

Practitioner Certificate in Freedom of Information



20 hours CPD

Gain a recognised professional qualification in freedom of information

The Practitioner Certificate in Freedom of Information is the practical qualification for those who work in the fields of freedom of information and environmental information. Successful completion of the Practitioner Certificate in Freedom of Information Programme demonstrates to employers and others that the candidate possesses a solid knowledge of freedom of information law, as well as an understanding of the practical implications for organisations of the legal requirements.

The Programme

Individuals wishing to gain certification must complete the three elements of the Programme:

- 4 days face-to-face teaching
- study of course materials
- the Examination - held each June and December in London

The Training Courses

candidates must attend all 4 courses

- **FOI Practical Training Level 1 – Essential Knowledge**
- **FOI Practical Training Level 2 – Applying the Exemptions**
- **FOI and Data Protection – How They Work Together**
- **Understanding the Environmental Information Regulations**

The tuition section of the Programme requires candidates to attend four one-day training courses (see box above). Each course is held in several cities throughout the UK at various times of the year.

The Fee

£1,745 plus VAT (fully inclusive of tuition, materials and the Examination). Candidates who have already attended any of the training courses are not required to attend them again - a discount of £250 per course already attended will be applied to the Programme fee.

Applications for the Programme can be made using the **form** on the back page of this brochure, by contacting PDP on +44 (0)845 226 5723 or by visiting: www.foiqualification.com

The syllabus for the Practitioner Certificate in Freedom of Information Programme has been designed in consultation with the Information Commissioner's Office and the Programme is accredited by The Law Society

For more information please visit www.foiqualification.com

The Examination Board

The Examination Board for the Practitioner Certificate in Freedom of Information is comprised of the following FOI experts:



Jackie Gray

Director, Dickinson
Dees LLP (Head of the
Examination Board)



Hazel Grant

Partner, Bristows



Hazel Moffat

Partner, DLA Piper



Damien Welfare

Barrister, 2-3 Gray's
Inn Square



James Leaton Gray

Head of Information
Policy & Compliance
at the BBC

Syllabus

The content of the courses that comprise the Practitioner Certificate in Freedom of Information Programme is the following:

Part 1 – FOI Essential Knowledge

- overview of the Freedom of Information Act 2000 ('FOIA'), its structure and core provisions
- the inter-relationship of FOIA with the Data Protection Act 1998 ('DPA') and the Environmental Information Regulations 2004 ('EIRs')
- publication schemes and how to publish in accordance with the Model Publication Scheme 2009
- how to handle requests
- how to apply the Appropriate Limit
- how to determine a vexatious request and a repeated/similar request
- the requirements for and when to issue a refusal notice
- an overview of the key exemptions, the distinction between qualified and absolute exemptions and the public interest test
- how to handle complaints with reference to the Section 45 Code of Practice, timescales and an overview of the appeals process
- the Information Commissioner's powers of enforcement, his approach to enforcement and criminal offences

Part 2 – FOI Applying the Exemptions

- how to apply the exemptions including the difference between class based exemptions and prejudice based exemptions, the prejudice test, the likelihood test and applying the public interest test
- how to apply exemptions to the duty to confirm or deny
- detailed analysis of the following key exemptions:
 - Section 21 – Information accessible by other means
 - Section 22 – Information intended for future publication
 - Section 30 – Investigations and proceedings conducted by public authorities
 - Section 31 – Law enforcement
 - Section 35 – Formulation of government policy
 - Section 36 – Prejudice to effective conduct of public affairs

- Section 38 – Health and safety
- Section 40 – Personal information
- Section 41 – Information provided in confidence
- Section 42 – Legal professional privilege
- Section 43 – Commercial interests
- Section 44 – Prohibitions on disclosure
- confidentiality, procurement and contracts
- dealing with the ICO, including making effective submissions in relation to complaints and investigations
- appeals to the Tribunal, the procedure and timescales

Part 3 – FOI & Data Protection

- determining what is personal data and sensitive personal data in the context of FOI requests
- determining whether a request should be dealt with under the DPA, FOIA or EIRs
- interpretation and practical application of Section 40, FOIA and Regulation 13, EIRs
- the legal principles governing access to third party personal data
- disclosing staff information to outside third parties
- key decisions of the Commissioner and Tribunal

Part 4 – Understanding the Environmental Information Regulations

- definition and scope of environmental information
- application in the public and private sectors, Defra guidance and Tribunal decisions
- boundaries with FOI and similarities and differences between FOI and EIRs
- exceptions and how they compare with FOI exemptions
- requests involving personal data
- relevant decisions of the Commissioner and Tribunal
- when charges can and cannot be made and how they are calculated
- EIR requests and the duty to disseminate

To book your place on the Programme, use the form on the back page of this brochure, visit www.foiqualification.com or call PDP Training on +44 (0)845 226 5723

Please fill in the form below and fax or post it to book your place/s:

For additional candidates, please photocopy this form or apply online: www.foiqualification.com

Candidate details

Title: _____ Name: _____

Organisation: _____

Position: _____

Email: _____

Telephone: _____

Address: _____

Invoice details (if different)

Purchase order number (if needed)

Five easy ways to book

Telephone: +44 (0) 845 226 5723

Fax: +44 (0) 870 137 7871

Email: bookings@pdptraining.com

Post: PDP Training

16 Old Town

London SW4 0JY

United Kingdom

Web: www.pdptraining.com

Payment

I enclose a cheque for £ _____ Please make cheque payable to "PDP"

Please send me an invoice

Data protection

We never transfer client/customer data to third parties. To see how we use customer/client data, please visit www.pdptraining.com/privacy

We occasionally send news updates and information on courses and events.

Tick this box if you do not wish to receive legal updates and information on training courses.

Training courses – fill in date for each course*

*There is no requirement to attend the courses in any particular order

Freedom of Information Practical Training - Level 1
(Essential Knowledge)

City and Date: _____

Freedom of Information Practical Training - Level 2
(Applying the Exemptions)

City and Date: _____

FOI and Data Protection - How They Work Together

City and Date: _____

Understanding the Environmental Information
Regulations

City and Date: _____

Courses already taken (if applicable)

If you have previously attended any of the courses, please tick the relevant boxes below:

Freedom of Information Practical Training - Level 1
(Essential Knowledge)

Freedom of Information Practical Training - Level 2
(Applying the Exemptions)

FOI and Data Protection - How They Work Together

Understanding the Environmental Information
Regulations

Preferred exam date

Monday, 12th Dec 2011 Friday, 14th Dec 2012

Monday, 18th June 2012

Terms

Bookings are made subject to our terms, which can be found at www.pdptraining.com/terms