core journalists will also receive a copy of the paper at that time.

As a key stakeholder, and with much of the data contained in the paper coming from your statistical publications, we wanted to give you early sight of the paper to make you aware of this forthcoming publication. While we are sending this for your information, we would welcome any thoughts that you may have regarding the paper.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 14

From: {REDACTED}

Sent: 16 January 2018 17:23

To: {REDACTED}

Subject: FW: Forth Valley - handover

Importance: High

Hi {REDACTED} ,

Sorry to land on you as I know you have a million and one other things on your to do list at the moment. You'll see from the first bullet point that Aileen asked for some changes yesterday quite late on but {REDACTED} has seen most of {readacted – out of scope}.

I've added in the info {REDACTED} sent over so it's really only the remaining bios to be added.

I'll still be about until about 10 tomorrow so feel free to give me a call on {REDACTED} if anything's unclear. After that, I doubt I'll remember or care what a briefing pack is!

{REDACTED}

From: {REDACTED}
Sent: 16 January 2018 17:19
To: {REDACTED} ; {REDACTED}
Subject: Forth Valley - handover
Importance: High

{REDACTED} / {REDACTED} ,

Briefing pack for Forth Valley as it stands is attached. As discussed with both of you at various points yesterday, it's mostly complete with the following outstanding:

- {readacted – out of scope}
- Rest of pack – {REDACTED} , I've copied you into my email back to the College. They've provided the bulk of the information we need and I have added this to the pack. Only things still outstanding are the two biographies and the clarification on the apprentices the Minister will be meeting which I've asked for. As you'll see, I've asked the College to send these details to you by 11:00.

To note that the pack is due by midday - {REDACTED} , if {REDACTED} is happy and has nothing to add once the final details from the college have been slotted in, would you mind sending up to {REDACTED} ?

Thanks,

{REDACTED}

{REDACTED}

Email 15

From: {REDACTED}
Sent: 18 December 2017 11:37
To: {REDACTED}
Subject: Baseline Report - FINAL 18 12 17 SB

With updated infographics.

Email 16

From: {REDACTED}
Sent: 16 January 2018 14:32
To: {REDACTED}
Subject: RE: Update on Forth Valley

Thanks {REDACTED} – that's ideal.

Just drop me an email on Thursday, or text me, if you're not going to be in – don't feel you have to give me a call. {REDACTED}.

Thanks again for all your help on this briefing and I hope it goes well tomorrow.

Cheers

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 16 January 2018 14:19

To: {REDACTED}

Subject: RE: Update on Forth Valley

Hi {REDACTED} ,

Everyone on the copy list should have seen the report in one form or another so I was just planning to send it up with the briefing but as a separate attachment. Hopefully, I'll be able to send this up today but if not I'll drop you the briefing pack and a list of anything still outstanding before I leave. Will make sure {REDACTED} is also aware of visit details and will speak to her about hard copies.

{REDACTED}

Thanks,

{REDACTED}

From: {REDACTED}

Sent: 16 January 2018 14:06

To: {REDACTED}

Subject: RE: Update on Forth Valley

Thanks for the update {REDACTED} – that's ideal. If you have the details for the visit part before you go today can you please send them on to {REDACTED} and copy me in – good to be able to keep them in the loop and they'll also be speaking to {REDACTED} who will be attending. Worth also asking {REDACTED} if she intends to print off a few nice hard copies for photo opp, to give to the Principal etc – they'll need some on the day but if they're not going to do that then perhaps {REDACTED} could take a few....

If you can please just send me on the briefing pack as it stands before you finish up (unless you are able to get it submitted tonight) that would be great, and if you can give me a note of exactly what needs to be added/chased etc. Thanks for all your help with this.

If you are able to get it submitted tonight I just wondered if you planned to include the publication as an annex/separate attachment? Depending on who's on the copy list most (if not all) will already have seen an embargoed copy anyway so probably fine to share as long as it is made clear in the email that it is embargoed until 11.00am on Friday. I've attached the final copy in case you don't have it to hand.

In case we don't speak later – good luck tomorrow!!! Hope it goes well and you can keep in touch about your recovery

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 16 January 2018 13:48

To: {REDACTED}

Subject: Update on Forth Valley

Hi {REDACTED} ,

I've spoken to {REDACTED} . They're pulling together arrangements for the visit at the moment – Minister meeting staff/students involved in the case study. They're still pulling this together and confirming details but they are confident they will be able to drop me an email with the full details by COP today if not before.

The briefing pack is ready to have the details dropped in so there shouldn't be a problem with that. I'll check in with {REDACTED} if we don't receive anything by 4 and if there's going to be a delay, I'll pass on your details and make sure you have the briefing pack before I go. {readacted – out of scope}, all you should have to do is insert the details from Forth Valley.

Hope this makes sense – if not, I can give you a call!

Thanks,

{REDACTED}

Email 17

From: {REDACTED}

Sent: 18 January 2018 09:07

To: {REDACTED}

Subject: Printing publication

Morning {REDACTED},

{REDACTED}

{REDACTED} is attending Alloa tomorrow for the launch of our policy publication and I wondered if you would be kind enough to print off 25 colour copies for {REDACTED} to

take with him to the event? They'll each just need a staple in the top left corner.
Hope that's not too much of a pain!

Here's the document:

Thanks very much and sorry to ask!

Cheers

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 18

From: {REDACTED}

Sent: 18 December 2017 10:23

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

{REDACTED} ,

I have no information on the percentage of learning hours delivered to females.
However I have sourced the following from Infact.

The proportion of female students enrolled on recognised qualifications has increased by over 19 percentage points since 2006/07 (rising from 56.9% in 2006/07 to 76.0% in 2015/16).

I will continue to try and source additional positive stats, but looking at enrolments, FTEs, gender split these show a drop since 2006/07.

I have attached the tweaked infographics as well. Let me know if you are happy with these.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 15 December 2017 09:36

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics
Importance: High

Hi {REDACTED} ,

We have had comments back from Ms Somerville:

- The title will now be **Scotland's Colleges: Delivering For All**, so grateful if this can be reflected in the version of the new one-pager containing the title.
- **Female learners** – current text in the paper is as follows: *'Importantly, women are also benefitting from the emphasis on job-focused learning, with the number of women studying full-time courses increasing by 13% since 2006/07.'* Ms Somerville has commented that she *'isn't keen on using increase in full time courses as mark of success'* - she would like a stat or two on female learners which are more like the stats in the older learners section which is as follows:

In 2015/16, 28.7% of all learning hours were delivered to students aged 25 and over, with nearly 43% of all Scotland's college students being within this age group.

Older learners are benefitting from the focus on improving employability through studying for recognised qualifications. The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).

Could you please advise what other stats you can provide for female learners demonstrating a positive increase since 2006/07 e.g. numbers enrolled on recognised qualifications, learning hours delivered to women etc. It would be great if we could have a few options to choose from.

Ms Somerville has confirmed that she wants this paper to be published at the start of the New Year, and with the 5 working day turnaround time from APS we need to get this paper finalised ASAP. It would therefore be greatly appreciated if you could get back to me on the above and the infographics amendments outlined below at the earliest opportunity. Please let me know if there will be any issues with this.

Many thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 13 December 2017 15:50

To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

Further to my email yesterday, APS have provided further clarification regarding the changes required:

- *We can apply standard SG front and back covers. So the alt to the summary page would be to address the positioning of the wording.*
- *In terms of colours / accessibility – I think the existing colours are fine, I would just make sure that the tints on the backgrounds are kept pale so that black text is easily legible.*
- *The one that wasn't displaying well was on the top right of the first page – the X and Y Axis names seemed to be very faded. Although it displayed fine within the document itself.*
- *We acknowledge that the font size for graphs axis can be smaller, as long as it isn't tiny. I would say 9 or 10 point would be good to stick to where possible.*

Grateful if you can update the infographics as per the above.

We are still waiting for feedback from Ms Somerville and SpAds, but will advise as soon as we get that should it mean any further amendments.

I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 12 December 2017 17:07
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

I sent the draft paper to APS to give them early sight and they came back with the following comments:

- *You should not use text for the title on a vertical line (It's not accessible).*
- *I would also check that as far as possible the graphics are legible (one of the cover graphics currently isn't displaying very well), as well as font sizes etc. being accessible e.g. Arial 12pt.*

Would it be possible for you to remove the vertical banner on the one-pager please - the title will be on the standard cover, but it would also be good to have a version of the one-pager with the title in a horizontal banner if you don't mind please.

Could you please also amend the infographics so that all text is Arial 12pt – including the text on the axis of charts for example (I'm not sure if this is all that was meant regarding the one cover graphic not displaying well – I have asked for clarification and will advise further if there is more to it than that).

Apologies for these further requests and thanks again for all your assistance.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 12 December 2017 12:26

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

I have checked the numbers in the report and I am happy, only thing I can find that needs slight tweak is on page 9, BME students.

The second line should be “(up from 5.6% in 2014/15....)” currently is 5.7%.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 11 December 2017 12:45

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

Thanks very much for all your work on this – they look great thanks.

I don't have any further requests and I attach what I hope is the final Word version of the paper, however I will let you know if anyone suggests any final tweaks:

<< File: Baseline Report - FINAL 11 12 17.docx >>

Thanks again

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 11 December 2017 11:29

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

Think I have taken all your initial comments on board.

<< File: Infographic - base line report.pub >>

Happy to discuss.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 08 December 2017 09:52

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Importance: High

Hi {REDACTED} ,

Thanks again for all your work on the infographics. Please find our comments below:

Infographic 1

General thoughts - Should the year the stats relate to be included somewhere?

- Positive destinations - Should the header be 'Close to 95% of college leavers progress to positive destinations'? I also think the percentages at the bottom should be bigger so that they are easier to read (they also don't need the decimal point). Could the text also be bigger in the chart, and is it possible to combine 'other' and 'negative' in some way (possibly as just 'other') so less text is required?
- Student satisfaction – should this have a header like 'College Experience' so that it is clearer what is being measured?
- Learning hours – I would suggest making the pie chart bigger so that the text can be bigger and therefore easier to read – is it also worth it perhaps noting below the pie chart (in brackets perhaps) that this is an increase of 8.5 pps since 2006/07 to offer some perspective/comparison? Total number of learning hours would also be useful if it can be included.

Infographic 2

- Successful completion – happy with this, but perhaps the text could be bigger/bolder.
- Workplace – We would suggest replacing the heading with "Time at college helps students develop 'knowledge and skills for the work place'"

Infographic 3 –

- General thoughts - do the percentages on the Y axis need decimal points? Should the year the 2nd and 3rd stats relate to be included somewhere?
25+ enrolments – Should the header be 'College enrolments aged 25+ on recognised qualifications'? – this would remove the need to have the non-recognised data featured and therefore no need for the small text at the bottom. The increase arrow is also too small to be able to read the pps easily. Also, should 'pps' be written in full if possible to avoid any confusion for readers? Can we include the fact over 43% of all Scotland's college enrolments fall within this age group?
- Part-time – Should the header be 'Majority of college enrolments are on part-time courses'? Also, the pie chart could be bigger and this would allow for the percentages/student numbers for PT and FT to be included (perhaps in brackets).
- Deprivation – could the text be bigger/bolder?

One-pager

Given that all of the infographics in the one-pager are also contained above, I would suggest that those comments are incorporated into the one-pager. We were also wondering about the use of caps in the headings – should these perhaps be lower case but maybe bold for example? My only other comment is that I think it would be good if you could rearrange it slightly in order to fit in the disability stat below in the section on equality – this would even up the sections in terms of the number of stats in each, but more importantly, disability does not feature in any of the other infographics but is an important part of the college cohort.

Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16 (an increase 0.8 percentage points since 2014/15).

A final request is if you don't mind making a second version of each of the three infographics with the corresponding heading from the report as a title – this will be useful for standalone tweets, for example. For ease, these headings are as follows:

Our colleges have a strong track record of success
Our colleges produce the workforce of the future
Our colleges give everyone the chance to succeed

You advised yesterday that you have other urgent work to do today – would it be at all possible to get these infographics finalised by COB on Monday?

Thanks again

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 07 December 2017 14:00

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Have included a 1 pager as well now.

<< File: Infographic - base line report.pub >>

From: {REDACTED}

Sent: 07 December 2017 11:41

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Draft infographics for comment.

<< File: Infographic - base line report.pub >>

From: {REDACTED}

Sent: 07 December 2017 10:17

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

Just wanted to send you on some examples of infographics which Paul Smart brought to my attention today as he really liked them when he saw them at Glasgow Kelvin College last week:

<< Message: FW: Documents >>

Thought it would be worth sending them over in case they provide any inspiration.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 05 December 2017 15:10

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

My current thoughts...

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

Thanks

{REDACTED}

From: {REDACTED}

Sent: 04 December 2017 15:10

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Importance: High

Hi {REDACTED} ,

As discussed, we agreed that the following stats would be used for the three infographics:

- **Our colleges have a strong track record of success:**

- 97.2% of learning hours were delivered on courses that led to a recognised qualification.
 - Nearly 95% of college leavers moved on to a positive destination, such as further study, training or employment.
 - Over 90% of students are satisfied with their college experience.
- **Our colleges produce the workforce of the future**
 - In 2015/16 almost 12,000 more students in both FE and HE at college successfully completed full-time courses leading to recognised qualifications than in 2008/09 (25.7% increase).
 - 2015-16 saw the highest ever number of full-time HE students successfully completing recognised qualifications (over 24,300).
 - SFC statistics show 9 out of 10 of students were satisfied that their '*time at college had helped them develop knowledge and skills for the workplace*'.

As discussed, we couldn't use the Foundation Apprenticeship figures as previously suggested as these are not available.

- **Our colleges give everyone the chance to succeed**
 - The majority of the total enrolments at college (FE and HE) are still on part-time courses (72.0%).
 - In 2015/16, 26.3% of college entrants in HE, and 32.0% of college entrants in FE, came from Scotland's 20% most deprived areas.
 - The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).
 - Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16.

