



Certificate in Freedom of Information

Accredited Training

QT&C's BCS-ISEB Certificate in Freedom of Information, is an ideal qualification for those having FOI responsibilities within their organisation.

Course Summary:

The CFOI is an intensive 5 day course that provides a comprehensive review of both the UK's Freedom of Information Acts (FOIA & FOISA), the Environmental Information Regulations (EIR's) and the records management code of practice.

The need to understand complex exemptions and where to apply the public interest test is critical at a time when the traditional culture of secrecy within the public sector is being transformed to one of disclosure and openness.

Who would benefit?

Those experienced in Freedom of Information, as well as those new to the subject, need to be trained so that their organisations are assured compliance is continually addressed.

This includes; FOI and DP practitioners, IG Managers, Records Managers, Information Asset Owners, Lawyers, Auditors, Librarians, Archivists and Communications Managers.

Course Overview

The aim of CFOI is to promote an in-depth understanding of how Freedom of Information works in practice. It places compliance in the context of good information and records management, rather than focusing solely on legal requirements.

On attaining the qualification, award holders will possess an appreciation of Freedom of Information in its widest context, as well as understanding the key differences between FOIA and FOISA. Additionally, delegates will be able to demonstrate links to associated legislation such as the Public Records Act, the Data Protection Act and Environmental Information Regulations.

Award holders will also be able to develop practical procedures for the processing and monitoring of an FOI request through to the application of exemptions to access and the public interest test.

QT&C's CFOI follows the latest ISEB syllabus and prepares delegates for the ISEB Certificate in Freedom of Information examination.

Course Contents

- History & Origins
- 8 Duties of the Act
- What is Freedom of Information?
- Relationships with other legislation
- Who is affected by FOI?
- Held Information
- The Process
- Codes of Practice(s)
- Including Electronic Records
- Publication Scheme
- Exemptions
- Absolute, Qualified & Part Absolute
- The Public Interest Test
- The Harm Test
- EIR Exceptions
- The Role of the Commissioners
- Complaints/Review procedures
- Enforcement
- Practice Recommendations
- Notices
- Information Tribunal
- Offences
- Associated Legislation

Talk to us Today!

If you'd like more details fast,
we're waiting for your call

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