

BOOKING FORM

COURSE _____

VENUE & DATE _____

DELEGATE DETAILS

NAME(S) _____

DEPARTMENT _____

ORGANISATION _____

ADDRESS _____

_____ POST CODE _____

TELEPHONE _____

EMAIL _____

INVOICE DETAILS

PURCHASE ORDER NUMBER (Required) _____

INVOICE ADDRESS _____

_____ POST CODE _____

HOW DID YOU HEAR ABOUT US? (please circle)

Flyer Email Attended Course Internet
Colleague Other (Please specify) _____

FOUR EASY WAYS TO BOOK

Telephone 01924 451 054 Post 64 Bradford Rd

Fax 01924 451 129 Dewsbury

Online www.actnow.org.uk/booking West Yorkshire

WF13 2DU

Cancellation Policy: Cancellations must be in writing and will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Your booking cannot be transferred to another course. Substitute delegates are welcome at any time without any additional charge.

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control. Invoices are due for payment within 30 days of issue.

Disabilities & Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.



ACT NOW

T R A I N I N G

ISEB Accredited Qualifications

Do you want an internationally recognised information law qualification? Do you want to learn about the Data Protection Act (DP) and the Freedom of Information Act (FOI) quickly? Do you want your existing expertise in these areas to be formally recognised? If the answer to any of these questions is yes then the ISEB Certificates in FOI and DP are for you.



Act Now Training is one of the UK's leading providers of ISEB courses. Led by Ibrahim Hasan and Paul Simpkins, our speakers are well known information law experts with many years of experience in training and advising on these areas. Our courses are held in London, Manchester and Edinburgh at four-star city centre hotels with excellent transport links. The Act Now brand is synonymous with top quality training by experts at an affordable price. Don't just take our word for it though; read below what our delegates have said. There is more feedback on our website (www.actnow.org.uk).

PREVIOUS DELEGATE COMMENTS

"A well-structured and well-timed course. The course itself and the knowledge of the trainer have really helped me to improve my knowledge and understanding of the Freedom of Information Act and will be extremely useful to me in my job at the Council." **EZ, Peterborough City Council**

"Ibrahim made studying for the ISEB qualification interesting, the duration and speed of the course was good and I passed the exam first time, so I would definitely recommend this course to others." **ME, Suffolk CDC**

WHY USE ACT NOW FOR ISEB?

- A name you can trust with many years of training experience in Information Law
- Well known experienced trainers who have actually worked in this field
- A course designed to help you in your job, not just pass an exam
- Comprehensive course materials (including copies of all legislation) which will assist in exam revision and also as a valuable reference tool in the office



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Email info@actnow.org.uk **Web** www.actnow.org.uk



ISEB CERTIFICATE IN FREEDOM OF INFORMATION

with Ibrahim Hasan and Tim Turner


This course is ideal for those who need to learn about FOI/FOISA quickly or who want their existing knowledge recognised through a formal qualification. Topics covered include the basics of FOI/FOISA and its codes of practice, the exemptions, commercial confidentiality and contracts, access to personal data and dealing with requests about the deceased. Related legislation such as the Environmental Information Regulations, the Data Protection Act and the Re Use of Public Sector Information Regulations will also be explained. Throughout the course delegates will be kept fully informed of the latest decisions from the Information Commissioner, Scottish Information Commissioner, the Information Tribunal and the courts. Case studies and exercises will be used to ensure delegates have a good understanding of how FOI/FOISA works in practice.

	LONDON	EDINBURGH 	MANCHESTER
DAY 1	8 th June 2010	8 th June 2010	18 th November 2010
DAY 2	15 th June 2010	15 th June 2010	24 th November 2010
DAY 3	22 nd June 2010	22 nd June 2010	1 st December 2010
DAY 4	29 th June 2010	29 th June 2010	8 th December 2010
DAY 5	6 th July 2010	6 th July 2010	15 th December 2010
DAY 6	13 th July 2010	13 th July 2010	12 th January 2011
EXAM	23 rd July 2010	23 rd July 2010	21 st January 2011

ISEB CERTIFICATE IN DATA PROTECTION

with Paul Simpkins and Tim Turner

This is a very popular ISEB qualification amongst both the public and the private sector and has been running for a number of years. Many organisations are now asking for this qualification when recruiting for information management posts. This course is ideal for those who need to learn about Data Protection quickly or who want their existing knowledge recognised through a formal qualification. Upon completing this course, delegates will have a detailed understanding of the provisions of the Data Protection 1998 and its related codes of practice. They will also gain a broad understanding of what has to be done to achieve DP compliance within their organisation. Time will also be spent on considering the links with other legislation e.g. Freedom of Information Act, Telecommunications Regulations etc.

	MANCHESTER	EDINBURGH 
DAY 1	8 th September 2010	17 th November 2010
DAY 2	14 th September 2010	24 th November 2010
DAY 3	22 nd September 2010	1 st December 2010
DAY 4	29 th September 2010	8 th December 2010
DAY 5	6 th October 2010	15 th December 2010
DAY 6	13 th October 2010	12 th January 2011
EXAM	22 nd October 2010	21 st January 2011

COURSE OVERVIEW

Each course will last for seven days (one day per week). We feel that this is the best way to digest these complex subjects and ensure that there is minimal disruption to delegates' day to day duties. The courses are organised as follows:

Day 1 to 5	Lectures and exercises
Day 6	Mock exam and feedback
Day 7	Revision (am) and exam (pm)

COST: £1950 plus vat

The fee includes attendance on all seven days of the course as well as the exam fee (payable to ISEB) and course materials. Lunch and refreshments are included.

Act Now Guarantee
If you attend the entire course (all days) and do not pass the exam, you may attend day 6 (mock exam and revision) and day 7 (revision and exam) again at another Act Now ISEB course for free. Please note that the exam fee is still payable.



COURSE MATERIALS

Delegates will receive a comprehensive set of course materials. These are designed to further their understanding of the subject, assist in exam revision and act as a valuable reference tool in the office. They include copies of slides, Information Commissioner Guidance Notes, relevant articles, case studies and exercises. Delegates will also receive bound copies of all relevant legislation.

EXAM PREPARATION



We aim to achieve a 100% pass rate. With this in mind we have built into the programme a day for a mock exam and revision, as well as a refresher session on the morning of the exam. Delegates will also be kept in touch with the course tutor to discuss preparation, revision, homework and exam technique.

PASS RATE

	Data Protection	Freedom of Information	Overall
Act Now Training	77%	91%	85%
ISEB Average (2005-2008)	74%	71%	73%

OUR SPEAKERS

Ibrahim Hasan is a solicitor and a director of Act Now Training. Ibrahim writes an FOI update column for the Law Society Gazette and produces the UK's only FOI podcast & FOI Update webcast.

Paul Simpkins is a well known trainer and writer on information law and a director of Act Now Training. He was previously a lecturer and has worked as a DP Officer for two large councils.

Tim Turner is an information manager in the NHS and one of the country's leading experts on DP, EIR and FOI. He was previously a compliance officer at the Information Commissioner's Office.