As discussed, I removed the female learners stat as the very small majority would be difficult to demonstrate effectively.

We agreed that you would create something in the size/style of the following which can be used at the top of each theme within the paper, and can also be used digitally as requested by Ms Somerville:

<< File: Capture1.PNG >>

Time-permitting, you will also create a one-pager based on the Key Facts section of the paper (page 1) along the lines of the following:

<< File: Capture2.PNG >>

Here is the latest version of the paper:

<< File: Baseline Report - FINAL 30 11 17.docx >>

It would be greatly appreciated if you could provide the infographics by the end of the week as discussed, and thanks in advance for your assistance with this.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 30 November 2017 15:22
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: {REDACTED}
Subject: RE: infographics

Thanks for your help guys.

As mentioned, {REDACTED} has pulled out the stats she would like to use – there's 3 infographics required (not 4 as I had said). Here's her email below:

If ASD can create the infographics we could go for the following:

- **Our colleges have a strong track record of success:**
 - 97.2% of learning hours were delivered on courses that led to a recognised qualification
 - nearly 95% of college leavers moved on to a positive destination, such as further study, training or employment.
 - over 90% of students are satisfied with their college experience
- **Our colleges produce the workforce of the future**
 - [Number] of FE and HE at college students successfully completed full-time courses leading to recognised qualifications
 - 2015-16 saw the highest ever number of full-time HE students successfully completing recognised qualifications (over 24,300).
 - Colleges are also the main provider of Foundation Apprenticeships which enable young people to gain industry-recognised qualifications, real-world work experience and access to work-based learning while still at school. There were 351 Foundation Apprenticeship starts in 2016/17, and this will expand to up to 5,000 by the end of 2019. (we need the number of places provided by colleges)
- **Our colleges give everyone the chance to succeed**
 - . In 2015/16, 26.3% of college entrants in HE, and 32.0% of college entrants in FE, came from Scotland's 20% most deprived areas
 - Women are well represented amongst college students, accounting for the majority of college enrolments (51% in 2015/16).
 - the majority of the total enrolments at college (FE and HE) are still on part-time courses (72.0%).
 - The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).
 - Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16

I'll set up half an hour to have a chat with {REDACTED} on Monday as discussed, and for {REDACTED}'s benefit, here's the infographics which you shared with me:

<< File: Capture2.PNG >> << File: Capture1.PNG >> << File: DLHE 16 Infographic - UK comparisons.pptx >>

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 30 November 2017 15:17

To: {REDACTED}

Subject: infographics

<< File: Capture2.PNG >> << File: Capture1.PNG >>

{REDACTED}

Email 19

From: {REDACTED}

Sent: 18 December 2017 12:20

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: infographics

Hi {REDACTED} ,

As discussed, attached in a reference section at the end.

From: {REDACTED}

Sent: 18 December 2017 11:51

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: infographics

Importance: High

Hi {REDACTED} ,

Here's the 'final' version:

<< File: Baseline Report - FINAL 18 12 17.docx >>

As discussed, grateful if you can add references to the final page for all the stats used.

It turns out the Foundation Apprenticeships target was announced at the SFC conference:

<https://www.commonspace.scot/articles/10573/john-swinney-announces-expansion-foundation-apprenticeships>

Really grateful if you can get back to me as soon as possible on this, and thanks again for all your help!

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 18 December 2017 10:23

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

{REDACTED} ,

I have no information on the percentage of learning hours delivered to females. However I have sourced the following from Infact.

The proportion of female students enrolled on recognised qualifications has increased by over 19 percentage points since 2006/07 (rising from 56.9% in 2006/07 to 76.0% in 2015/16).

I will continue to try and source additional positive stats, but looking at enrolments, FTEs, gender split these show a drop since 2006/07.

I have attached the tweaked infographics as well. Let me know if you are happy with these.

<< File: Infographic - base line report.pub >>

Thanks

{REDACTED}

From: {REDACTED}
Sent: 15 December 2017 09:36
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics
Importance: High

Hi {REDACTED} ,

We have had comments back from Ms Somerville:

- The title will now be **Scotland's Colleges: Delivering For All**, so grateful if this can be reflected in the version of the new one-pager containing the title.
- **Female learners** – current text in the paper is as follows: *'Importantly, women are also benefitting from the emphasis on job-focused learning, with the number of women studying full-time courses increasing by 13% since 2006/07.'* Ms Somerville has commented that she *'isn't keen on using increase in full time courses as mark of success'* - she would like a stat or two on female learners which are more like the stats in the older learners section which is as follows:

In 2015/16, 28.7% of all learning hours were delivered to students aged 25 and over, with nearly 43% of all Scotland's college students being within this age group.

Older learners are benefitting from the focus on improving employability through studying for recognised qualifications. The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).

Could you please advise what other stats you can provide for female learners demonstrating a positive increase since 2006/07 e.g. numbers enrolled on recognised qualifications, learning hours delivered to women etc. It would be great if we could have a few options to choose from.

Ms Somerville has confirmed that she wants this paper to be published at the start of the New Year, and with the 5 working day turnaround time from APS we need to get this paper finalised ASAP. It would therefore be greatly appreciated if you could get

back to me on the above and the infographics amendments outlined below at the earliest opportunity. Please let me know if there will be any issues with this.

Many thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 13 December 2017 15:50
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

Further to my email yesterday, APS have provided further clarification regarding the changes required:

- *We can apply standard SG front and back covers. So the alt to the summary page would be to address the positioning of the wording.*
- *In terms of colours / accessibility – I think the existing colours are fine, I would just make sure that the tints on the backgrounds are kept pale so that black text is easily legible.*
- *The one that wasn't displaying well was on the top right of the first page – the X and Y Axis names seemed to be very faded. Although it displayed fine within the document itself.*
- *We acknowledge that the font size for graphs axis can be smaller, as long as it isn't tiny. I would say 9 or 10 point would be good to stick to where possible.*

Grateful if you can update the infographics as per the above.

We are still waiting for feedback from Ms Somerville and SpAds, but will advise as soon as we get that should it mean any further amendments.

I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 12 December 2017 17:07
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

I sent the draft paper to APS to give them early sight and they came back with the following comments:

- *You should not use text for the title on a vertical line (It's not accessible).*
- *I would also check that as far as possible the graphics are legible (one of the cover graphics currently isn't displaying very well), as well as font sizes etc. being accessible e.g. Arial 12pt.*

Would it be possible for you to remove the vertical banner on the one-pager please - the title will be on the standard cover, but it would also be good to have a version of the one-pager with the title in a horizontal banner if you don't mind please.

Could you please also amend the infographics so that all text is Arial 12pt – including the text on the axis of charts for example (I'm not sure if this is all that was meant regarding the one cover graphic not displaying well – I have asked for clarification and will advise further if there is more to it than that).

Apologies for these further requests and thanks again for all your assistance.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 12 December 2017 12:26
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

I have checked the numbers in the report and I am happy, only thing I can find that needs slight tweak is on page 9, BME students.

The second line should be “(up from 5.6% in 2014/15....)” currently is 5.7%.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 11 December 2017 12:45
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

Thanks very much for all your work on this – they look great thanks.

I don't have any further requests and I attach what I hope is the final Word version of the paper, however I will let you know if anyone suggests any final tweaks:

<< File: Baseline Report - FINAL 11 12 17.docx >>

Thanks again
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 11 December 2017 11:29
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

Think I have taken all your initial comments on board.

<< File: Infographic - base line report.pub >>

Happy to discuss.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 08 December 2017 09:52
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics
Importance: High

Hi {REDACTED} ,

Thanks again for all your work on the infographics. Please find our comments below:

Infographic 1

General thoughts - Should the year the stats relate to be included somewhere?

- Positive destinations - Should the header be 'Close to 95% of college leavers progress to positive destinations'? I also think the percentages at the bottom should be bigger so that they are easier to read (they also don't need the decimal point). Could the text also be bigger in the chart, and is it possible to combine 'other' and 'negative' in some way (possibly as just 'other') so less text is required?
- Student satisfaction – should this have a header like 'College Experience' so that it is clearer what is being measured?
- Learning hours – I would suggest making the pie chart bigger so that the text can be bigger and therefore easier to read – is it also worth it perhaps noting below the pie chart (in brackets perhaps) that this is an increase of 8.5 pps since 2006/07 to offer some perspective/comparison? Total number of learning hours would also be useful if it can be included.

Infographic 2

- Successful completion – happy with this, but perhaps the text could be bigger/bolder.
- Workplace – We would suggest replacing the heading with "Time at college helps students develop 'knowledge and skills for the work place'"

Infographic 3 –

- General thoughts - do the percentages on the Y axis need decimal points? Should the year the 2nd and 3rd stats relate to be included somewhere?
25+ enrolments – Should the header be 'College enrolments aged 25+ on recognised qualifications'? – this would remove the need to have the non-recognised data featured and therefore no need for the small text at the bottom. The increase arrow is also too small to be able to read the pps easily. Also, should 'pps' be written in full if possible to avoid any confusion for readers? Can we include the fact over 43% of all Scotland's college enrolments fall within this age group?
- Part-time – Should the header be 'Majority of college enrolments are on part-time courses'? Also, the pie chart could be bigger and this would allow for the percentages/student numbers for PT and FT to be included (perhaps in brackets).
- Deprivation – could the text be bigger/bolder?

One-pager

Given that all of the infographics in the one-pager are also contained above, I would suggest that those comments are incorporated into the one-pager. We were also wondering about the use of caps in the headings – should these perhaps be lower case but maybe bold for example? My only other comment is that I think it would be good if you could rearrange it slightly in order to fit in the disability stat below in the section on equality – this would even up the sections in terms of the number of stats in each, but more importantly, disability does not feature in any of the other infographics but is an important part of the college cohort.

Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16 (an increase 0.8 percentage points since 2014/15).

A final request is if you don't mind making a second version of each of the three infographics with the corresponding heading from the report as a title – this will be useful for standalone tweets, for example. For ease, these headings are as follows:

Our colleges have a strong track record of success
Our colleges produce the workforce of the future
Our colleges give everyone the chance to succeed

You advised yesterday that you have other urgent work to do today – would it be at all possible to get these infographics finalised by COB on Monday?

Thanks again

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 07 December 2017 14:00

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: infographics

Have included a 1 pager as well now.

<< File: Infographic - base line report.pub >>

From: {REDACTED}

Sent: 07 December 2017 11:41

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Draft infographics for comment.

<< File: Infographic - base line report.pub >>

From: {REDACTED}
Sent: 07 December 2017 10:17
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

Just wanted to send you on some examples of infographics which Paul Smart brought to my attention today as he really liked them when he saw them at Glasgow Kelvin College last week:

<< Message: FW: Documents >>

Thought it would be worth sending them over in case they provide any inspiration.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 05 December 2017 15:10
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: infographics

Hi {REDACTED} ,

My current thoughts...

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

Thanks
{REDACTED}

From: {REDACTED}
Sent: 04 December 2017 15:10
To: {REDACTED}
Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}
Subject: RE: infographics
Importance: High

Hi {REDACTED} ,

As discussed, we agreed that the following stats would be used for the three infographics:

- **Our colleges have a strong track record of success:**
 - 97.2% of learning hours were delivered on courses that led to a recognised qualification.
 - Nearly 95% of college leavers moved on to a positive destination, such as further study, training or employment.
 - Over 90% of students are satisfied with their college experience.
- **Our colleges produce the workforce of the future**
 - In 2015/16 almost 12,000 more students in both FE and HE at college successfully completed full-time courses leading to recognised qualifications than in 2008/09 (25.7% increase).
 - 2015-16 saw the highest ever number of full-time HE students successfully completing recognised qualifications (over 24,300).
 - SFC statistics show 9 out of 10 of students were satisfied that their '*time at college had helped them develop knowledge and skills for the workplace*'.

As discussed, we couldn't use the Foundation Apprenticeship figures as previously suggested as these are not available.

- **Our colleges give everyone the chance to succeed**
 - The majority of the total enrolments at college (FE and HE) are still on part-time courses (72.0%).
 - In 2015/16, 26.3% of college entrants in HE, and 32.0% of college entrants in FE, came from Scotland's 20% most deprived areas.
 - The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).
 - Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16.

As discussed, I removed the female learners stat as the very small majority would be difficult to demonstrate effectively.

We agreed that you would create something in the size/style of the following which can be used at the top of each theme within the paper, and can also be used digitally as requested by Ms Somerville:

<< File: Capture1.PNG >>

Time-permitting, you will also create a one-pager based on the Key Facts section of the paper (page 1) along the lines of the following:

<< File: Capture2.PNG >>

Here is the latest version of the paper:

<< File: Baseline Report - FINAL 30 11 17.docx >>

It would be greatly appreciated if you could provide the infographics by the end of the week as discussed, and thanks in advance for your assistance with this.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 30 November 2017 15:22

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED}

Subject: RE: infographics

Thanks for your help guys.

