



# PRACTITIONER QUALIFICATIONS

## BCS CERTIFICATE IN FREEDOM OF INFORMATION



The BCS Certificate Freedom of Information provide a cost-effective solution to your information law training needs. This course is designed to benefit both new FOI officers as well as experienced practitioners. Our speakers are well known experts in their field who deliver a comprehensive course with the most up to date materials. With an updated online Resource Lab containing over 10 hours of online videos and 20 online quizzes, you will never be in a better shape to pass the BCS FOI exam. Don't just take our word for it though - read the testimonials.

*"The course has proved extremely useful both for the exam and in the workplace. Its been really enjoyable."* KS, Liverpool City Council

*"This has been a brilliant course – dynamic and pacey, which is an achievement in itself for such a dry subject."* SB, Rural Payments Agency

*"A comprehensive course that also covers exam techniques in depth. Most enjoyable!"* KG, University of London

*"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

The BCS Certificate Freedom of Information is ideal for those who need to learn about FOI quickly or who want their existing knowledge recognised through a formal (internationally recognised) qualification.

## OUR SPEAKERS

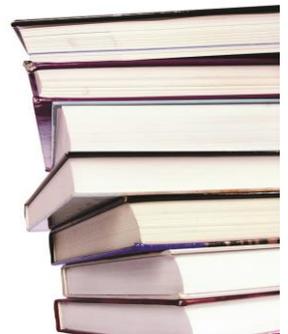
Our speakers are Ibrahim Hasan, Lynn Wyeth and Paul Gibbons. They are renowned experts who have many years of experience in training and advising on all aspects of information law.

*"Professional input by a real expert who is always happy to answer questions. His humour helped lighten the subject matter."*

**MM, Norfolk and Waveney MH NHS Trust**

## 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 detailed notes, Information Commissioner guidance notes, relevant articles, case studies and sample exam questions.



**£1995 plus vat:** This includes attendance on all days of the course, online training sessions, access to the online Resource Lab and the exam fee. Lunch & refreshments are included (except on exam day).

### UPDATED ONLINE RESOURCE LAB

Candidates will receive exclusive access to the Act Now Resource Lab which contains lots of additional materials to help them pass the exam including:

- ✓ 10 hours of revision videos
- ✓ 20 Online quizzes
- ✓ Briefing notes on key elements of the syllabus
- ✓ Links to relevant ICO and (other agencies') guides



*"I certainly feel that I have improved my knowledge on FOI and EIR, and have already seen the benefit back in the workplace."*

**KW, Trafford Council**

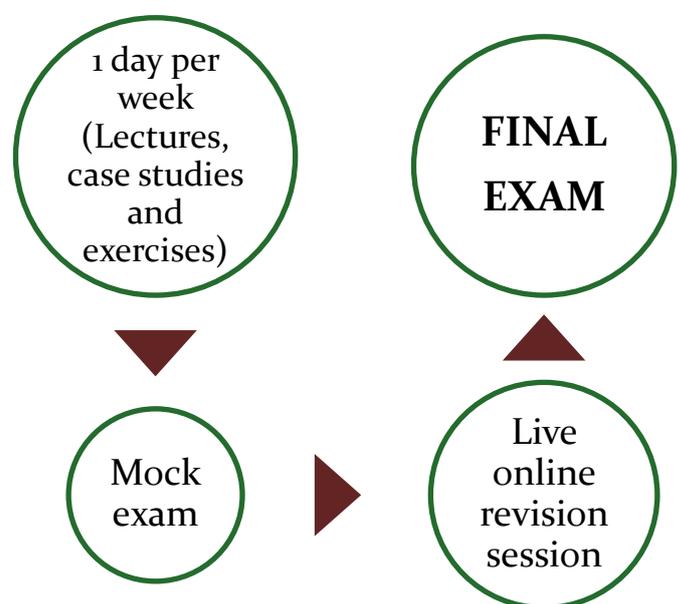
## COURSE DURATION & STRUCTURE

### Freedom of Information – 5 weeks

This course takes place one day per week.

We feel that this is the best way to digest these complex subjects. There is a full tutor marked mock exam on the final day.

Delegates will then be able to register on our online revision session which will help them prepare for the final exam.



Do the Sample Exam Questions Online: <http://www.actnow.org.uk/bcs>

*"Tim's background means that throughout the course you get real-life examples reflecting those in the workplace. Even if you don't do the exam, the course will improve your knowledge of FOI hugely. I would recommend this course."*

**SB, Northern Lighthouse Board**

## MAIN COURSE TOPICS

### Legislation to be covered include:

The Freedom of Information Act 2000  
Amendments to the FOI Act introduced by  
the Protection of Freedoms Act  
The Environmental Information Regulations  
European Disclosure Rules  
The Re-Use of Public Sector Information  
Regulations  
The Local Government Acts  
The Human Rights Act

### Topics to be covered include:

Rights of Access  
Datasets  
Publication Schemes  
Fees  
Vexatious Requests  
Exemptions  
Access to personal data  
Access to contracts and tenders  
Access to dead peoples' information  
Codes of Practice  
Enforcement and Appeals  
Environmental Information Regulations  
Associated Legislation

**Full syllabus can be downloaded from our website**

*"I use your website on a regular basis. Very informative and so helpful. Love the blog and other training aids."* GF, Malvern Hills District Council

## COURSE DATES

This course is held throughout the UK. Please visit our website for a full list of venues and dates.

*"The depth of knowledge provided by this course will heighten confidence in dealing with FOI requests. It puts all pieces of the puzzle together, so glad I did it!!"*

**SH, South Eastern Regional College NI**



**In House Option - Why not bring the trainer to you to deliver a BCS course at your premises at a substantially reduced cost?**

*"Ibrahim is an engaging and personable tutor, he made a complex area of law less daunting and has given me the confidence to demonstrate my knowledge within the workplace. If you engage with the course you will come away with invaluable transferable skills."*

**JW, Lancashire County Council**

### 3 WAYS TO BOOK

#### EMAIL

info@actnow.org.uk

#### TELEPHONE

01924 451054

#### ONLINE

www.actnow.org.uk/bcs

**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. The fee also includes the exam fee payable to BCS. Any resit fees are not included. Resits are handled by BCS and all fees are payable directly to them.

**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 and 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 on training courses and to keep you informed of future Act Now events. We do not share your details with any other organisation. A full privacy policy can be read on our website.

*"Ibrahim was a fantastic teacher. I would highly recommend him, he is knowledgeable, approachable and professional."*

**JM, NHS Kent and Medway**