



FOI Practitioner Certificate

An essential qualification for
the modern FOI Officer

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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.



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Since 2002



Very informative course presented in an engaging manner. The course material is excellent and very useful to have to hand when dealing with FOI's and EIR's. I would recommend this course for all FOI officers.

RS, Flintshire County Council

An excellent course taught by someone with all the relevant knowledge and experience to impart to the delegates. Also very useful course materials which have proved to be helpful to me on a day to day basis in my job. I would really recommend this course to anyone who is dealing with FOI's in their job.

JC, DEFRA

FOIA Practitioner Certificate is a new and thoroughly enjoyable course. The tutor is extremely experienced and encourages full participation. If like me you struggle with examinations, this is the course for you! It is very practical based and is useful to those new to FOIA and those with some experience.

MP, Dudley Clinical Commissioning Group



Trusted by over 6000 organisations including



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This is an innovative new course designed for those wishing to acquire detailed knowledge of FOI 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
FOI A-Z	EXEMPTIONS 1	EXEMPTIONS 2	EIR
<ul style="list-style-type: none"> Link with Other Legislation Publication Schemes Transparency Agenda Datasets and ROPSI Right of Access Time Limits, Fees etc. New S.45 Code RM Code Enforcement and Appeals 	<ul style="list-style-type: none"> Exemptions in Detail Latest ICO/Tribunal Caselaw The Public Interest Drafting Refusal Notices Internal Reviews Appeals Case Studies and Questions 	<ul style="list-style-type: none"> Popular Exemptions Section 36, 38, 40, 41 & 43 Access to Contracts and Commercially Sensitive Information Access to Information About the Deceased Access to Personal Data and Overlaps with the GDPR Preparing for a Case at Tribunal 	<ul style="list-style-type: none"> Scope Right of Access Proactive Dissemination Charging Exceptions and Refusals Latest ICO/Tribunal Decisions Code of Practice Being an FOI Officer

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/foicert

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 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
London	21 Apr 20	28 Apr 20	05 May 20	12 May 20
Manchester	22 Apr 20	29 Apr 20	06 May 20	13 May 20
Leeds	20 May 20	27 May 20	03 Jun 20	10 Jun 20
Belfast	22 May 20	29 May 20	05 Jun 20	12 Jun 20
Birmingham	01 Jun 20	08 Jun 20	15 Jun 20	22 Jun 20
Manchester	15 Jul 20	22 Jul 20	29 Jul 20	05 Aug 20
London	16 Jul 20	23 Jul 20	30 Jul 20	06 Aug 20
Belfast	10 Aug 20	11 Aug 20	12 Aug 20	13 Aug 20
London	10 Aug 20	11 Aug 20	12 Aug 20	13 Aug 20

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

“ 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



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.



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.



Philip Jones

Philip Jones has 32 years information management experience in public and private sector organisations both as a practitioner and at a senior management level. His wide range of practical experience has involved working in the areas of information legislation, information security and electronic document and records management and most recently GDPR.



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.



“ **Thoroughly enjoyed this course**, from the friendly informative speaker to the exam and project at the end of the course. I have 5 years of FOI experience and I have still learnt a lot, I cannot recommend this course more! Thank you Act Now!.

RL, Network Rail

Good, informative course with **experience tutor**. Project-based exam **consolidated learning in a practical way**.

AR, Wycombe District Council

Really enjoyed the course and found it very informative. I've learnt a lot and **I am confident I will be more of an asset to my team** because of it. The tutor was also open to discussions which really helped us to relate the information to our own areas.

LW, Milton Keynes Council





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