As mentioned, {REDACTED} has pulled out the stats she would like to use – there's 3 infographics required (not 4 as I had said). Here's her email below:

If ASD can create the infographics we could go for the following:

- **Our colleges have a strong track record of success:**

- 97.2% of learning hours were delivered on courses that led to a recognised qualification
- nearly 95% of college leavers moved on to a positive destination, such as further study, training or employment.
- over 90% of students are satisfied with their college experience

- **Our colleges produce the workforce of the future**

- [Number] of FE and HE at college students successfully completed full-time courses leading to recognised qualifications
- 2015-16 saw the highest ever number of full-time HE students successfully completing recognised qualifications (over 24,300).
- Colleges are also the main provider of Foundation Apprenticeships which enable young people to gain industry-recognised qualifications, real-world work experience

and access to work-based learning while still at school. There were 351 Foundation Apprenticeship starts in 2016/17, and this will expand to up to 5,000 by the end of 2019. (we need the number of places provided by colleges)

- **Our colleges give everyone the chance to succeed**

- In 2015/16, 26.3% of college entrants in HE, and 32.0% of college entrants in FE, came from Scotland's 20% most deprived areas
- Women are well represented amongst college students, accounting for the majority of college enrolments (51% in 2015/16).
- the majority of the total enrolments at college (FE and HE) are still on part-time courses (72.0%).
- The proportion of students aged 25 and over enrolled on recognised qualifications has increased by over 18 percentage points since 2006/07 (rising from 56.3% in 2006/07 to 74.5% in 2015/16).
- Nearly 17% of all learning hours were delivered to students with a declared disability in 2015/16

I'll set up half an hour to have a chat with {REDACTED} on Monday as discussed, and for {REDACTED}'s benefit, here's the infographics which you shared with me:

<< File: Capture2.PNG >> << File: Capture1.PNG >> << File: DLHE 16 Infographic - UK comparisons.pptx >>

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 30 November 2017 15:17

To: {REDACTED}

Subject: infographics

<< File: Capture2.PNG >> << File: Capture1.PNG >>

{REDACTED}

Email 20

From: {REDACTED}
Sent: 18 December 2017 14:12
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED}
Subject: RE: Baseline Report - FINAL 18 12 17

{REDACTED} , we've discussed, looks great. Minor suggestion on one of the info-graphics and perhaps incorporation of the care-experienced numbers, otherwise good to go. Many thanks.

{REDACTED}

From: {REDACTED}
Sent: 18 December 2017 13:14
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED}
Subject: Baseline Report - FINAL 18 12 17
Importance: High

Hi {REDACTED} ,

With thanks to {REDACTED} for his assistance with proofreading and inserting infographics; and having made the necessary amendments following Ms Somerville's comments, here is what I hope is the final version of this paper:

<< File: Baseline Report - FINAL 18 12 17.docx >>

Grateful if you can review and confirm you are content for me to send to APS.

Thanks
{REDACTED}

Email 21

From: {REDACTED}
Sent: 18 December 2017 14:47
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Baseline report - very final tweaks

{REDACTED} ,

Updated the care experienced numbers.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 18 December 2017 14:15
To: {REDACTED}
Cc: {REDACTED}
Subject: Baseline report - very final tweaks
Importance: High

Hi {REDACTED} ,

As discussed. Here's the latest version – are you able to make the CE change here and you can send me the new infographics Publisher document:

<< File: Baseline Report - FINAL 18 12 17.docx >>

Email chain containing the care-experienced numbers:

<< Message: FW: Care Experienced >>

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 22

From: {REDACTED}
Sent: 19 December 2017 09:04
To: {REDACTED}
Subject: RE: Baseline Report - FINAL 18 12 17 SB (3)

Final version of the final version...

{REDACTED}

From: {REDACTED}
Sent: 18 December 2017 16:53
To: {REDACTED}
Subject: RE: Baseline Report - FINAL 18 12 17 SB (3)

Thanks {REDACTED} – I noticed the one-pager hasn't been updated – needs the new version please. Sorry to be a pain. Do you mind updating and sending back to me.

Thanks again for all your help.

Cheers

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 18 December 2017 16:00

To: {REDACTED}

Subject: Baseline Report - FINAL 18 12 17 SB (3)

Hi {REDACTED} ,

Added the new infographics. I've also created the attached PDF copy of the report which gives you a *rough* idea of what the final online version by APS will look like.

Thanks,

{REDACTED}

Email 23

From: {REDACTED}

Sent: 19 December 2017 10:24

To: {REDACTED}

Subject: RE: *FOR CLEARANCE* - RE: Colleges Baseline Report - DRAFT

Perfect – thanks {REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 09:49

To: {REDACTED}

Subject: RE: *FOR CLEARANCE* - RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Thanks for getting back to me so quickly. I'll remove the people from the page of infographics. I just spoke to {REDACTED} about the positioning of the references and he was happy – also {REDACTED} cleared that version of the report yesterday, so I think it is OK for them to be on the same page as the summary. The summary looked a little short on that page by itself so I don't think it's too bad to have the references at the bottom of that page.

If you're content I'll send up to PO.

Thanks

{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 09:42
To: {REDACTED}
Subject: RE: *FOR CLEARANCE* - RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Thanks for this and well done for getting it to this stage before Christmas.

I've reviewed the baseline report and am happy that you've addressed Ms Somerville's comments (in particular the change to the section on female learners).

There are just a couple of formatting points to address before it goes up. In the baseline report – the reference are on the same page as the summary – should they be on a separate page? And, the stand alone info graphics – the second graphic still has the people at the bottom. This should be removed before sending.

Once done – I'm happy for this to go to PO.

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 19 December 2017 09:33
To: {REDACTED}
Subject: *FOR CLEARANCE* - RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Hope you're well. As you will have seen, the finalised baseline report is now with APS for publication.

I intend to send an update to Ms Somerville and Comms as follows – grateful if you could clear, or feel free to make any amendments/additions etc.

Thanks
{REDACTED}

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville’s request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister’s schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the

key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 24

From: {REDACTED}

Sent: 19 December 2017 13:18

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Cost Estimate - forthcoming policy publication

Hi {REDACTED}

Further to our discussions, here is your revised estimate including the additional page.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 09:10

To: {REDACTED}

Cc: {REDACTED}; {REDACTED}

Subject: RE: Cost Estimate - forthcoming policy publication

Importance: High

Hi {REDACTED} ,

Final amendments have been made and please find attached the final draft of this paper – I would be grateful if you could now prepare this for publication.

Please let me know at the earliest opportunity if you discover any issues which may delay publication. Please also advise on the following:

Title – The Minister, Ms Somerville, has confirmed that the title of the paper has now changed to *Scotland's Colleges: Delivering For All*. I would therefore be grateful if you could amend the front cover and also the cost estimate as necessary.

Hard copies – Ms Somerville has requested that a number of hard copies are printed. I would be very grateful if you could provide an updated cost estimate to include the printing of 20-30 copies (these don't need to be made widely available but a number will be sent to key journalists and stakeholders in the college sector).

Front and back covers – Ms Somerville has requested to see the covers prior to publication. I'd be very grateful if you could provide a draft version that I can share with the Minister at the earliest opportunity. I would also like the paper to be dated on the front cover please - *January 2018*.

Timing of publication – Ms Somerville is keen for the paper to be published as close to the start of the New Year as possible. You previously advised of a 5 working day turnaround time. Ms Somerville will be offering an exclusive interview to a key journalist and sending hard copies to other key journalists in the sector. Comms colleagues have suggested that the publication should tie in with the article which follows the exclusive interview. I would be very grateful if you could advise on how the timing for this would work – I presume that it is a minimum of 5 working days, and that you are able to then hold off the publication until a specifically requested date following that?

Also, with Christmas holidays coming up, if you can provide an estimate of when we will receive a copy for sign off that would be greatly appreciated.

I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 13 December 2017 15:29
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Cost Estimate - forthcoming policy publication

Hi {REDACTED}

Yes we can apply standard SG front and back covers. So the alt to the summary page would be to address the positioning of the wording.

In terms of colours / accessibility – I think the existing colours are fine, I would just make sure that the tints on the backgrounds are kept pale so that black text is easily legible.

The one that wasn't displaying well was on the top right of the first page – the X and Y Axis names seemed to be very faded. Although it displayed fine within the document itself.

We acknowledge that the font size for graphs axis can be smaller, as long as it isn't tiny. I would say 9 or 10 point would be good to stick to where possible.

Best regards

{REDACTED}

From: {REDACTED}
Sent: 12 December 2017 16:38
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Cost Estimate - forthcoming policy publication

Hi {REDACTED} ,

Many thanks for getting back to me with the cost estimate and also for your comments. I will look at making the necessary amendments (font size and removing the vertical banner).

Cover - Please note that the first page is not the cover – it is a page summarising the key facts. We would want you to add a standard front cover – is that possible?

Colours / Accessibility - grateful if you can advise on the colour of the graphics – would these all be considered accessible?

Legibility of graphics – can you please advise which of the cover graphics isn't displaying well and what should be done to rectify this? Also, should all font sizes be Arial 12pt i.e. even the text on the axis of a graph?

I look forward to hearing from you.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 12 December 2017 15:47
To: {REDACTED}
Subject: Cost Estimate - forthcoming policy publication

Hi {REDACTED}

I've pulled together an indicative cost estimate for application of covers and ISBN, and then publishing your document. This is based on us applying a back cover with the relevant information and sending you a final PDF proof for approval.

I've also had a look at your content. Overall it doesn't look too bad – my only slight concern is the cover. I'm not sure that having a combined graphic using all your charts is particularly appealing or easy to digest. You also should not use text for the title on a vertical line (It's not accessible), so this would probably need revisited anyway. When I first opened the document I really wasn't sure what I was looking at.

I would also check that as far as possible the graphics are legible (one of the cover graphics currently isn't displaying very well), as well as font sizes etc. being accessible e.g. Arial 12pt.

Best regards

{REDACTED}

From: {REDACTED}
Sent: 11 December 2017 14:17
To: {REDACTED}
Subject: RE: Advice required - forthcoming policy publication

Hi {REDACTED} ,

Apologies for the delay in getting back to you on this and thanks again for your assistance. Our analysts have created infographics and we therefore no longer require APS to create them.

You asked me to provide sight of our document and this is attached. The attached version is currently with senior managers here for final sign-off and will then go to the Minister and SpAds etc for clearance. However, I do not anticipate many changes (if any given that they have already seen previous drafts), and I would therefore be grateful if you can advise re cost and timescales once you have had a chance to review the attached. Also, if there are any potential issues that jump out at you then I would be very grateful if you could let me know.

I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 24 November 2017 11:07
To: {REDACTED}
Subject: FW: Advice required - forthcoming policy publication

Hi {REDACTED}

In response to your email below I've annotated some responses next to your queries.

Also attached are some example infographics showing the type of stats/information we need from you to create infographics.

If you can come back to me on your requirements for infographics and supply me with sight of your document we can arrange for a cost estimate to be supplied.

Best regards

{REDACTED}

From: {REDACTED}
Sent: 22 November 2017 16:41
To: {REDACTED}
Cc: {REDACTED}
Subject: Advice required - forthcoming policy publication

Hi,

I am hoping that you will be able to provide me with some advice. I work in the College Policy Team and I am currently finalising a paper for Ms Somerville, the Minister for Further and Higher Education, which will be published (proposed publication date still unknown but within the next few weeks).

The publication is a policy document rather than an official statistical publication, and at present it is a 7 page Word document which is close to completion. As things stand, the paper does not contain any complex visuals – there are 6 simple charts/graphs contained in the paper. I don't think physical copies will be required, but that may change.

I have not used your services before and I had a couple of initial questions that I would be very grateful if you could answer:

- **Front and back cover** – I wondered if you have a template that we could populate, or do you take care of this if we provide the necessary text? If it's the latter I would be grateful if you could advise what text you would require. **If you supply your word content sized to Arial 12pt we can either format this into a standard SG template, or we can simply apply the standard SG front & back covers with branding, OGL, Crown copyright information etc. We will then send this back to you for sign off prior to publication.**

- **ISBN number** – would this be required for such a publication? If so at what point is that requested? **The ISBN is raised by us and applied to the back cover of your publication. We then send you an SG Web Registration link which you are required to complete to register your publication with the Web Team for a specified date and time.**
- **Timescales** – what are the rough timescales between providing APS with the finalised Word document and publication? **For a publication of this size I would allow 5 working days to turn around your proof and achieve sign off for publication. This does not include the time for creation of infographics, see separate note below.**
- **Infographics** - Ms Somerville has suggested that some infographics to accompany the publication would be a good idea. I understand that you are able to produce these – I would be grateful if you could advise how long they generally take and what information you would want us to provide to enable you to do this. **Yes we can help you with creation of infographics. It would be advisable to have these worked up sooner rather than later so that we can supply them to you to drop into the final content you send to us. I've attached some standard SG style infographics which give you the level of content required for infographics.**

I look forward to hearing from you and thanks in advance for your assistance with this.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 25

From: Smart P (Paul)

Sent: 19 December 2017 18:38

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

All looking good.

Many thanks for getting it this far. I think this should be a good opening for TESS.

Paul

Paul Smart

Deputy Director | Colleges, Young Workforce and SFC Sponsorship Division | Directorate for Advanced Learning & Science | The Scottish Government, 5 Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU

Phone: **0131 244 9858**
Blackberry: **07467 447 397**
Mobile: {REDACTED}
Email: paul.smart@gov.scot

P.a. {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 10:29
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 14 December 2017 17:26
To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms**

– we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?

- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest

something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}
Sent: 17 November 2017 11:50
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT
Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 16 November 2017 11:13
To: {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 26

From: {REDACTED}

Sent: 20 December 2017 11:59

To: Minister for Further Education, Higher Education and Science

Cc: DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Communications DFM & Education; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: Submission - In-Year Redistribution of Further Education Student Support Funds

PS/Minister for Further Education, Higher Education and Science,

Please find attached a submission on the forthcoming In-Year Redistribution (IYR) of Further Education Student Support funds carried out by the Scottish Funding Council. This is provided for information at this stage. A further submission will be provided once the outcome of the IYR is known as well as final publication date.

Kind Regards,

{REDACTED}

{REDACTED}

{REDACTED}

Email 27

From: {REDACTED}

Sent: 20 December 2017 15:56

To: {REDACTED}

Subject: College Christmas Holidays - Baseline report case studies

College	Case Study	Christmas Holidays
Dundee and Angus College	D&A Code Academy	All campuses closed from noon Fri 22 nd December to Monday 8 th January.
Forth Valley College	Sustainable regional curriculum strategy	Closed Monday 25 th December – Monday 8 th January.
West Lothian College	International Learning Exchanges	Closed Monday 25 th December – Monday 8 th January
West College Scotland	Innovation Voucher	Closed Monday 25 th December – Monday 8 th January

{REDACTED}

Email 28

From: {REDACTED}

Sent: 20 December 2017 16:26

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: Re: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

Thanks so much for sharing this. What a great paper, and it goes without saying that we are delighted to see the CDN Awards serving as a platform for championing excellence in the sector.

