



FOI Practitioner Certificate

An essential qualification for
the modern FOI Officer

ACTNOWA
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



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



View more of our clients on our website.



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





Training • Consultancy
GDPR | FOI | CYBER

Act Now Training Ltd

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

+44 (0) 1924 451054

actnow.org.uk

info@actnow.org.uk