

**COURSES FOR FREEDOM OF
INFORMATION
PRACTITIONERS
(INCLUDING COURSES
LEADING TO THE BCS
QUALIFICATION)**



AMBERHAWK

FOI and EIR COURSES
FROM AMBERHAWK TRAINING LTD
May 2017



COURSES FOR FREEDOM OF INFORMATION PRACTITIONERS

(including courses leading to the BCS qualification)

Who/what is Amberhawk?

Amberhawk *is* the leading training company in the field of freedom of information; our exam statistics below prove, year on year, that we have a track record of **delivering success**.

What is in this brochure?

A full description of Amberhawk's FOI/EIR training courses in London and Leeds and the content of each course, course objectives and learner outcomes.

What is the objective of the training?

The objective of all our FOI/EIR courses is to deliver a confident and knowledgeable FOI specialist. This person is then able to understand the law, apply it sensibly and practically, and is properly equipped to perform the tasks in hand. Our thoroughness delivered in our training explains why the vast majority of delegates who opt to sit the BCS exam with us, pass it first time around and why we have many web-site testimonials from a wide variety of leading public sector bodies accessible from the home-page of our website.

Who delivers the FOI training?

The directors of the Amberhawk, Dr Chris Pounder and Sue Cullen, leading experts in the field in of FOI deliver the training. Their expertise in this field and Information Law in general is detailed in the CVs that are accessible from the home page of the Amberhawk web-site.

How do I choose the right course?

Look at the simple questionnaires on the next two pages. These help identify which courses your FOI or access to information staff member needs. There are two kinds of courses:

- **Combination Courses** that enable a FOI specialist to obtain comprehensive training and if the BCS option is chosen, acquire a professional qualification.
- **Subject Matter Courses** that enable a FOI specialist to select detailed training on specific topics. Because of the modular nature of our courses, delegates can, if they so wish, convert to attending a qualification course.



3. If you are seeking the FOI BCS qualification you must book courses V2 and VE

4. Courses making up Combination Course V2

Combination course V2 runs over a one month time-span and Course provides intensive FOI training usually over five consecutive days (courses **FN1-FN5**). If you are considering **V2** please read the FAQ: “What are the differences between Combination Courses V1 and V2?”.

- **DAY 1: Course FN1 - Introduction to FOI**
- **DAY 2: Course FN2 - Access Requests**
- **DAY 3: Course FN3 - The FOI Exemptions**
- **DAY 4: Course FN4 - Data Protection and FOIA**
- **DAY 5: Course FN5 - The Environmental Information Regulations**

5 . Combination Course VE

The sole purpose of **Combination Course VE** is to prepare delegates for the BCS examination. This examination comprises a written three hour paper. Combination course **VE** contains the following elements:

- Taking a Mock Exam under exam conditions, marking of examination scripts and preparing individualized feed-back.
- A day long debrief tutorial where errors in delegate scripts are identified and further questions are explored in detail.
- Issuing of final homework questions to ensure that the lessons of the Mock Exam have been learnt.
- Individualised help and support in the days before the BCS exam.
- The BCS exam fee and other exam related administration.

AMBERHAWK CONTACT DETAILS

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CONTENT OF FOI COURSES: FN1-FN5

Day 1: Course FN1 - Introduction to FOI

Origins and outline of the Freedom of Information Act 2000. Scope and application: who does it apply to and what information is covered? Two routes of access to information under FOIA. Enforcement by the Information Commissioner. Publication Schemes and records management.

DAY 2: Course FN2 - Access Requests

Procedure for making and handling requests; duty to confirm or deny; duty to advise and assist, and s.45 Code of Practice. Exemption for excessively costly requests, FOI Fees Regulations and repeat and vexatious requests. Refusals and complaints.

DAY 3: Course FN3 - The FOI Exemptions

Function of the exemptions in FOIA. Class and prejudice exemptions; absolute and qualified exemptions. The public interest test. Introduction to the range of exemptions in FOIA, with detailed study of exemptions for confidential information; commercial interests and information already accessible.

DAY 4: Course FN4 - Data Protection and FOIA

Introduction to the basics of the Data Protection Act and how it defines and protects personal data. Consideration of personal data in the hands of public authorities and the need to amend the Data Protection Act to protect privacy. Detailed study of the exemption for personal data. Consideration of how the data protection principles apply to a disclosure of personal data under FOIA.

DAY 5: Course FN5 - The Environmental Information Regulations

Definition of “environmental information”. Comparison of the EIRs with FOIA pointing up the differences (scope, application, procedure, charging). Study of the EIR exceptions. Brief introduction to the Re-Use of Public Sector Information Regulations 2005. Tutorial for the BCS FOI examination.

FOI Mock exam and Exam Tutorial (half day)

The Mock Exam (code M) is a 3hr 20 minute written exam, followed by a discussion of the multiple choice questions. The Exam Tutorial (code T) follows the mock exam and prepares the delegates for the BCS exam (code E) by identifying their own errors in exam technique as evidenced in their own performance.



OTHER ISSUES

I want further information about our other courses including onsite courses?

Look at our comprehensive list of **FAQs** or **Onsite information law** courses accessible from the home page of the Amberhawk web-site. Failing that, do not hesitate to contact us with your query (contact details on page 3 of this brochure).

I want details of course dates, locations, costs and tutors

Because dates get out of date quickly we have placed all the changeable variables in a separate document which is accessible via the **Brochures** link on the Amberhawk website. The download that is given a year (e.g. "**2017**") contains the dates and costs, the download "**FOI**" contains the course content. Expertise of the tutors can be seen by downloading the detailed CVs that are accessible (from the links on Home Page of the Amberhawk web-site) Finally, have a look at our **testimonials** to see what other people think.

I want to know what other people think of our courses

Just ask around or look at our **testimonials** accessible (from the links on Home Page of the Amberhawk web-site – www.amberhawk.com).