We would be very happy to comment further or support the launch of the paper, whenever that falls and if that is helpful.

Best wishes to you and your team for Christmas,

{REDACTED}

{REDACTED}- College Development Network

From: {REDACTED}

Sent: Wednesday, December 20, 2017 4:13 pm

Subject: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

To: {REDACTED}, {REDACTED}

Cc: {REDACTED}, {REDACTED}{REDACTED}

Dear {REDACTED}/{REDACTED},

I attach, for your information, a pre-publication copy of the Scottish Government policy paper -*Scotland's Colleges: Delivering for All*. Drafted at the Minister's request, this short, factual paper describes the current performance of the college sector in Scotland, presenting a clear narrative supported by statistics and covering the following themes:

- Our colleges have a strong track record of success
- Our colleges produce the workforce of the future
- Our colleges give everyone the chance to succeed
- Our colleges continually strive for improvement

Please note that this paper is embargoed, with the date of publication still to be confirmed. Please do not forward this paper onto others.

Ms Somerville has offered an exclusive interview to {REDACTED} of TESS, with the publication planned to coincide with the corresponding coverage in TESS (likely to be Friday 19th January). Other core journalists will also receive a copy of the paper at that time.

As a key stakeholder we wanted to give you early sight of the paper to make you aware of this forthcoming publication. While we are sending this for your information, we would welcome any thoughts that you may have regarding the paper.

Regards
{REDACTED}

{REDACTED}

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return. Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadaichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

 **Please consider the environment before printing this email**

College Development Network, Argyll Court, Castle Business Park, Stirling FK9 4TY
Tel: 01786 892000, Fax: 01786 892001
website: www.collegedevelopmentnetwork.ac.uk, e-mail: info@collegedevelopmentnetwork.ac.uk

Join us on

College Development Network, Company Limited by Guarantee, Registered in Scotland No: 143514, Scottish Charity No. SC021876, VAT No. 617148346

Email 29

From: {REDACTED}

Sent: 29 December 2017 10:18

To: {REDACTED}; Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED}; {REDACTED}; McAllister C (Colin); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} /{REDACTED},

Can you let me know if you have been able to identify a slot for the TESS interview to take place?

{REDACTED} would be keen to interview the Minister w/b 8th January. Apart from Tuesday, she can do any time and day that week although Wednesday or Thursday in Parliament might be best. This would be with a view to publication in TESS on Friday 19th January.

In terms of timings for the visit - the day of publication (19th Jan) might work nicely but given it would be a closed visit, comms have no strong interest and happy to work with whatever suits the Minister's diary best.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 22 December 2017 17:35

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

Comms will be arranging the interview – as per the attached email, {REDACTED} is *'keen to interview the Minister w/b 8th January. Apart from Tuesday, she can do any time and day that week although Wednesday or Thursday in Parliament might be best. This would be with a view to publication in TESS on Friday 19th January.'* Can you please advise Comms of suitable days/times in order that they can liaise with {REDACTED} .

It has been suggested previously that the visit should be at one of the case studies in the paper (reattached in case you wish to see full details). I have also listed the case studies below for ease – grateful if Ms Somerville could advise if she is content to visit one of these and if she has a preference. The four colleges listed below are all now closed until 8th January.

College	Case Study
Dundee and Angus College	D&A Code Academy
Forth Valley College	Sustainable regional curriculum strategy
West Lothian College	International Learning Exchanges
West College Scotland	Innovation Voucher

On timings, it is worth noting that it is important that the paper is published before 30th January – this is due to SFC statistical publications being released that day which will make some of the stats in the paper out of date. The suggested publication date of Friday 19th January (to tie in with the TESS coverage) would therefore work well.

Please note that I will be out of the office until Monday 8th January, however, as noted above the colleges are also closed until then – we will take forward plans for a visit once they have reopened and I will also liaise with APS as necessary regarding the publication (Ms Somerville has already confirmed she is content with the proofs APS provided).

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 22 December 2017 12:42

To: {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} /{REDACTED} ,

The Minister has seen and noted your email below and is content with your proposals. I'm happy to look at time/dates for the visit and interview, just let me know timescales and I'll find some slots.

Thanks,

{REDACTED}

{REDACTED}

From: Higgins K (Kate)

Sent: 20 December 2017 16:50

To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

agreed

Kate Higgins

Special Advisor to the First Minister

Rural Economy and Connectivity

Early Years, Further and Higher Education

Support to the Head of Policy

Scottish Government

St Andrew's House, 2 Regent Road, Edinburgh, EH1 3DG

0131 244 3460

07790 363 195

From: {REDACTED}

Sent: 20 December 2017 16:42

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

As discussed, we have already made contact with {REDACTED} at TESS who is very keen to run this story and interview the Minister.

Comms advice is this offers a good opportunity to put across a positive story on colleges that we should not pass up. Therefore we recommend that any visit has a social media focus only.

Can you please check whether the Minister would be content with this approach to media handling, and if she would still be keen to proceed with a visit that is not an open media opportunity?

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.

- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 17 November 2017 11:50
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin);

Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 30

From: {REDACTED}

Sent: 09 January 2018 16:09

To: {REDACTED}

Subject: {REDACTED} - main themes

Hi {REDACTED} ,

Have checked the last years' worth of {REDACTED} articles and main themes are:

- Role of colleges in widening access to HE – several articles favourably cover the role/success of Scottish colleges in this and other articles report on calls for colleges in England to do more.
- College funding/lecturer's dispute – several articles on cost of implementing national bargaining. One article on funding relating to comments by the Auditor General also links to the cost of implementing the pay deal. An article from early last year also covers the 'high cost' of severance packages.
- Student Support Review – most of {REDACTED}'s coverage focuses on the recommendation for a minimum income for students.

The most recent article which directly relates to colleges in Scotland is the article on colleges charging HE students for dropping out early. With direct relevance to the Baseline Report (since it quotes from the figures), she has a fairly positive article covering the student satisfaction stats.

I've attached a half page Word doc with some of the most relevant articles.

Let me know if you need anything else or need something a bit more detailed.

{REDACTED}

Email 31

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 16:57
To: {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Thanks {REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 16:53
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; Higgins K (Kate); Smart P (Paul); {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Hi {REDACTED} ,

As requested, please find attached briefing ahead of tomorrow's interview.

Hope this is helpful.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 15:34
To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Thanks v much {REDACTED} – appreciate that.

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 15:34
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Thanks {REDACTED} – I'll get something to you by 5pm today.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 15:29
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January
Importance: High

{REDACTED} / {REDACTED}

Ms Somerville has enquired if there is going to be additional briefing sent up in view of the interview tomorrow (summarising key points / why we are publishing this / vision for colleges / any specific areas which the Minister should emphasize given we have this opportunity with the journalist ?

Also, the Minister has all the details regarding statistics so no requirement for {REDACTED} to attend the meeting tomorrow – I will amend the diary invite accordingly.

Grateful for additional briefing by 5pm today if possible.

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 12:00
To: {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ;
{REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Hi

Done.

Cheers.

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 11:58
To: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin);
Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
{REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

Hello {REDACTED} .

Grateful if you can add {REDACTED} to the diary invite.

Many thanks.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 10:11
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and
Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate);
{REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Interview with TESS - Wednesday 10 January

{REDACTED}

Prior to the interview with TESS tomorrow Ms Somerville would appreciate a pre-brief.

I'll send you and {REDACTED} diary invite for 1.30 to 2pm. Please let me know if anyone else should also be invited.

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 12:31

To: {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;
McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Hi {REDACTED} ,

I've spoken with {REDACTED} and she would be keen to interview the Minister w/b 8th January. Apart from Tuesday, she can do any time and day that week although Wednesday or Thursday in Parliament might be best.

This would be with a view to publication in TESS on Friday 19th January.

We've pitched it as an exclusive to TESS so in terms of other comms handling, would suggest a general news release to accompany publication on the Friday and a placed article in the Herald on Saturday. And accompanying social media on Friday with infographics to maximise reach.

If that all sounds ok, can you suggest a suitable timeslot that I can get back to {REDACTED} with?

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;
McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,

Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 21 November 2017 14:45
To: {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 17 November 2017 11:50
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT
Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve

in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

Email 32

From: {REDACTED}
Sent: 10 January 2018 10:10
To: {REDACTED}
Subject: SG WEB REGISTRATION - SCT1217596780 Scotland's Colleges - Delivering For All

Hi {REDACTED}

As discussed, you must now register Scotland's Colleges - Delivering For All with SG Web Publications by following the link and instructions below. Noting that this must be completed urgently, to enable online publication.

SG Web Registration

APS are currently producing the web converted files for your **Scotland's Colleges - Delivering For All**. To publish on the SG corporate website you must now click on the following link and complete the new publication form displayed:

<http://sh45inta/officialpublications/details.aspx?isbn=9781788515351>

In clicking the above link and completing the online form, this will enable the SG web publications team to upload the files supplied by APS to be associated with the data you

provide. These files will be sent to the Web Team shortly after you receive this notification. Failure to complete the form may result in delays to the publication of your document.

Please be aware that this is the only notification you will receive.

In the form you will be asked to provide a brief description and set a date and time for publication.

A 'how to' guide to the process can be found here: <http://intranet/InExec/Corporate-Systems/WebPublisher/officialpubs><<http://intranet/InExec/Corporate-Systems/WebPublisher/officialpubs>>

If you have any queries regarding your publication contact the publishing team on ext. {REDACTED}.

If you have any technical issues posting your publication on the website contact the SG web team [mailto:Web_Publications@gov.scot] Web_Publications@gov.scot.

Kind regards

{REDACTED}

{REDACTED}

Account Director, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}

Direct line: {REDACTED}

Mobile: {REDACTED}



www.theapsgroup.com





Email 33

From: {REDACTED}
Sent: 10 January 2018 11:02
To: {REDACTED}
Subject: :)

All smiley faces present and correct.

Email 34

From: {REDACTED}
Sent: 12 January 2018 09:13
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Thanks {REDACTED} . Midday Wednesday should be fine.

From: Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 09:01
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science
Subject: Re: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi

Would midday Wednesday be possible ?

{REDACTED}

Private Secretary to Minister for Further Education, Higher Education and Science

From: {REDACTED}
Sent: Friday, 12 January 2018 08:57
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} /{REDACTED} ,

Removing most of the copy list for the moment – when do you need the briefing for this?

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 17:11
To: {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {readacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}
Sent: 10 January 2018 14:18
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 10 January 2018 12:16
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K

(Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED}'s office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope}with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 08:53
To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{redacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 20 December 2017 15:23
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 10:29
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED} | Deputy Private Secretary | Minister for Further Education, Higher Education and Science & Minister for Childcare and Early Years | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?

- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 35

From: {REDACTED}

Sent: 12 January 2018 09:58

To: {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Sorry {REDACTED} , missed that one.

From: {REDACTED}

Sent: 12 January 2018 09:52

To: {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Hi {REDACTED} ,

Really sorry to be a pain – but would you mind updating the very bottom infographic on the last page so that it has the new version which only goes up to 80% and has bigger text. Sorry I missed this before – I need to send them to comms as these will

be used as 'standalone' infographics that they will tweet next Friday when the publication is launched.

Cheers

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 08 January 2018 14:05

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Updated infographics.

From: {REDACTED}

Sent: 08 January 2018 10:48

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

Updated infographics attached.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 05 January 2018 11:11

To: {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

I can tweak the infographics and charts to take into account your comments.

With regards to the last point, on the success rate for all enrolments, the 69.0% relates to all enrolments over 160 hours. So as with your other comments need to add the over 160 hours part. I have pulled this directly from chart 11 in the CPI publication, can you confirm you are happy with the 69.0% relating to all enrolments over 160 hours.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 05 January 2018 10:46

To: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED}

On page 2 of the report there is a chart for 'college students successfully completed courses, 2015-16'. These figures relate to full time students only but this isn't clear from the chart. Towards the bottom of the same page there is a chart for 'college entrants from Scotland's 20% most deprived areas, 2015-16'. Once again these figures are accurate but they exclude short courses lasting for less than 160 hours. The figures are also based on the SIMD weighted for the population which is not the SGs preferred measure. Both of these charts are repeated later in the document.

The last paragraph on page 4 refers to a student support budget of over £107m in 2017-18. It then states the rate of increase since 2006-07 but the 2017-18 figures includes HE childcare funding transferred from SAAS in 2011-12. This funding was also available in 2006-07 but not in the SFC budget.

Chart 4 is based on the weighted SIMD (for population) and for courses lasting 160 hours or more.

Para 3 on page 10 states that the success rate for all enrolments is 69.0% but I believe the correct figure is 72%.

I hope this is helpful and Happy new year to you all.

Regards

{REDACTED}

From: {REDACTED}

Sent: 04 January 2018 18:58

To: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Hi {REDACTED} ,

Please could you provide any factual corrections as soon as possible as the document is due for publication next week.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 04 January 2018 15:54
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

{REDACTED} ,

I've been having a look through the policy paper and have identified a few issues with labelling that will need to be addressed before publication.

When would you need any suggested changes to allow you to meet your deadline?

regards

{REDACTED}

From: {REDACTED}
Sent: 20 December 2017 16:13
To: {REDACTED} {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: {REDACTED}; {REDACTED}; {REDACTED}
Subject: Embargoed - Scottish Government policy paper - Scotland's Colleges: Delivering for All

Dear All,

I attach, for your information, a pre-publication copy of the Scottish Government policy paper - *Scotland's Colleges: Delivering for All*. Drafted at the Minister's request, this short, factual paper describes the current performance of the college sector in Scotland, presenting a clear narrative supported by statistics and covering the following-themes:

- Our colleges have a strong track record of success
- Our colleges produce the workforce of the future
- Our colleges give everyone the chance to succeed
- Our colleges continually strive for improvement

Please note that this paper is embargoed, with the date of publication still to be confirmed. Please do not forward this paper onto others.

