

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.

<p>DAY 1 FOISA ESSENTIALS AND PROCESS</p> <p>What is Information?</p> <p>Applicants and Requests</p> <p>Clarifying Requests and Finding Information</p> <p>Dealing with Requests & Complaints</p> <p>Differences between FOISA and EI(S)Rs</p>	<p>DAY 2 KEY THEMES</p> <p>Transparency</p> <p>Environmental Information</p> <p>Public Interest</p> <p>DP and Privacy</p> <p>Link with GDPR</p> <p>Confidentiality</p>	<p>DAY 3 EXEMPTIONS AND EXCEPTIONS</p> <p>FOISA Absolute Exemptions</p> <p>EIR Exceptions</p> <p>Wider Process and Procedures</p> <p>Publication Schemes and Proactive Disclosures</p>
<p>DAY 4 INFORMATION MANAGEMENT</p> <p>FOISA Qualified Exemptions</p> <p>Records Management and Public Records</p> <p>Copyright and Re-use of Public Sector Information Regulations</p>	<p>ASSESSMENT</p> <p>2 HOUR CLOSED BOOK EXAM (50 MARKS)</p> <p>OPEN BOOK PROJECT (50 MARKS)</p>	<p>GRADING</p> <p>PASS - 50%</p> <p>MERIT - 65%</p> <p>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 DATES

VENUE	DAY 1	DAY 2	DAY 3	DAY 4	EXAM
EDINBURGH	05 Feb 18	12 Feb 18	19 Feb 18	26 Feb 18	05 Mar 18
EDINBURGH	12 Sep 18	19 Sep 18	26 Sep 18	03 Oct 18	10 Oct 18

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

COST

£1,950 plus vat

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

"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



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.



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