

PRACTITIONER CERTIFICATE IN FOISA

The qualification for Scottish FOI practitioners



"A very good trainer, clear and insightful."
CF, Golden Jubilee National Hospital

"An informative and thorough course for those who are new to FOISA or have been in a role which involves dealing with FOISA requests."
CT, Perth and Kinross Council

"Excellent course, well structured and delivered."
JW, St Andrews University

"Excellent course. Well designed, presented and delivered. Must for anyone involved with FOISA."
AG, Scottish Prison Service



"The most widely used external training provider for FOI in Scotland"
The Scottish Information Commissioner's Learning and Development Survey 2013

The Act Now Practitioner Certificate in Freedom of Information (Scotland) is the only practical qualification for those who work with FOI and the EIRs in Scotland.

The aim of the course is to promote an understanding of how freedom of information works in practice in Scotland and to enable delegates to gain the skills necessary for managing freedom of information within their organisation.



Successful candidates will be able to demonstrate that they possess a good knowledge of Freedom of Information and other information laws as they apply in Scotland, as well as an understanding of the practical implications for their organisation.

In drafting the syllabus we have consulted the Office of the Scottish Information Commissioner and taken account of their comments and suggestions.

Scottish Information Commissioner
It's public knowledge

**"The FOISA practitioner course greatly improved my understanding of the Act and how to apply it in the course of my work."
KM, Creative Scotland**

**ONLINE
RESOURCE
LAB**

We aim to achieve a 100% pass rate. With this in mind candidates will receive exclusive access to the Act Now Resource Lab which contains lots of extra resources to help candidates pass the exam including:

- Online quizzes
- Briefing notes on key elements of the syllabus
- Links to relevant SIC and (other agencies') guides
- Revision videos



**"The course helped me immensely in my job: in terms of added knowledge, procedural aspects, and confidence that decisions and replies would bear scrutiny if examined or challenged."
DM, Perth College UHI**

More details www.actnow.org.uk/foisa

COURSE STRUCTURE

The course takes place over four days (one day per week) and involves lectures, assessments and exercises. This is followed by a written exam. Candidates are then required to complete a short project to achieve the certificate.

As part of the individual study, candidates must complete four short homework tasks for each element of the syllabus detailed below – these do not count towards the exam but develop the candidates' skills in preparation for the exam and Course project.

DAY 1 FOISA ESSENTIALS AND PROCESS	DAY 2 KEY THEMES	DAY 3 EXEMPTIONS AND EXCEPTIONS
<p data-bbox="60 685 512 779">What is Information?</p> <p data-bbox="60 786 512 880">Applicants and Requests</p> <p data-bbox="60 887 512 981">Clarifying Requests and Finding Information</p> <p data-bbox="60 987 512 1081">Dealing with Requests & Complaints</p> <p data-bbox="60 1088 512 1182">Differences between FOISA and Ei(S)Rs</p>	<p data-bbox="571 685 1023 779">Transparency</p> <p data-bbox="571 786 1023 880">Environmental Information</p> <p data-bbox="571 887 1023 981">Public Interest</p> <p data-bbox="571 987 1023 1081">DP and Privacy</p> <p data-bbox="571 1088 1023 1182">Link with GDPR</p> <p data-bbox="571 1189 1023 1283">Confidentiality</p>	<p data-bbox="1082 685 1533 779">FOISA Absolute Exemptions</p> <p data-bbox="1082 786 1533 925">EIR Exceptions</p> <p data-bbox="1082 931 1533 1070">Wider Process and Procedures</p> <p data-bbox="1082 1077 1533 1216">Publication Schemes and Proactive Disclosures</p>
DAY 4 INFORMATION MANAGEMENT	ASSESSMENT	GRADING
<p data-bbox="60 1335 512 1529">FOISA Qualified Exemptions</p> <p data-bbox="60 1536 512 1709">Records Management and Public Records</p> <p data-bbox="60 1715 512 1888">Copyright and Re-use of Public Sector Information Regulations</p>	<p data-bbox="571 1335 1023 1597">2 HOUR CLOSED BOOK EXAM (50 MARKS)</p> <p data-bbox="571 1603 1023 1888">OPEN BOOK PROJECT (50 MARKS)</p>	<p data-bbox="1082 1335 1533 1552">PASS - 50%</p> <p data-bbox="1082 1559 1533 1709">MERIT - 65%</p> <p data-bbox="1082 1715 1533 1888">DISTINCTION - 80%</p>

**“This is the most useful course I have participated in for a long time.”
JT, Crofting Commission**

More details www.actnow.org.uk/foisa

COURSE VENUES AND DATES

This course is held in Edinburgh and Glasgow. Please visit our website for a full list of dates.

RESULTS SO FAR (2013 - 2017) **Overall pass rate >99%**

PASS	MERIT	DISTINCTION	AVERAGE MARK
11%	54%	33%	77%

TUTOR'S COMMENT

"Freedom of Information training has to be practical and realistic if it is to empower FOI officers in our public sector organisations. I enjoy bringing my experience of local government, central government and the NHS to bear on the issues we discuss and share on the Act Now courses. And I relish learning from the experience and ideas of the delegates. Together we identify cost-effective ways of getting transparency right."

Frank Rabin



£1,950 plus vat

Includes lunch, refreshments, comprehensive delegate materials (including all legislation) and exam fees.



IN-HOUSE TRAINING

Why not bring the trainer to you to deliver this course at your premises at a substantially reduced cost? Please get in touch for a no obligation quote.

"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

"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



ACT NOW
TRAINING

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