Ms Somerville has offered an exclusive interview to {REDACTED} of TESS, with the publication planned to coincide with the corresponding coverage in TESS (likely to be Friday 19th January). Other core journalists will also receive a copy of the paper at that time.

As a key stakeholder, and with much of the data contained in the paper coming from your statistical publications, we wanted to give you early sight of the paper to make you aware of this forthcoming publication. While we are sending this for your information, we would welcome any thoughts that you may have regarding the paper.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 36

From: {REDACTED}

Sent: 12 January 2018 10:08

To: {REDACTED}

Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

Thanks for letting me know. I will now arrange for the files to be passed to our Digital Media team, who will in turn arrange for the supply of an Online PDF and the HTML files for publication on the specified date.

I will let you know once those files have been transferred. The only other communication you will receive is relating to Acronyms identified within your publication.

I'll be in touch next week.

Have a good weekend.

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 15:31

To: {REDACTED}

Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Hope you're well. I've just completed the Web Registration form and can confirm the date of publication is 19th January and the time is 11.00 am.

Grateful if you can keep me updated as we move towards publication and please let me know if there are any issues.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 10 January 2018 10:09
To: {REDACTED}
Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

Not a problem. I will send you the SG Web Registration Link now in a separate email. Once you have completed that form can you drop me a note to confirm what date / time you have scheduled to publish?

Once I have that information I can arrange for the files to be submitted via our Digital Media team.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 10 January 2018 10:01
To: {REDACTED}
Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Many thanks for sending that over – it's looking great and there are no further changes. Can you please provide me with the link that will enable me to specify the date of publication etc.

Thanks again for your help.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 17:27
To: {REDACTED}
Subject: Revised proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED}

Further to my previous email, please see attached.

Best

{REDACTED}

From: {REDACTED}
Sent: 09 January 2018 17:10
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED} ,

Sorry to bother you again – but I just wondered if you had the new proofs available? I'll be travelling to Parliament in the morning to meet the Minister and journalist and it would be great to be able to give them versions with the covers attached. If you could come back to me at the earliest opportunity that would be greatly appreciated.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 08:56
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

Happy New Year to you too!

Apologies I didn't get back to you yesterday. Not a problem, I've requested a revised proof with covers applied. I should have this by later today, I'll send on as soon as it's ready.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 08 January 2018 15:03
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED} ,

Happy new year – hope you had a good break over the festive period.

I came back today to a request for some very minor tweaks (to the infographics and charts only – there are no changes to the actual text) which I have made and I attach a new version of the publication.

I would be very grateful if you could provide proofs for us to check as before. Ms Somerville is being interviewed on Wednesday by {REDACTED} of TESS regarding the publication so it would be great if we could have the proofs back as soon as possible. The planned publication date remains 19th January to coincide with the corresponding TESS article.

Could you please confirm that you have received this email and advise when we could expect to receive the new proofs.

I look forward to hearing from you and thanks again for all of your assistance.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:33
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

No problem.

Have a good festive break.

{REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:32
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Many thanks for supplying that so quickly – it is greatly appreciated. As discussed yesterday I will get back to you when I return after the new year to confirm we are content.

Thanks again for your assistance.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:19

To: {REDACTED}
Subject: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

As discussed, please see attached a P1 Artwork Proof with covers applied.

Best regards

{REDACTED}

{REDACTED}
Account Director, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}
Direct line: {REDACTED}
Mobile: {REDACTED}



www.theapsgroup.com



Email 37

From: {REDACTED}
Sent: 12 January 2018 10:50
To: Director of Advanced Learning and Science
Cc: {REDACTED} ; {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Spoken with {REDACTED} this morning, Minister still collating her thoughts. {REDACTED} will share just as soon as possible.

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 17:11
To: {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {readacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}
Sent: 10 January 2018 14:18
To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville’s expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED}'s office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope}with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 08:53
To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ;
McAllister C (Colin)
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
{REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This

would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).

- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 38

From: {REDACTED}

Sent: 15 January 2018 08:34

To: {REDACTED}

Cc: {REDACTED}

Subject: FW: Outstanding PO - Scotland's Colleges: Delivering For All

Paul

Could you please raise a PO for this. We'll be paying it from our FAE General Budget (213015.EEX.60154565.600).

Thanks.

{REDACTED}

From: {REDACTED}
Sent: 12 January 2018 10:21
To: {REDACTED} ; {REDACTED}
Subject: RE: Outstanding PO - Scotland's Colleges: Delivering For All

Hi {REDACTED},

When you return on Monday could you please provide {REDACTED} from APS with what she requires as per the highlight below – this is for our policy publication which we discussed previously.

Many thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 12 January 2018 10:09
To: {REDACTED}
Subject: Outstanding PO - Scotland's Colleges: Delivering For All

Hi {REDACTED}

One final thing – can you arrange for a PO to be supplied along with confirmation of the cost centre number to allow us to complete this work next week?

Thanks

{REDACTED}

From: {REDACTED}
Sent: 11 January 2018 15:31
To: {REDACTED}
Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Hope you're well. I've just completed the Web Registration form and can confirm the date of publication is 19th January and the time is 11.00 am.

Grateful if you can keep me updated as we move towards publication and please let me know if there are any issues.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 10 January 2018 10:09
To: {REDACTED}
Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

Not a problem. I will send you the SG Web Registration Link now in a separate email. Once you have completed that form can you drop me a note to confirm what date / time you have scheduled to publish?

Once I have that information I can arrange for the files to be submitted via our Digital Media team.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 10 January 2018 10:01
To: {REDACTED}
Subject: RE: Revised proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Many thanks for sending that over – it's looking great and there are no further changes. Can you please provide me with the link that will enable me to specify the date of publication etc.

Thanks again for your help.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 17:27
To: {REDACTED}

Subject: Revised proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED}

Further to my previous email, please see attached.

Best

{REDACTED}

From: {REDACTED}
Sent: 09 January 2018 17:10
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED} ,

Sorry to bother you again – but I just wondered if you had the new proofs available? I'll be travelling to Parliament in the morning to meet the Minister and journalist and it would be great to be able to give them versions with the covers attached. If you could come back to me at the earliest opportunity that would be greatly appreciated.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 09 January 2018 08:56
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

Happy New Year to you too!

Apologies I didn't get back to you yesterday. Not a problem, I've requested a revised proof with covers applied. I should have this by later today, I'll send on as soon as it's ready.

Thanks

{REDACTED}

From: {REDACTED}
Sent: 08 January 2018 15:03
To: {REDACTED}

Subject: RE: First Proof - Scotland's Colleges: Delivering For All
Importance: High

Hi {REDACTED} ,

Happy new year – hope you had a good break over the festive period.

I came back today to a request for some very minor tweaks (to the infographics and charts only – there are no changes to the actual text) which I have made and I attach a new version of the publication.

I would be very grateful if you could provide proofs for us to check as before. Ms Somerville is being interviewed on Wednesday by {REDACTED} of TESS regarding the publication so it would be great if we could have the proofs back as soon as possible. The planned publication date remains 19th January to coincide with the corresponding TESS article.

Could you please confirm that you have received this email and advise when we could expect to receive the new proofs.

I look forward to hearing from you and thanks again for all of your assistance.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:33
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

No problem.

Have a good festive break.

{REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:32
To: {REDACTED}
Subject: RE: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED} ,

Many thanks for supplying that so quickly – it is greatly appreciated. As discussed yesterday I will get back to you when I return after the new year to confirm we are content.

Thanks again for your assistance.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 20 December 2017 14:19
To: {REDACTED}
Subject: First Proof - Scotland's Colleges: Delivering For All

Hi {REDACTED}

As discussed, please see attached a P1 Artwork Proof with covers applied.

Best regards

{REDACTED}

{REDACTED}
Account Director, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}
Direct line: {REDACTED}
Mobile: {REDACTED}



www.theapsgroup.com





Email 39

From: {REDACTED}
Sent: 15 January 2018 09:44
To: {REDACTED}
Subject: Acronyms

Hi {REDACTED}

See attached a list of acronyms which have been identified within your document by our systems.

Please could you check / amend and return these to me? We can then complete the HTML web conversion process for your publication going live on Friday.

Thanks

{REDACTED}

{REDACTED}
Account Director, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}
Direct line: {REDACTED}
Mobile: {REDACTED}





Email 40

From: {REDACTED}
Sent: 15 January 2018 11:55
To: {REDACTED} ; {REDACTED}
Subject: RE: Acronyms

Many Thanks Paul

From: {REDACTED}
Sent: 15 January 2018 11:52
To: {REDACTED} {REDACTED}
Subject: RE: Acronyms

Hi {REDACTED} ,

The PO number for this order is SG 858173.

Kind regards,

{REDACTED}.

{REDACTED}

From: {REDACTED}
Sent: 15 January 2018 09:50
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Acronyms

Hi {REDACTED} ,

Thanks for sending that on – I have checked them and these are all correct.

I can also now provide the Cost Centre number which is 213015. My colleague {REDACTED} (copied) will provide the PO number later today.

Many thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 15 January 2018 09:44

To: {REDACTED}

Subject: Acronyms

Hi {REDACTED}

See attached a list of acronyms which have been identified within your document by our systems.

Please could you check / amend and return these to me? We can then complete the HTML web conversion process for your publication going live on Friday.

Thanks

{REDACTED}

{REDACTED}

Account Director, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}

Direct line: {REDACTED}

Mobile: {REDACTED}



www.theapsgroup.com





Email 41

From: {REDACTED}
Sent: 15 January 2018 14:34
To: {REDACTED}
Subject: RE: SCT12175967801 Scotland's Colleges: Delivering for All

No problem. That's the last you will hear from me – now that we've transferred all the files it's over to the web team at your side.

If you want to check in with them their details are in the web registration email I sent over to you.

Thanks and no doubt speak again sometime soon.

{REDACTED}

From: {REDACTED}
Sent: 15 January 2018 14:30
To: {REDACTED}
Subject: RE: SCT12175967801 Scotland's Colleges: Delivering for All

Thanks {REDACTED} – greatly appreciate you letting me know.

Will I hear from you again just to confirm that everything is in place for the 11.00am publication on Friday?

Thanks again for all your help.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 15 January 2018 14:22
To: {REDACTED}
Subject: FW: SCT12175967801 Scotland's Colleges: Delivering for All

Hi {REDACTED}

Just a quick note to let you know that all files have now been passed to the SG Web Team, ready for publishing at the end of the week.

Best regards

{REDACTED}

From: {REDACTED}

Sent: 15 January 2018 12:20

To: web_publications@gov.scot

Cc: {REDACTED}

Subject: SCT12175967801 Scotland's Colleges: Delivering for All

Hi there

Completed html and pdf in SimplyAsset | Top Level | File
Transfer | SG_WebTeam | page 4: **SCT12175967801 Scotland's Colleges:
Delivering for All**

ISBN 978-1-78851-535-1

Kind regards

{REDACTED}

{REDACTED}

Digital Media Operator, APS Group Scotland

21 Tennant Street,
Leith, Edinburgh
EH6 5NA, UK

Tel: {REDACTED}

Direct line: {REDACTED}



Make more possible.

[in](#) [@](#) [p](#)



THE QUEEN'S AWARDS
FOR ENTERPRISE:
INTERNATIONAL TRADE
2017

Email 42

From: {REDACTED}
Sent: 16 January 2018 17:23
To: {REDACTED} ; {REDACTED}
Subject: RE: Forth Valley - handover

Apologies – it would perhaps help, if I included the briefing pack...

From: {REDACTED}
Sent: 16 January 2018 17:19
To: {REDACTED} ; {REDACTED}
Subject: Forth Valley - handover
Importance: High

{REDACTED} /{REDACTED} ,

Briefing pack for Forth Valley as it stands is attached. As discussed with both of you at various points yesterday, it's mostly complete with the following outstanding:

- {readacted – out of scope}
- Rest of pack – {REDACTED} , I've copied you into my email back to the College. They've provided the bulk of the information we need and I have added this to the pack. Only things still outstanding are the two biographies and the clarification on the apprentices the Minister will be meeting which I've asked for. As you'll see, I've asked the College to send these details to you by 11:00.

To note that the pack is due by midday - {REDACTED} , if {REDACTED} is happy and has nothing to add once the final details from the college have been slotted in, would you mind sending up to {REDACTED} ?

Thanks,

{REDACTED}

{REDACTED}

Email 43

From: {REDACTED}
Sent: 17 January 2018 11:45
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED} ,

As discussed please find attached an updated agenda, I hope this is helpful. Final version to follow this afternoon.

One question which I would appreciate your help with – any special dietary requirements for the provision of lunch?

Any questions, give me a ring – {REDACTED}.

Kind Regards
{REDACTED}

From: {REDACTED}
Sent: 17 January 2018 09:32
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Perfect, thanks {REDACTED} .

Regards
{REDACTED}

From: {REDACTED}
Sent: 17 January 2018 09:29
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED},

That would be fine thanks for the other attendees. I'm picking this up from {REDACTED} who is not in the office today, and I note that in the briefing pack {REDACTED} has photos of {REDACTED} and {REDACTED} and a blank space waiting for their biogs – if you could provide a short biog (2 or 3 sentences max) for both of them that would be great thanks. For anyone else just job title, organisation will suffice.

Thanks again
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 17 January 2018 09:25
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED}

Re biogs - there will be several people attending the launch part of the visit (as requested by Scottish Government). Obtaining biogs for everyone at this stage may not be do'able in this timescale. Could we opt for job title, organisation instead?

Thanks
{REDACTED}

From: {REDACTED}
Sent: 17 January 2018 09:23

To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED},

Many thanks for getting back to us – we greatly appreciate your assistance and look forward to receiving the updated agenda. I am also still awaiting biographies for {REDACTED} and {REDACTED} – will you be able to provide these this morning?

I look forward to hearing from you and thanks again.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 17 January 2018 09:20
To: {REDACTED} ; {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Morning {REDACTED} , {REDACTED} ,

Yes re FES apprentices, apologies for the acronym.

