



# Foundation Certificate in **Data Protection (FC.dp.)**

Programme Overview





## Overview

The **Foundation Certificate in Data Protection (FC.dp.)** is the UK's leading foundational-level qualification which equips professionals with essential expertise and practical skills in data protection compliance

The highly practical qualification programme explores data protection requirements through real-life applications and scenarios. Ideal for those wishing to deepen their knowledge of practical data protection compliance (as well as complete beginners), the Programme is also suitable for administrative, IT, HR and customer service professionals, as well as Privacy Champions.

This Information Pack outlines everything you need to know about the logistics of the Programme, and as well as providing preparatory guidance on what to expect throughout the qualification.

The syllabus for the Programme can be viewed [here](#)

## Programme Structure

The qualification requires candidates to complete requisite training courses, and then pass the examination.

**Training Courses** – candidates are required to complete both of the following ‘compulsory’ courses on either a Classroom or Virtual basis:

- **Data Protection Essential Knowledge – Level 1**
- **Data Protection Essential Knowledge – Level 2**

**Examination** – once the above courses have been attended, candidates must pass the online assessment comprising 20 multiple-choice questions

Candidates who have already completed the two compulsory training courses within the past two years are not required to complete them again. Instead, candidates can enrol directly on the Programme and proceed with the final examination when they are ready.

## Classroom Programme (in-person)

Candidates enrolled onto the Classroom Programme have opted to take their training on an in-person basis.



PDP uses high quality hotels and dedicated training centres throughout the UK for its in-person training courses. All sessions include a sit-down lunch and refreshments throughout the day.

On arrival at each training course, candidates are provided with professionally-printed, wire-bound booklets of hardcopy materials. These are comprehensive in their nature and are referred to throughout each session. They should also



form the basis for revision in the lead-up to the examination, and can be used by qualified practitioners as useful reference works in their jobs.

Joining instructions for Classroom Training: Candidates are sent full details of the venue, along with an agenda for the day, no later than two weeks prior to the training date. This information is sent via email so should you not receive them, please do let us know so we can resend.

## **Virtual-LIVE Programme (Microsoft Teams)**

Candidates enrolled onto the Virtual-LIVE Programme have opted to take their training courses via Microsoft Teams.



It is important candidates ensure their device has Microsoft Teams installed, and their microphone and camera are enabled. The Virtual Programme mirrors the Classroom sessions in structure and group activities. For the latter, breakout rooms are used and candidates are encouraged to engage with the group (whilst not compulsory, in our experience, candidates derive greater value from virtual training when they actively partake and engage with their peers).

Candidates completing the Virtual-LIVE Programme are contacted approximately two weeks before the date of the first training course so that PDP can arrange delivery of the professionally-printed, wire-bound hardcopy materials (for candidates outside of the United Kingdom, an additional postage charge will apply).

Joining Instructions for Teams Training: Candidates are sent Teams invitations the business day before the training is due to take place.

## Online Examination

The Examination for the Foundation Certificate in Data Protection (FC.dp.) takes place wholly online.



In order to be permitted to sit the Examination, you must have:

- a) attended both the relevant training sessions, and
- b) paid the Programme fee.

The examination is wholly online and comprises 20 multiple-choice questions. Candidates are supplied with their own individual enrolment credentials so that they can proceed with their examination when they feel ready to do so.

In order to pass the Examination, candidates must achieve at least 60% correct answers.

Your Examination mark will be communicated to you within 2-3 working days of you having sat the Examination. If you pass the Examination, you will receive a Certificate showing that you have been awarded the Foundation Certificate in Data Protection (FC.dp.). In the event that you do not pass the Examination, you will be given an opportunity to re-sit the Examination for £125 plus VAT.

Candidates that pass the examination can use the designation “FC.dp.” after their names if they wish to do so.

## Any questions?

Should you have any questions, we recommend first consulting the [Qualifications FAQs webpage](#). If you have any further questions, please do not hesitate to speak to a member of the PDP Team.

Please send your queries to [qualifications@pdptraining.com](mailto:qualifications@pdptraining.com) or telephone PDP on +44 (0) 207 014 3399.

