



FOISA Practitioner Certificate

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TRAINING 

GDPR | FOI | CYBER

Act Now Training is Europe's leading provider of information governance training with clients including government organisations, multi national corporations, banks and corporate law firms.

Our associates have decades of information governance experience. We pride ourselves on delivering high quality training that is practical and which makes the complex simple.

Our extensive programme ranges from short webinars and one day workshops through to higher level practitioner certificate courses.



Training • Consultancy
GDPR | FOI | CYBER
Since 2002



An excellent, informative and accessible course. The trainer was extremely knowledgeable, engaging and flexible in the approach to the course. There was a high level of interaction which was very helpful to exchange ideas.

LC, Transport Scotland

Fantastically detailed and in depth analysis of the Act from a friendly and approachable lecturer. Had been working with FOISA for 5 years and still learned!

ES, Scottish Government

A great course to increase knowledge of FOISA, I feel all of my knowledge has come together and I understand how it all works together to ensure we truly are transparent and open.

JY, North Ayrshire Council



Trusted by over 6000 organisations including



View more of our clients on our website.



This is an innovative course designed for those wishing to acquire detailed knowledge of FOISA and related information access legislation in a practical context. The course aims to provide delegates with the knowledge and practical skills to enable them to become a more effective FOI practitioner.

Course Structure

The course takes place over four days one day per week and involves lectures, assessments and exercises. This is followed by an online assessment. Candidates are then required to complete a practical project in their own time to achieve the certificate.

DAY 1	DAY 2	DAY 3	DAY 4
THE PROCESS	KEY CONCEPTS	EXEMPTIONS (1) AND ENFORCEMENT	EXEMPTIONS (2) AND RM
What is Information?	Environmental Information	FOISA Absolute Exemptions	Qualified Exemptions
Dealing with Requests	The Public Interest Test	EIR Exceptions	Records Management
Finding Information	Substantial Prejudice	Proactive Disclosure	Copyright
Handling Complaints	GDPR and Privacy	Publication Schemes	Datasets
FOISA and EI(S)Rs Differences	Confidentiality	The Commissioner	Re-Use Regulations

KEY FEATURES

- Teaches essential FOI Officer Skills
- Emphasis on practical application rather than rote learning
- Focus on case studies and exercises
- Online test and open book project
- Online resource lab with 10 hours of videos

£2150 plus vat

Further details actnow.org.uk/foisacert

Assessment

The assessment is open book and is designed to test both your knowledge and understanding of the law and practice. This allows the opportunity to use all the resources available to you to tackle the assessment in the most practical way.

The assessment is in two parts

Part A

Online assessment.
30 multiple choice questions.

Part B

Scenario based case study which mirrors a real life situation.

Delegates have 30 days to complete both parts.

30% Online

70% Project

Resource Lab

Delegates have exclusive access to an extensive bespoke online resource lab which consolidates and enhances the learning on each day.

- 10 hours of recorded webinars on key topics
- Links to the legislation
- Useful handouts
- Summaries of key topics and cases
- Links to ICO guidance
- Links to blogs and articles



Venue and Dates

Our courses are held at premium venues throughout the UK and are always very close to transport links. A hot lunch is provided as well as refreshments throughout the day.

	Day 1	Day 2	Day 3	Day 4
Edinburgh	06 Feb 20	13 Feb 20	20 Feb 20	27 Feb 20
Glasgow	24 Apr 20	01 May 20	07 May 20	15 May 20
Edinburgh	05 Jun 20	12 Jun 20	19 Jun 20	26 Jun 20
Glasgow	17 Sep 20	24 Sep 20	01 Oct 20	08 Oct 20
Edinburgh	03 Nov 20	10 Nov 20	17 Nov 20	24 Nov 20

Please note this is an advanced course requiring some knowledge of FOISA.

“ All our courses can be delivered at your premises and customised to the specific needs of your staff. ”

In House Training

Our in house training clients include most local authorities in the UK as well as many central government departments, NHS bodies and public sector agencies, in addition to a wide range of private sector clients. We are confident we can service your requirements. Please get in touch for a no obligation quote.

Further details actnow.org.uk/inhouse

Course Tutors



Frank Rankin

Frank Rankin has over 25 years' experience as an information governance practitioner. He has previously implemented records management programmes and led on FOI and Data Protection compliance in the NHS and in central and local government organisations. A former chair of the NHS Scotland FOI forum and member of the Scottish Records Advisory Council, Frank has designed and delivered pragmatic training in FOI, Privacy and Records Management across a range of sectors.



Susan Wolf

Susan has over ten years experience teaching information rights practitioners on the LLM Information Rights Law & Practice at Northumbria University. She developed the Postgraduate Certificate in Data Protection Law & Information Governance at Northumbria University. She has also taught and presented workshops on the FOIA, the EIR, and access to EU information in Germany, the Czech Republic and throughout the UK.



Ibrahim Hasan

Ibrahim Hasan is a lawyer and director of Act Now Training. His clients include the UK Parliament, the US Department of Homeland Security, Airbus, BskyB, Unilever and the Rolls Royce Motor Group. His data protection expertise has taken him to the USA, Dubai, Germany, China, Malta and Brunei. Ibrahim's publications include the Act Now GDPR Handbook, which is now in its second edition, and his articles have been published in the Law Society Gazette and Solicitors Journal. He has been a guest lecturer on the University of Northumbria's LLM in Information Rights Law and has been interviewed on the BBC as an information law expert.

“ This course was well thought out and informative. It clearly covered all aspects of FOISA, and helped build on the knowledge i already had. Frank is a fantastic mentor for these courses and definitely makes what can be dry subject matter very interesting. Highly recommend Act Now Training. ”

SW, Transport Scotland

The promotional literature will be a useful tool in the workplace and I will continue to use it to ensure I continue to comply with FOI requirements.

MC, Accountant in Bankruptcy

A very practical and pragmatic course steeped in the day-to-day practice of managing FOI requests...and the interesting motives, drivers and passions of the requesters themselves.

HH, The Crown Office and Procurator Fiscal Service





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Act Now Training Ltd

Anchor House
Thornhill Road, Dewsbury,
West Yorkshire, WF12 9QE

+44 (0) 1924 451054

actnow.org.uk
info@actnow.org.uk