Details of the visit were confirmed to us Monday lunch time and followed up with a call from Aileen McKechnie to {REDACTED} at 5pm Monday evening. Since then we have been identifying which staff and students are available in Alloa on Friday at that time and contacting external partners to invite them to attend. I'll have the updated agenda to you as soon as possible today, please be assured we're giving it our full attention.

Thanks & Kind Regards
{REDACTED}

From: {REDACTED}
Sent: 16 January 2018 17:24
To: {REDACTED}
Cc: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED} ,

Thank you very much for sending this over and for doing so within such a short timescale. Just to clarify one point – would I be right in assuming the 'FES apprentices' you mention are electrical apprentices?

I will be out of the office tomorrow so would be grateful if you would be able to send the remaining details to my colleague, {REDACTED} (copied in). We have a tight deadline to get this to the Minister's office – would it be possible to have this by 11:00 tomorrow, if possible?

Thanks again for your help so far.

Kind Regards,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 16 January 2018 16:47

To: {REDACTED}

Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Importance: High

Hello {REDACTED}

Please find attached first draft of the suggested agenda for the Ministerial visit to Forth Valley College's Alloa Campus on Friday of this week. As you'll see there's more details to be added, which I will be in a position to do tomorrow, but hopefully this is helpful in the meantime.

Kind Regards

{REDACTED}

From: {REDACTED}

Sent: 15 January 2018 12:41

To: {REDACTED}

Subject: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED} ,

Thanks for your time earlier. As discussed, I've summarised everything below:

Visit

This will be used to highlight/launch the policy paper being launched on the same day – *Scotland's Colleges: Delivering for All*. The publication is embargoed until Friday morning but highlights the successes of the college sector using a number of case studies we have sourced from the Scottish Funding Council. Our comms team have arranged for {REDACTED} (Times Education Supplement) to attend and cover this part of the Minister's visit – as far as I'm aware, she will be the only reporter attending.

Our comms team have suggested focusing the visit around the case study on Forth Valley (which I have included below) – with the Minister meeting any staff/students involved on this (with a photo opportunity). Comms have also suggested that if there are any local business people or external partners (e.g. the Community Planning Partners mentioned in the case study), it would be ideal for the Minister to meet with one or two of these as well. However, if this isn't possible to arrange given the short timescales, don't worry. If possible, could we also have short, 1/2 line bios of any staff/external people the Minister will meet with?

{out of scope}

I think this covers everything but please let me know if you need anything else or have any further questions. I know these things are usually planned with a couple of weeks warning so thank you very much for taking this forward at such short notice. It is very much appreciated.

Kind Regards,

{REDACTED}

{REDACTED}

Case study

Forth Valley College (Commended at CDN Annual Awards 2016): Making the Forth Valley Curriculum Work

Forth Valley College has developed, and is delivering on, a sustainable regional curriculum strategy, designed around both the needs of the region and national priorities. Serving the three diverse communities of Falkirk, Stirling, and Clackmannanshire – and with a campus in each of these areas – the College has strategically positioned its key curriculum areas in the campus localities that provide best fit with local economic, business, and industry profiles. This minimises duplication and maximises access to entry-level learning and progression to specialist, industry standard learning facilities.

In developing its curriculum strategy, the College has worked closely with its extensive base of employer and industry body contacts and Community Planning Partners in each locality; and drawn on up-to-date labour market information, through Regional Skills Assessments and Skills Investment Plans. As a result, they have implemented an efficient 'hub and spoke' system of learning provision, which provides access level study in most subject areas across all three campuses, with progression to higher level study centred where it provides best local fit.

Email 44

From: Director of Advanced Learning and Science
Sent: 17 January 2018 14:18

To: {REDACTED}

Cc: Smart P (Paul); {REDACTED} ; {REDACTED}; {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: *For Clearance* DRAFT AGENDA FOR 121 WITH MINISTER

{REDACTED}

Many thanks for progressing in {REDACTED} 's absence.

I've reworked a little as attached; and made reference to a CS working group on commercial activity (I have a paper copy of the final report which I can share with {REDACTED} tomorrow if needed).

Shout if any queries.

Aileen

{REDACTED}

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}

Sent: 17 January 2018 12:39

To: Director of Advanced Learning and Science

Cc: Smart P (Paul); {REDACTED} ; {REDACTED}; {REDACTED}

Subject: *For Clearance* DRAFT AGENDA FOR 121 WITH MINISTER

Hi Aileen,

Following your email below, and further information provided by the College this morning, I attach the latest version of the briefing pack which hopefully now fully reflects the key areas of interest noted in your email:

<< File: Briefing - Ms Somerville visiting Forth Valley College - 19 January 2018.docx >>

I would be grateful if you could review and advise if you are content for this to be submitted to PO today – PO have extended our deadline to 5pm today.

I also attach a copy of the publication which is being launched on Friday in case you have not yet had a chance to see it:

<< File: Scotlands Colleges - Delivering for All FINAL 19.01.18.pdf >>

Finally, the College have asked about dietary requirements for lunch – grateful if you could advise if you have any requirements that I should make them aware of.

Many thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: Director of Advanced Learning and Science
Sent: 16 January 2018 17:49
To: {REDACTED}
Cc: Smart P (Paul); {REDACTED} ; {REDACTED}; Director of Advanced Learning and Science;
{REDACTED}
Subject: RE: DRAFT AGENDA FOR 121 WITH MINISTER

thanks for this {REDACTED} and for useful chat earlier

as noted, I discussed with {REDACTED} last night. We concluded that key areas of interest might be:

- Priorities for the sector over the next decade, including horizon scanning
- Strategic board – scope for the college sector to play a leading role in shaping the skills and employability agendas;
- Learner Journey – scope for the college sector to play a leading role at the centre of our education system
- Innovation – in curriculum design and delivery; in teaching and learning; in industry engagement; in articulation (cf. inverted 2+2 degrees; supported transition from CBAL into FE);
- Income generation (creative collaborations, etc.)

{Out of Scope}

{REDACTED} had a number of suggestions for the college tour on Friday which I'm sure have been discussed further with him; he offered to provide lunch, which I accepted.

I've not yet had an opportunity to discuss with {REDACTED} (but {REDACTED} did on Monday at the SFC).

I hope this is helpful – enjoy your day off.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264

<< OLE Object: Picture (Device Independent Bitmap) >> << OLE Object: Picture (Device Independent Bitmap) >>

From: {REDACTED}
Sent: 15 January 2018 14:09
To: Director of Advanced Learning and Science
Cc: Smart P (Paul); {REDACTED} ; {REDACTED}
Subject: RE: DRAFT AGENDA FOR 121 WITH MINISTER

Thanks Aileen.

{REDACTED} has also sourced your full read out (attached below) so both will be useful.

Thanks,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 15 January 2018 14:00
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: Smart P (Paul); Director of Advanced Learning and Science
Subject: FW: DRAFT AGENDA FOR 121 WITH MINISTER

{REDACTED} – thanks for sourcing.

{REDACTED} , {REDACTED} – I think that para 7 below is as much as I produced by way of a note but at least covers the key areas of conversation.

Thanks

A

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264

<< OLE Object: Picture (Device Independent Bitmap) >> << OLE Object: Picture (Device Independent Bitmap) >>

{Out of Scope}

Email 45

{Out of Scope}

From: {REDACTED}
Sent: 17 January 2018 15:46
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED} ,

Yes that's fine – put {REDACTED} down.

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 17 January 2018 13:12
To: {REDACTED} ; {REDACTED}
Cc: Communications DFM & Education
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Hi {REDACTED} ,

{REDACTED} is out of the office today so I'm picking this up. {REDACTED} {REDACTED} will take a few copies of the report with him.

Can you please also confirm if {REDACTED} will be attending for Comms in order that I can include contact details in the briefing pack.

Thanks

{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 17 January 2018 13:09
To: {REDACTED}
Cc: {REDACTED} ; Communications DFM & Education
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January

Thanks {REDACTED} – this looks like a good programme.

I think it would be worth bringing a couple of copies of the report along and I'll give {REDACTED} at the college a ring.

Thanks again,

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 16 January 2018 18:49
To: {REDACTED}
Cc: {REDACTED}
Subject: FW: Minister visiting Forth Valley College - Friday, 19th January
Importance: High

Hi {REDACTED} ,

We've now got some details from Forth Valley on the Minister's visit on Friday. In short, the Minister is touring the college and meeting with staff/students in areas related to the case study in the report:

- FES Apprentices. Lecturer TBC. Room TBC.
- Sport/Construction project. Lecturer TBC. Room TBC.
- Make Up Artistry. Lecturer TBC. Room TBC.
- Computing Hardware. Lecturer TBC. Room TBC.

A photographer from the college will also be present. Would it be an idea for a possible photo op to have the Minister/some students pictured holding copies of the report? We can supply {REDACTED} (who will be there) with printed copies of the report if so?

Details of the College media/comms officer are:

{REDACTED}

Some details will not be known until the College finalises arrangements tomorrow. I'm out of the office but {REDACTED} is taking forward and will send the briefing up. In the meantime, I hope the information so far is helpful.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 16 January 2018 16:47
To: {REDACTED}
Subject: RE: Minister visiting Forth Valley College - Friday, 19th January
Importance: High

Hello {REDACTED}

Please find attached first draft of the suggested agenda for the Ministerial visit to Forth Valley College's Alloa Campus on Friday of this week. As you'll see there's more details to be added, which I will be in a position to do tomorrow, but hopefully this is helpful in the meantime.

Kind Regards
{REDACTED}

Email 46

From: {REDACTED}
Sent: 17 January 2018 16:04
To: {REDACTED}
Subject: Updated agenda
Importance: High

Hello {REDACTED},

As discussed, please find attached updated agenda which I trust you find to be in order. Sorry I had hoped to have all "tour stop information" completed but there is still one outstanding. I'll get this to you asap.

Kind Regards
{REDACTED}

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

This email has been received from an external party and has been swept for the presence of computer viruses.

Email 47

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 17 January 2018 17:31
To: Director of Advanced Learning and Science; {REDACTED}; Minister for Further Education, Higher Education and Science
Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Great, thanks Aileen.

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Director of Advanced Learning and Science
Sent: 17 January 2018 17:23
To: {REDACTED}; Minister for Further Education, Higher Education and Science
Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}

; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

{readacted – out of scope}.

Thanks,

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}

; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{readacted – out of scope}.

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Director of Advanced Learning and Science

Sent: 12 January 2018 19:06

To: Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for this helpful steer. {readacted – out of scope}

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 12 January 2018 15:24

To: Director of Advanced Learning and Science

Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{readacted – out of scope}

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {redacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {redacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED}; Minister for Further Education, Higher Education and Science

Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED}'s office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:40

To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 20 December 2017 15:23
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 10:29
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED};

McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}, thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?

- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 48

From: Higgins K (Kate)

Sent: 18 January 2018 11:44

To: {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Ah so we did!!

Kate Higgins

Special Advisor to the First Minister

Rural Economy and Connectivity

Early Years, Further and Higher Education

Support to the Head of Policy

From: {REDACTED}

Sent: 18 January 2018 10:43

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

I've just had confirmation that unfortunately {REDACTED} is now not able to attend the visit in Forth Valley tomorrow.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{redacted – out of scope}.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Director of Advanced Learning and Science
Sent: 12 January 2018 19:06
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}
Many thanks for this helpful steer. {redacted – out of scope}.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 15:24
To: Director of Advanced Learning and Science
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{redacted- out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,
{REDACTED}

{REDACTED} | Deputy Private Secretary | Minister for Further Education, Higher Education and Science & Minister for Childcare and Early Years | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {redacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {redacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

Policy Executive - College Policy Team | Colleges, Young Workforce & SFC Sponsorship Division

Advanced Learning & Science Directorate | Scottish Government | Tel: {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} 's office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:40

To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 20 December 2017 15:23
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}
Sent: 19 December 2017 10:29
To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 14 December 2017 17:26
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still

necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?

- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate)
Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

Email 49

From: {REDACTED}
Sent: 18 January 2018 12:46
To: {REDACTED}
Subject: RE: Updated agenda

Hi {REDACTED}

Final agenda attached, strategic partners list and tour areas both updated.

Kind Regards
{REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:56

To: {REDACTED}
Subject: RE: Updated agenda

Hi {REDACTED},

No other media invited as far as I'm aware, and {REDACTED} .

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:53
To: {REDACTED}
Subject: RE: Updated agenda

Thanks for the update {REDACTED} , do you know if any other media have been invited to attend?

Regards
{REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:45
To: {REDACTED}
Subject: RE: Updated agenda

Hi {REDACTED},

Aileen also needs a space so we certainly need all 4 thanks.

I've also just learned that {REDACTED} (TES) is no longer able to attend.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:41
To: {REDACTED}
Subject: RE: Updated agenda

Hi {REDACTED},

{REDACTED} and {REDACTED} {REDACTED} require spaces, as does the Minister, and I'm still waiting to hear back from Aileen and Colin, so I would think that we will require all four spaces, but I will confirm when I hear from them.

Thanks
{REDACTED}

{REDACTED} {REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:27
To: {REDACTED}
Subject: RE: Updated agenda

Many Thanks {REDACTED} .

From: {REDACTED}
Sent: 18 January 2018 10:13
To: {REDACTED}
Subject: RE: Updated agenda

Morning {REDACTED},

{REDACTED}

I'll make some enquiries regarding car park spaces and get back to you. There will certainly be one needed for the Minister ({REDACTED} will be with her I would imagine) but I will find out from the others and get back to you as soon as I can.

Many thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 18 January 2018 10:08
To: {REDACTED}
Subject: RE: Updated agenda

Morning {REDACTED} ,

{REDACTED}

Also...I've reserved four parking spaces for Scottish Government but it would be helpful to know who does actually require a space since I may also reserve parking spaces for other attendees, however parking is very busy at the campus so I'd rather avoid unused spaces.

Many Thanks in advance,
{REDACTED}

From: {REDACTED}
Sent: 17 January 2018 16:17
To: {REDACTED}
Subject: RE: Updated agenda

Thanks very much {REDACTED}. {REDACTED – out of scope}

{REDACTED}.

