

REVISED

# Foundation Certificate in Information Governance

An online qualification providing a foundation in Information Rights law and Information Governance



“Good course, well delivered, offering a good grounding in the subject matter. Many thanks.”

**MB, Flintshire County Council**

“Modules were interesting and packed full of useful content. As someone relatively new to the sector, this was the perfect course for me.”

**JH, Healthcare Improvement Scotland**

“The course covered the main topics that are important to my job, and answered queries that regularly arise. After completing the course I felt reassured that I could apply this knowledge on day to day basis in my job.”

**EF, Brighton and Hove City Council**



**ACT NOW**  
TRAINING

The Act Now Foundation Certificate in Information Governance is an online certified course designed for Information Management professionals who need a foundation in the basics of Information Rights law and Information Governance. It is an ideal starter qualification for those who wish to progress to more advanced qualifications (see back page).

This is a fully online and interactive course designed by leading Information Governance experts.

There are four learning modules. Each module will consist of:

- one live webinar with an expert speaker
- one recorded module
- one online assessment

The course duration is 6 hours in total. Four 1 hour live webinars (on pre fixed dates) to attend and four pre-recorded webinars (from a choice of nine) to watch in your own time.

Successful completion of an online assessment will lead to the award of the certificate.

## WHY IS THIS COURSE FOR YOU?



4 interactive modules covering all the basics of DP, FOI and RM



Covers forthcoming General Data Protection Regulation (GDPR)



Learn at your own pace when and where it is convenient for you



A stepping stone to more advanced qualifications

£549  
+ vat

**10% Discount for IRMS Members**


### Delegates will receive

- Access to four live webinars
- A choice of nine additional recorded sessions
- An online assessment
- A certificate

“The course has certainly expanded my knowledge and interest in Information Governance and is very relevant to my work, so I will be taking the information I have gained on this certificate further to enhance my career further.”

**RD, Defence Equipment and Support  
(Ministry of Defence)**

More Information and Booking <http://www.actnow.org.uk/foundation>

	Learning Objectives	Live Webinar (1hr)	Recorded Sessions (30 mins)
<b>MODULE 1</b> <b>Introduction to Records Management</b>	<ul style="list-style-type: none"> <li>• Know the basics of good Records Management</li> <li>• Understand the challenges of implementing an RM programme and how to overcome them</li> </ul>	Good Records Management	Implementing a Records Management Programme
<b>MODULE 2</b> <b>Security and Information Assurance</b>	<ul style="list-style-type: none"> <li>• Understand what information risks organisations face</li> <li>• Know what tools are available to improve information security</li> <li>• Know what procedures must be in place to manage incidents</li> </ul>	Essential Information Security	Managing Information Security Breach Incidents
<b>MODULE 3</b> <b>Data Protection (GDPR)</b>	<ul style="list-style-type: none"> <li>• Understand the rights and responsibilities under the GDPR</li> <li>• Learn to successfully manage GDPR in your organisation</li> <li>• Learn how GDPR applies to different functions your organisation</li> </ul>	The New General Data Protection Regulation	GDPR Rights incl SARs OR GDPR and Employee Surveillance OR GDPR and the HR Function OR GDPR and DP Impact Assessments
<b>MODULE 4</b> <b>Freedom of Information</b>	<ul style="list-style-type: none"> <li>• Learn how to handle FOI requests</li> <li>• Learn the FOI exemptions and when they apply</li> <li>• Learn how FOI applies to commercially sensitive information</li> </ul>	FOI Rights and Responsibilities	The FOI Exemptions Or FOI and Commercial Information Or FOI Update
	Scottish delegates will learn about the Freedom of Information (Scotland) Act 2002		

“This course is an excellent, comprehensive overview of Information Governance, absolutely ideal for a relative beginner to the topic such as myself.”

AS, Registers of Scotland

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# ADVANCED CERTIFICATES FROM ACT NOW TRAINING LTD

## GDPR PRACTITIONER CERTIFICATE

A 4 day course for those undertaking the role of the Data Protection Officer under the new General Data Protection Regulation

Cost: £1950 plus vat

More details: <http://www.actnow.org.uk/dpp>

“This course gave me a fantastic insight into GDPR and i feel very confident to lead my organisation forward. The lecturer was excellent and very knowledgeable.

Highly recommended”  
**SD, Anthony Nolan Trust**

## BCS CERTIFICATE IN FOI

This course is ideal for those who need to learn about FOI quickly or who want their existing knowledge recognised through a formal qualification.

Cost: £1950 plus vat

More details: <http://www.actnow.org.uk/bcs>

“The course gives you a greater understanding of FOI and EIR, as well as giving you greater confidence in their application. I feel that i can now advice on FOI and EIR with more authority.”

**GJ, Transport for London**

## PRACTITIONER CERTIFICATE IN FOISA

A 4 day course for Scottish FOI practitioners endorsed by the Centre for FOI (University of Dundee). The course syllabus has been drafted in consultation with the Scottish Information Commissioner.

Cost: £1795 plus vat

More details: <http://www.actnow.org.uk/foisa>

“I really enjoyed this course. It allowed me to build on my knowledge of FOISA developed ‘on the job’ and to understand the legislation and its application better.”

**KF, National Galleries of Scotland**



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TRAINING



[www.actnow.org.uk](http://www.actnow.org.uk)



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