**Content request form for the GSS website**

Before making a request please see [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website)

Please click on the type of content you are submitting to be taken to the relevant section of this form. Please leave all other sections blank.

Note:

* All fields marked with an asterisk (\*) are mandatory and if these fields are left blank the content will not be uploaded.
* If you are not sure how to fill out a field, please email us: [gssnet@statistics.gov.uk](mailto:gssnet@statistics.gov.uk).

[Update existing content](#_Update)

[News](#_News)

[Event](#_Events)

[Vacancy](#_Vacancy)

[Blog](#_Blog)

[Policy document](#_Policy_document)

[Guidance document](#_Guidance_document)

[Training course](#_Training_course)

[Page](#_Page_1)

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| **Update** | |
| **URL** | The web address for the page on the GSS website you want to update. |
| **Detail of update** | Please read the [summary of common edits we make to content](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) before submitting your request. If we have to make these edits it can delay publication.  Please note that we are moving away from publishing content in PDF, word document and spreadsheet format. To find out why please read [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) It will still be possible to publish in these formats in some special cases. If you think you will still need these formats for your request, please let us know as soon as possible. |

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| **News** | | | | |
| **Title\*** |  | | | |
| **Category\*** | Code of Practice |  | Learning & Development |  |
| Diversity |  | Newsletter |  |
| GSS website |  | Staff |  |
| Guidance |  | Other (please specify) |  |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily | | | |
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| **Feature image** | Please provide a relevant image for your content (attach to your email submission with this form). | | | |
| **Date and time of publication\*** | Please state the date and time you wish the content to be published | | | |

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| **Main body text\*** |
| Please read the [summary of common edits we make to content](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) before submitting your request. If we have to make these edits it can delay publication.  Please note that we are moving away from publishing content in PDF, word document and spreadsheet format. To find out why please read [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) It will still be possible to publish in these formats in some special cases. If you think you will still need these formats for your request, please let us know as soon as possible. |

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| Event | | | | | | | |
| **Title\*** |  | | | | | | |
| **Start Date/Time\*** |  | **End Date/Time\*** |  | | | **Cost (if any)\*** | £ |
| **Booking URL or information on how to book\*** |  | | | | | | |
| **Address\*** | Organisation |  | | | | | |
| Street |  | | City |  | | |
| Postcode |  | | | | | |
| **Event type\*** | Conference |  | | Event |  | | |
| Consultation |  | | Seminar |  | | |
| Course |  | | Workshop |  | | |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily | | | | | | |
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| **Feature image** | Please provide a relevant image for your content (attach to your email submission with this form). | | | | | | |

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| **Main body text\*** |
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| Vacancy | | | | | | | |
| **NOTES** | **Grades and job titles**  We only list posts using the standard civil service grades of executive officer, higher executive officer, senior executive officer, grade 7 and grade 6.  If we try to use all the different terms used across the GSS, our search function becomes very confusing.  As a result, we do not put grades in job titles unless we really need to, so please try to supply a job title without a grade.  If you want to put your department specific grade in the job description, then please say what generic civil service grade it is closest to e.g. “Research Officer – equivalent to a specialist Higher Executive Officer”  **Locations and closing dates**  All vacancies must have locations and closing dates or they will not be uploaded.  **“Open to” field**  We have added an “open to” field into our vacancy adverts to make it clear if a job is open to anyone, people already in the civil service or only civil servants who are already members of the Government Statistician Group – please make this clear.  **Salary**  If you have problems submitting a salary for your vacancy, please tell us why. | | | | | | |
| **Job Title\*** |  | | | | | | |
| **Organisation\*** |  | | | | | | |
| **Location(s)\*** |  | | | | | | |
| **Closing date\*** |  | **Civil Service jobs reference number (mandatory if applicable)** | |  | | | |
| **Minimum salary\*** | £ | **Maximum salary\*** | £ | | **Grade\*** | |  |
| **Role Type\*** | Apprenticeship |  | Permanent | | |  | |
| Loan |  | Sandwich placement | | |  | |
| Fixed Term |  | Secondment | | |  | |
| Vintage Fast Stream |  | Other (please specify) | | |  | |
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| **Who is this open to?\*** | All civil service staff |  | All staff in the Government Statistical Service | | |  | |
|  | All staff in the Government Statistician Group (i.e. just the statisticians and data scientists in the GSS) |  | Other (please specify) | | |  | |
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| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily | | | | | | |
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| **Date and time of publication\*** | Please state the date and time you want this to be published | | | | | | |

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| **Main body text – if your advert is already on civil service jobs, please keep this part to under 200 words – it should just be a very brief outline.** |
| Please read the [summary of common edits we make to content](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) before submitting your request. If we have to make these edits it can delay publication.  Please note that we are moving away from publishing content in PDF, word document and spreadsheet format. To find out why please read [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) It will still be possible to publish in these formats in some special cases. If you think you will still need these formats for your request, please let us know as soon as possible. |