Thanks again for all your help.

Regards
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 17 January 2018 16:04
To: {REDACTED}
Subject: Updated agenda
Importance: High

Hello {REDACTED} ,

As discussed, please find attached updated agenda which I trust you find to be in order. Sorry I had hoped to have all “tour stop information” completed but there is still one outstanding. I’ll get this to you asap.

Kind Regards
{REDACTED}

Email 50

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 18 January 2018 13:57
To: {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

No probs – thanks v much.

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 18 January 2018 13:32

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached a slightly updated version of the briefing pack – only some very minor amendments to the attendee list and confirmation in the agenda of lecturers and heads of department who Ms Somerville will meet during her tour.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 16 January 2018 14:54
To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{readacted – out of scope}.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: Director of Advanced Learning and Science
Sent: 12 January 2018 19:06
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}
Many thanks for this helpful steer. {readacted – out of scope}.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 15:24
To: Director of Advanced Learning and Science
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{redacted- out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {readacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED}'s office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 08:53
To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ;
McAllister C (Colin)
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;
{REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED} | Deputy Private Secretary | Minister for Further Education, Higher Education and Science & Minister for Childcare and Early Years | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close

to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).

- The Minister is content with this approach.
- [Launch](#) – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science
Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT
Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 51

From: {REDACTED}

Sent: 18 January 2018 15:54

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

We are preparing an infographic to go out on social media tomorrow (we're creating our own to make it a bit more social media friendly).

{REDACTED} will circulate once finalised. We'll also tweet a link to the report. Video unit are also coming tomorrow so we'll have a video to go out too.

No news release as article will be in TESS – all our education correspondents read it and will follow up if they're interested. Will send round the TESS article in the morning.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 18 January 2018 15:38

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi Comms,

With the launch of the publication tomorrow and it being the SG digital priority, I would be very grateful if you could advise what you have planned i.e. will there be a series of Tweets? (I sent on the infographics as per the email below); is there other social media activity planned?; is there a news release planned?; will you be sharing the publication with other key journalists? etc

I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 12 January 2018 10:31

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science;

{REDACTED} ; {REDACTED} ; Higgins K (Kate); McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the infographics for social media purposes – I discussed this with {REDACTED} on Wednesday and she advised that JPEGs were best. You can let me know if you require anything further.

Regarding the visit to Alloa, would you have any thoughts on what the visit should consist of? The College are happy to accommodate as required and it would be

good to be able to advise them as early as possible in order that they can make the necessary arrangements.

Also, I understand {REDACTED} asked to attend the visit – will this be happening and will there be any other media present?

I have arranged with APS for the publication to go live at 11.00am on Friday 19th January.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {redacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville’s expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} 's office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED}; McAllister C (Colin)

Cc: {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 09 January 2018 17:40
To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January
Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}
Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 20 December 2017 15:23
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;
McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

{REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;
McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This

would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).

- The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
- The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

Email 52

From: {REDACTED}

Sent: 19 January 2018 11:10

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Had a chat with {REDACTED} and took her through the changes. Not seen an update yet.

{REDACTED}

From: {REDACTED}

Sent: 19 January 2018 10:30

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Comments – it looks nice and sharp, but a few stats issues below that need addressed:

Need to add 2015-16 to a few of them or date the infographic as new stats are out in 11 days time.

Major

- 1) We need to drop 'Over' from top right graphic. This is only true for overall college experience. It is under 90% for the work skills statement.
- 2) Top one in white section. Need to replace 'over' with 'nearly'. It is 94.9%.
- 3) Bottom left on white section, stats on female enrolments - Needs 2015-16 added.
- 4) Middle left on bottom section (disability). Needs 2015-16 added.
- 5) Bottom left on bottom section is mixing up two different stats. The 18PP increase in on recognised quals. The bottom one appears to be all students. I would pick on or the other. (it also needs 2015-16)

Minor

- 1) Pie chart on bottom right of white section. Do we want to represent SIMD this way? Is the big selling point of College, not that it is well over 20%? I would say this is a negative stat as it shows most SIMD people are at the lower level (FE).
- 2) Finance slide – this is not in the report. Should it be included?
- 3) Is the clock to represent part-time? Is this a positive connotation as I see an alarm clock as a negative connotation (i.e. you need a clock-to get out of bed as you are lazy). Having this beside a part-time stat to me suggests part-time people are lazy. I don't feel strongly about this, so feel free to ignore this comment.

Happy to discuss,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 19 January 2018 09:26

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED}

Subject: FW: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January
Importance: High

Morning {REDACTED},

Comms have created their own infographic to support today's launch – grateful if you could have a quick look just to check you're comfortable with what's in there. Only potential issue I could see (from a very quick check) was the satisfaction one which suggests over 90% of students felt college gave them the knowledge/skills for the workplace, when the stat is that 9 out of 10 did (so very slightly different).

Grateful if you can confirm you are content, or if there are any changes you would suggest please let me know and I'll feed back to Comms. The publication doesn't go live until 11am – so if you could get back to me well before that it would be appreciated.

Thanks
{REDACTED}

{REDACTED}
{REDACTED}
☎ {REDACTED} – {REDACTED}

From: {REDACTED}
Sent: 18 January 2018 17:48
To: Minister for Further Education, Higher Education and Science; {REDACTED}
Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

As discussed I will be providing comms support and the video unit will be there to take stills and make a video clip for social media.

We also plan to tweet the infographic attached along with a link to the report. {REDACTED} can someone send the link to the report once it is live on the website and {REDACTED} will issue.

Many thanks,

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 18 January 2018 17:16
To: {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED}

Do we know if digital comms are going to be at the college tomorrow ?

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 18 January 2018 13:32

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached a slightly updated version of the briefing pack – only some very minor amendments to the attendee list and confirmation in the agenda of lecturers and heads of department who Ms Somerville will meet during her tour.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

{REDACTED}

☎ {REDACTED} – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{readacted – out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: Director of Advanced Learning and Science

Sent: 12 January 2018 19:06

To: Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for this helpful steer. {readacted – out of scope}.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 15:24
To: Director of Advanced Learning and Science
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{redacted- out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 11 January 2018 18:12
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {redacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ;

{REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul);
{REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19
January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}.
They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and
Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K
(Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19
January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously,
we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm
in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K
(Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P
(Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} 's office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish

Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



gov.scot



I AM AN ALLY

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:40

To: Smart P (Paul); {REDACTED}; McAllister C (Colin)

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} (West College Scotland) should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED}; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville's request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister's schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

{REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
- The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a

potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.

- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*
- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards

{REDACTED}

{REDACTED}

Email 53

From: {REDACTED}

Sent: 19 January 2018 11:11

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Thanks {REDACTED} .

From: {REDACTED}

Sent: 19 January 2018 11:07

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Thanks {REDACTED} .

Here is the link to the publication which has just gone live:

<http://www.gov.scot/Publications/2018/01/9345>

or if you prefer the link to the actual PDF:

<http://www.gov.scot/Resource/0053/00530189.pdf>

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 19 January 2018 10:49

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

We spoke – just confirming that the infographic won't go out without those changes being made. {REDACTED} is looking at this now.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 19 January 2018 10:44

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ;

{REDACTED} ; {REDACTED}

Subject: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Importance: High

Hi Comms,

Thanks for sharing your infographic – I ran it past my colleague {REDACTED} in ASD (they created the infographics we sent you) and he suggests a number of changes – please see their comments below:

A few stats issues below that need addressed:

Need to add 2015-16 to a few of them or date the infographic as new stats are out in 11 days time.

Major

- 1) We need to drop 'Over' from top right graphic. This is only true for overall college experience. It is under 90% for the work skills statement.
- 2) Top one in white section. Need to replace 'over' with 'nearly'. It is 94.9%.
- 3) Bottom left on white section, stats on female enrolments - Needs 2015-16 added.
- 4) Middle left on bottom section (disability). Needs 2015-16 added.
- 5) Bottom left on bottom section is mixing up two different stats. The 18PP increase in on recognised quals. The bottom one appears to be all students. I would pick on or the other. (it also needs 2015-16)

Minor

- 1) Pie chart on bottom right of white section. Do we want to represent SIMD this way? Is the big selling point of College, not that it is well over 20%? I would say this is a negative stat as it shows most SIMD people are at the lower level (FE). What we had previously looked better – pie chart possibly not best way to represent this.
- 2) Finance slide – this is not in the report. Should it be included?
- 3) Is the clock to represent part-time? Is this a positive connotation as I see an alarm clock as a negative connotation (i.e. you need a clock-to get out of bed as you are lazy). Having this beside a part-time stat to me suggests part-time people are lazy. I don't feel strongly about this, so feel free to ignore this comment.

Grateful if you can advise at the earliest opportunity.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 18 January 2018 17:48

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

As discussed I will be providing comms support and the video unit will be there to take stills and make a video clip for social media.

We also plan to tweet the infographic attached along with a link to the report. {REDACTED} can someone send the link to the report once it is live on the website and {REDACTED} will issue.

Many thanks,

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 18 January 2018 17:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED}

Do we know if digital comms are going to be at the college tomorrow ?

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

{REDACTED}

From: {REDACTED}

Sent: 18 January 2018 13:32

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached a slightly updated version of the briefing pack – only some very minor amendments to the attendee list and confirmation in the agenda of lecturers and heads of department who Ms Somerville will meet during her tour.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{readacted – out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry {REDACTED}

From: Director of Advanced Learning and Science

Sent: 12 January 2018 19:06

To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for this helpful steer. {redacted – out of scope}.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 12 January 2018 15:24

To: Director of Advanced Learning and Science

Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}

{redacted- out of scope}.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 11 January 2018 18:12

To: {REDACTED}

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 11 January 2018 17:31

To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 17:11

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {redacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED}; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}.

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}.

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:40

To: Smart P (Paul); {REDACTED}; McAllister C (Colin)

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; {REDACTED}; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}.

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville’s request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister’s schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the

figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ;

{REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*

- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}

Email 54

From: {REDACTED}
Sent: 19 January 2018 11:29
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Here is the updated version, with amends to the text as agreed by {REDACTED}.

We will tweet shortly.

{REDACTED}

From: {REDACTED}
Sent: 19 January 2018 10:49
To: {REDACTED} ; {REDACTED} ; {REDACTED}
Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}
Subject: RE: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

We spoke – just confirming that the infographic won't go out without those changes being made. {REDACTED} is looking at this now.

Thanks

{REDACTED}

From: {REDACTED}

Sent: 19 January 2018 10:44

To: {REDACTED} ; {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: *URGENT* Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Importance: High

Hi Comms,

Thanks for sharing your infographic – I ran it past my colleague {REDACTED} in ASD (they created the infographics we sent you) and he suggests a number of changes – please see their comments below:

A few stats issues below that need addressed:

Need to add 2015-16 to a few of them or date the infographic as new stats are out in 11 days time.

Major

- 1) We need to drop 'Over' from top right graphic. This is only true for overall college experience. It is under 90% for the work skills statement.
- 2) Top one in white section. Need to replace 'over' with 'nearly'. It is 94.9%.
- 3) Bottom left on white section, stats on female enrolments - Needs 2015-16 added.
- 4) Middle left on bottom section (disability). Needs 2015-16 added.
- 5) Bottom left on bottom section is mixing up two different stats. The 18PP increase in on recognised quals. The bottom one appears to be all students. I would pick on the other. (it also needs 2015-16)

Minor

- 1) Pie chart on bottom right of white section. Do we want to represent SIMD this way? Is the big selling point of College, not that it is well over 20%? I would say this is a negative stat as it shows most SIMD people are at the lower level (FE). What we had previously looked better – pie chart possibly not best way to represent this.
- 2) Finance slide – this is not in the report. Should it be included?
- 3) Is the clock to represent part-time? Is this a positive connotation as I see an alarm clock as a negative connotation (i.e. you need a clock-to get out of bed as you are lazy). Having this beside a part-time stat to me suggests part-time people are lazy. I don't feel strongly about this, so feel free to ignore this comment.

Grateful if you can advise at the earliest opportunity.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 18 January 2018 17:48

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

As discussed I will be providing comms support and the video unit will be there to take stills and make a video clip for social media.

We also plan to tweet the infographic attached along with a link to the report. {REDACTED} can someone send the link to the report once it is live on the website and {REDACTED} will issue.

Many thanks,

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 18 January 2018 17:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED}

Do we know if digital comms are going to be at the college tomorrow ?

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 18 January 2018 13:32

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached a slightly updated version of the briefing pack – only some very minor amendments to the attendee list and confirmation in the agenda of lecturers and heads of department who Ms Somerville will meet during her tour.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 17 January 2018 16:37

To: Minister for Further Education, Higher Education and Science

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills; DG Education, Communities & Justice; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Please find attached the briefing pack for Friday's visit.

Please also find attached the final version of the publication which is being launched on Friday – *Scotland's Colleges: Delivering for All*. Please note that this publication is embargoed until 11.00am on Friday.

I hope this is helpful.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 January 2018 14:54

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen

{readacted – out of scope}

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry {REDACTED}

From: Director of Advanced Learning and Science
Sent: 12 January 2018 19:06
To: Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}
Many thanks for this helpful steer. {redacted – out of scope}.
Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU
directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 12 January 2018 15:24
To: Director of Advanced Learning and Science
Cc: Minister for Further Education, Higher Education and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Aileen,

{REDACTED}
{redacted- out of scope}.

Thanks,
{REDACTED}

{REDACTED}
{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 11 January 2018 18:12
To: {REDACTED}
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; Director of Advanced Learning and Science;

{REDACTED} ; Minister for Further Education, Higher Education and Science; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Thanks for this, Ms Somerville is content with this recommendation on the basis that this is arranged for it to be the SG digital priority that day.

Thanks,
{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 11 January 2018 17:31
To: Director of Advanced Learning and Science; {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

At today's media meeting, the Minister queried whether she should reschedule this visit to avoid a clash with a DFM media event taking place in Renfrewshire at the same time.

Comms' view is that this visit should go ahead as planned, as it was scheduled to coincide with the TESS publication date and for social media purposes only (in the absence of a very strong news line that would attract mainstream media attention).

I have also now also arranged for this story to be the SG digital priority that day.

I hope this is helpful,

{REDACTED}

{REDACTED}

From: Director of Advanced Learning and Science
Sent: 10 January 2018 17:11
To: {REDACTED} ; Minister for Further Education, Higher Education and Science
Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED}

Many thanks for progressing. The Minister has confirmed that she is content with the arrangements which you have set in train. {readacted – out of scope}

I have indicated to the Minister that I am available to attend if useful. We should discuss before further action is taken.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED}

Sent: 10 January 2018 14:18

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul); {REDACTED}

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

Hi {REDACTED} ,

Forth Valley have tentatively held 1100 – 1200 for the visit and {readacted – out of scope}. They are flexible and can change depending on Ms Somerville's expectations for the visit.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 10 January 2018 12:16

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Visit to Forth Valley College - Alloa Campus - Friday 19 January

{REDACTED} / {REDACTED} ,

{readacted – out of scope}

{readacted – out of scope}.

I note that the event will take place at Forth Valley College, Alloa Campus. As mentioned previously, we can accommodate anytime from 10.30am onwards. Grateful for final timings asap so we can firm in the diaries.

Thanks again for the speed in pulling this all together – really appreciate this.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry {REDACTED}

From: {REDACTED}

Sent: 10 January 2018 11:09

To: {REDACTED} ; Minister for Further Education, Higher Education and Science

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science; McAllister C (Colin); Smart P (Paul)

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Just to confirm, I've spoken to {REDACTED} office and she's happy to rearrange any existing diary commitments on the 19th to accommodate a visit and {readacted – out of scope} with the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 10 January 2018 10:43

To: Director of Advanced Learning and Science; Minister for Further Education, Higher Education and Science; Smart P (Paul); McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Forth Valley College have confirmed that they can accommodate a visit on Friday 19th at the Alloa campus.

{readacted – out of scope}

Happy to have a telephone call as required.

{REDACTED}

From: Director of Advanced Learning and Science

Sent: 10 January 2018 08:53

To: Minister for Further Education, Higher Education and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED} ; Director of Advanced Learning and Science
Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Morning {REDACTED}

I'd captured this action in my note of my recent meeting with the Minister (attached), as per extract below:

{readacted – out of scope}

I don't think we received a view from the Minister on this so have not yet actioned. If the Minister only wishes to engage with {REDACTED} and {REDACTED} as per your note below, I'll ask {REDACTED} to progress in Paul's absence. {REDACTED} or I would be happy to discuss in the meantime.

Aileen

Aileen McKechnie | Director of Advanced Learning & Science | Scottish Government

5 Atlantic Quay | Broomielaw | Glasgow | G2 8LU

directorofadvancedlearningandscience@scotland.gsi.gov.uk | ☎0300 244 1264



From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 09 January 2018 17:40

To: Smart P (Paul); {REDACTED} ; McAllister C (Colin)

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; Higgins K (Kate); {REDACTED}

Subject: RE: Colleges Baseline Report - Proposed Visit - Friday 19 January

Importance: High

Paul,

We have the TESS interview due tomorrow afternoon (Wednesday 10th) and all arrangements are in place.

Ms Somerville has considered further and would like a visit arranged at Forth Valley College (Stirling or Alloa campus). Ideally, this should take place on Friday 19 January – anytime from 10.30am onwards. {REDACTED} and {REDACTED} should be in attendance. {REDACTED} would be there should any digital work be required. **Grateful if colleagues could take this forward asap and let me know if this is possible.**

{readacted – out of scope}

Ideally, Ms Somerville would welcome a phone call with yourself tomorrow (Wed) to go over the background and handling. We can liaise direct on a suitable time.

Thanks,
{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry {REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 20 December 2017 15:23

To: {REDACTED} ; {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} / {REDACTED}

Ms Somerville has noted both your recent emails below and commented that there has been an element of confusion.

{readacted – out of scope}.

Ms Somerville will leave how to approach journalist to comms so open to different arrangements. She just doubts journalists will come along to a visit for which there is no news hook.

Grateful for further advice.

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}
Blackberry – {REDACTED}

From: {REDACTED}

Sent: 19 December 2017 10:29

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ;

McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

SpAds,

Comms

Please find attached a finalised version of the paper reflecting Ms Somerville's comments and tracked changes - this has been sent to APS for publication this morning.

I have advised APS of the change of title and asked them to share the front cover at the earliest opportunity – I will send this on when I receive it. I have also made APS aware that this paper should be published as close to the start of the new year as possible; and asked them to print some hard copies which can be shared with the core journalists and key stakeholders.

Comms – grateful if you can provide an update on plans for an interview with TESS – I have advised APS that the intention is to coincide publication with the TESS coverage. Once I get them I can also provide hard copies as required for TESS and the other journalists you wish to send them to. I also note Ms Somerville’s request for digital comms to be fully utilised so I have attached the infographics - please see the 4th page of the attachment which has standalone infographics.

I hope this is helpful and I will provide a further update in due course.

Thanks

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 14 December 2017 17:26

To: Minister for Further Education, Higher Education and Science; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} , thanks for this but I think something has got a little lost in translation.

Comms had originally suggested a media launch at a visit to one of the colleges, which would be open to all education correspondents.

Apologies that this was not clear in the advice.

If we are offering TESS an exclusive interview with the Minister, then there will be no need for a visit for media purposes.

Comms will set up the interview if you can provide us with dates/ times that work with the Minister’s schedule.

We also recommend timing publication to coincide with TESS coverage, and will be able to advise on this once we the interview has been arranged.

We will ensure that material gets to the other education correspondents, including the Herald.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 14 December 2017 17:08

To: {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Please see below comments from Ms Somerville in black font. I've also attached report with tracked changes from the Minister.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}

Sent: 12 December 2017 16:46

To: Minister for Further Education, Higher Education and Science; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED}

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,
SpAds,
Comms

Please find attached a revised version of the baseline report reflecting your comments and containing infographics. We would hope that this version is very close to being considered final, however, if you have any thoughts/suggestions then we are happy to make further amendments.

Grateful if you can also provide your thoughts on the following:

Title

We have given the paper the title *Scotland's Colleges: Fulfilling Ambition* - we also considered *Scotland's Colleges: Delivering for All*. Grateful for your thoughts on the proposed title and please advise if you have a preference.

- Minister would like the title to be - *Scotland's Colleges: Delivering for All*

Timing

APS have confirmed that it will take 5 working days between us providing the finalised paper and publication. They will attach a front and back cover.

- The Minister has noted this, she would appreciate seeing the front cover first.

NB - The 2016/17 college statistics will be published by the SFC on 30th January – there is therefore the option of delaying the publication in order to update most of the figures – however, a number of stats would not be able to be updated (they will be in the Widening Access publication later in the year), and there is also the risk that some of the new figures may be less positive. We are also aware that Ms Somerville is keen for the paper to be published in the very near future.

- The Minister doesn't want this to be delayed.

Please advise if you would you like us to have the paper published ASAP, or if you would you like us to wait for the new stats?

- The Minister would like this to be published at the start of the New Year.

Sharing the paper / Launch

- Ms Somerville suggested sharing the paper with 'core journalists' – we would suggest {REDACTED} (Herald), {REDACTED} (BBC), {REDACTED} (TES). **Comms** – we would be grateful for your advice on this suggestion – where/when this would happen, what the format would be, are we missing any key names?
 - The Minister has suggested that she can meeting with {REDACTED} and other journalists can just receive a hard copy with background briefing. The Minister has also suggested a potential piece in the Herald? Comms colleagues, are you able to give me contact details for {REDACTED} and I'll look at setting up a meeting? Also I'd be grateful if you could advise on timescales for that meeting.
- We intend to share the paper with the following key stakeholders – Colleges Scotland, College Development Network, and Scottish Funding Council. This would be for information rather than seeking comments (unless the view is that the paper should be delayed until the release of the 2016/17 stats).
 - The Minister is content with this approach.
- Launch – Comms had previously suggested that a launch event at one of the case study colleges could be arranged. Grateful for thoughts on this - is this still necessary (if discussing with core journalists), and is there time to arrange this (if not waiting for the 2016/17 stats)?
 - The Minister is happy with this suggestion, as long as SG Digital comms is maximised.

I hope this is helpful and I look forward to hearing from you.

Regards
{REDACTED}

{REDACTED}

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science
Sent: 21 November 2017 14:45

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED}

Ms Somerville has noted your email below and made the following remarks:

Yes, the changes to content need to be made to reflect my comments but this does not need to be a document which we spend a lot of time pouring over design work. The important issue is setting the narrative and publicising it.

What would be more useful than a well-designed document with a small audience is a well written piece which is then discussed with core journalists in conjunction with some infographics for digital use. I appreciate that this can't be done now in time for Thursday awards ceremony so suggest something is sorted out with Comms soon as this has been long talked about and I'm now keen to move to publication and dissemination.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP
Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 17 November 2017 11:50

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; McAllister C (Colin); Higgins K (Kate); {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED} ; {REDACTED}

Subject: RE: Colleges Baseline Report - DRAFT

Importance: High

Dear Minister

Many thanks for the helpful feedback – we will of course endeavour to publish the paper as soon as possible however, we feel there are a number of issues to resolve in order to make this report more impactful and an even better product. This would include for example, improving the visual look and feel as well as incorporating the additional requests you suggest.

We will engage with Comms regarding a suitable event/visit to coincide with publication - an idea might be to launch the report on the back of a visit to one of the colleges we have used in the report by way of case study. We will advise further on this in due course.

I hope this is suitable and we will look to share a redraft at the earliest opportunity.

Kind regards

{REDACTED} .

From: {REDACTED} **On Behalf Of** Minister for Further Education, Higher Education and Science

Sent: 16 November 2017 11:13

To: {REDACTED}

Cc: Minister for Further Education, Higher Education and Science; Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: RE: Colleges Baseline Report - DRAFT

{REDACTED} ,

Ms Somerville has noted your email and commented that there is a lot of good material in the paper. {REDACTED}

The Minister has made further comments throughout the document (attached).

Ideally, Ms Somerville would like to have this completed and ready for publication the day that she attends the CDN awards (next Thursday evening – 23rd Nov). That would seem to fit in nicely with providing an encouraging boost to the sector.

Thanks,

{REDACTED}

{REDACTED}

Private Secretary to Shirley-Anne Somerville MSP

Minister for Further Education, Higher Education and Science

Tel: {REDACTED}

Blackberry – {REDACTED}

From: {REDACTED}

Sent: 14 November 2017 14:04

To: Minister for Further Education, Higher Education and Science

Cc: Director of Advanced Learning and Science; Smart P (Paul); {REDACTED} ; {REDACTED} ; McAllister C (Colin); Higgins K (Kate)

Subject: Colleges Baseline Report - DRAFT

PS/Minister for Further Education, Higher Education and Science,

Please find attached a draft paper for Ms Somerville's consideration following a request from Colin McAllister to create and publish a short, mainly factual paper providing clarity around the current performance of the FE sector. Colin's request was for the paper to dispel some of the myths relating to our colleges (such as a lack of part-time learning opportunities) by presenting a clear narrative backed up by the key facts. He has seen this draft paper and is content, suggesting we should progress towards publication.

The paper is broken into the following themes which are largely derived from Ms Somerville's address at Airth Castle in March:

- *Our colleges have a strong track record of success*
- *Our colleges produce the workforce of the future*

- *Our colleges give everyone the chance to succeed*
- *Our colleges continually strive for improvement*

A college case study has been included in each of the themes to provide a tangible example of the great work being undertaken in colleges.

I hope this is helpful and I look forward to hearing Ms Somerville's thoughts.

Regards
{REDACTED}

{REDACTED}

Email 55

From: {REDACTED}
Sent: 22 January 2018 10:23
To: {REDACTED}
Subject: RE: Action

Hi {REDACTED} ,

This looks fine to me I've separated some of the lines after the bullet points only because reading them as one paragraph sounded a bit long winded to me but that may just be me... What about changing 'stakeholder' in the last line to 'partner' – makes it sound a bit more friendly.

I'd say the proposed list to send to is fine, including the NUS and Education Scotland - I'm not sure there would be anyone else we would want to send to without making the copy list a bit tenuous.

Thanks,

{REDACTED}

{REDACTED}

From: {REDACTED}
Sent: 22 January 2018 10:11
To: {REDACTED}
Subject: Action

Hi {REDACTED} ,

Please see draft below. You can let me know what you think. Please feel free to make any amendments/additions etc.

Along with this we've to say to {REDACTED} who we'll send it to and who Ms Somerville should send it to. We've already established she would send to MSPs,

and we'll need to draft a version for that (let's get this one finished first as we'll be able to use it as a template). I would say we should send the published version to the following:

College chairs

College principals

Audit Scotland

Universities Scotland

NUS (?)

Education Scotland (?)

CDN, CS and SFC all received embargoed copies previously.

Dear XX,

I attach for your interest *Scotland's Colleges: Delivering for All*, the Scottish Government's policy paper setting out the key facts celebrating the college sector in Scotland through four principle themes:

- Our colleges have a strong track record of success
- Our colleges produce the workforce of the future
- Our colleges give everyone the chance to succeed
- Our colleges continually strive for improvement

The paper was published on Friday 19th January and was launched by Shirley-Anne Somerville MSP, Minister for Further Education, Higher Education and Science, at the Alloa campus of Forth Valley College.

Scotland's Colleges: Delivering for All conveys two main messages throughout - that the quality of learning at Scotland's colleges has never been higher; and that the college sector has equality at its very heart; with a college case study included in each of the publication's four themes to provide a tangible example of the great work being undertaken in colleges.

As a key stakeholder we wanted to share this publication with you and hope that this is of interest.

Regards

XX

{REDACTED}