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| Blog | | | | | |
| **NOTES** | All blogs must be accompanied by a short biography and a photo of the author. | | | | |
| **Title\*** |  | | | | |
| **Author\*** | **Name\*** |  | | | |
| **Biography\*** | **(short career history, what you do now and where you work)** | | | |
|  | **Photo\*** | Please attach a photo of the author when you send the request form in | | | |
| **Category\*** | Data visualisation | |  | GSS Conference |  |
| National Statistician blog | |  | Data science |  |
| Careers | |  | Quality in statistics |  |
| Other (please specify) | |  | | |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content separated with commas. This will help us set up website search so that your item is found more easily | | | | |
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| **Feature image** | Please provide a relevant image for your content (attach to your email submission with this form). | | | | |
| **Date and time for publication\*** | Please state the date and time you wish the blog to be published. | | | | |

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| **Main body text\*** |
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| Policy document | |
| **NOTES** | Please see [our policy for requesting content to go on the GSS website.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website)  **Time needed**  A request for a new policy document needs to come to us at least 10 days before publication so we can work with you to develop how it will look on the website.  **Moving away from PDF, word documents and spreadsheets**  We are moving away from publishing content in PDF, word document and spreadsheet formats. If this will be an issue for you, please speak to us as soon as possible.  **Sign off**  If your item is intended to be a policy for the whole GSS to follow, you may need to obtain sign off from the Statistical Policy and Standards Committee (SPSC). Please contact [gsshelp@statistics.gov.uk](mailto:gsshelp@statistics.gov.uk) if you have any queries about this. |
| **Title\*** |  |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily |
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| **Publication date\*** |  |
| **Area of work\*** |  |
| **Author\*** |  |
| **Approver\*** |  |
| **Who is this policy for?\*** |  |
| **Contact\*** | Please give us a group email and not a personal one |
| **Review frequency\*** |  |
| **Is it mandatory or optional?\*** |  |

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| **Brief description\*** |
| Please read the [summary of common edits we make to content](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) before submitting your request. If we have to make these edits it can delay publication.  Please note that we are moving away from publishing content in PDF, word document and spreadsheet format. To find out why please read [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) It will still be possible to publish in these formats in some special cases. If you think you will still need these formats for your request, please let us know as soon as possible. |

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| Guidance document | |
| **NOTES** | Please see [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website)  **Time needed**  A request for a new guidance document needs to come to us at least 10 days before publication so we can work with you to develop how it will look on the website.  **Moving away from PDF, word documents and spreadsheets**  We are moving away from publishing content in PDF, word document and spreadsheet formats. If this will be an issue for you please speak to us as soon as possible.  **Sign off**  If your item is intended to be standards for the whole GSS to follow, you may need to obtain sign off from the Statistical Policy and Standards Committee (SPSC). Please contact [gsshelp@statistics.gov.uk](mailto:gsshelp@statistics.gov.uk) if you have any queries about this. |
| **Title\*** |  |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily |
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| **Publication date\*** |  |
| **Area of work\*** |  |
| **Author\*** |  |
| **Contact\*** | Please give us a group email and not a personal one |
| **Related training courses\*** |  |

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| **Brief description\*** |
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| Training course | |
| **Title\*** |  |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily |
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| **Training category\*** | (Please see the categories already used on the GSS website - <https://gss.civilservice.gov.uk/training-courses/>) |
| **Type of training\*** | Face to face/Online |
| **Length of course\*** |  |
| **Organiser\*** |  |
| **Provider\*** |  |
| **Locations\*** | Please list all locations this course is available at |
| **Contact\*** | Please give us a group email and not a personal one |
| **How to book\*** | Please give details on how to book onto this course or how to express interest |
| **Who is this for?\*** |  |
| **Related courses** |  |

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| **Brief description of the course and the intended learning outcomes** |
| Please read the [summary of common edits we make to content](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) before submitting your request. If we have to make these edits it can delay publication.  Please note that we are moving away from publishing content in PDF, word document and spreadsheet format. To find out why please read [our webpage explaining how we deal with content requests.](https://gss.civilservice.gov.uk/requesting-to-upload-content-on-the-gss-website) It will still be possible to publish in these formats in some special cases. If you think you will still need these formats for your request, please let us know as soon as possible. |

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| Page | |
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| **Title\*** |  |
| **Parent page** | (should this page be placed under existing section? If so, please state or provide its name or link) |
|  |
| **Keywords** | Please provide up to 5 keywords separated with commas that users would associate with your content. This will help us set up website search so that your item is found more easily |
|  |
| **Feature image** | Please provide a relevant image for your content (attach to your email submission with this form) |

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| **Main body text\*** |
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