

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



AMBERHAWK

FOI and EIR
FROM AMBERHAWK TRAINING LTD
May 2018



COURSES FOR FREEDOM OF INFORMATION PRACTITIONERS

(leading to the BCS Practitioner FOI qualification)

Who is Amberhawk?

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

What does the training achieve?

The aim of all our FOI/EIR courses is to produce a confident and knowledgeable FOI specialist who understands the law and is able to apply it sensibly and practically. In particular, employing an information governance officer trained by Amberhawk in freedom of information law will be an essential part of successful compliance by a public authority. The high standard of content and delivery 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 can show so many testimonials from a wide range of public sector bodies (accessible from the home-page of our website).

Who delivers the FOI training?

Training is delivered by the directors of Amberhawk, Dr Chris Pounder and Sue Cullen, who are leading experts in the field of FOI. Their expertise in this field and in information law in general is detailed in their CVs (accessible from the home page of the Amberhawk web-site).

Overview of the days making up the FOI Practitioner Course

- **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**

These courses are normally taken as a package leading to the BCS Practitioner qualification in FOI, but specific days can be booked individually if required.



CONTENT OF THE FOI COURSE

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? Twofold obligation (confirm or deny and to communicate), and two routes of access to information. Enforcement by the Information Commissioner. Publication Schemes and records management.

DAY 2: Course FN2 - Access Requests

Procedure for making and handling requests; timing and communication; duty to advise and assist, and s.45 Code of Practice. Exemption for excessively costly requests, including the FOI Fees Regulations, and for 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 full range of exemptions in FOIA, with detailed study of the most important exemptions, such as for confidential information and for commercial interests.

DAY 4: Course FN4 - Data Protection and the FOIA

Introduction to the basics of the Data Protection Act 2018, to the principles in the GDPR and to how personal data is defined and protected. Consideration of personal data in the hands of public authorities and the need to protect privacy in the context of an FOI request. Detailed study of the exemption for personal data. Consideration of how the data protection principles apply to a disclosure of personal data under the FOIA (and under the EIR).

DAY 5: Course FN5 - The Environmental Information Regulations

Definition of “environmental information”. Comparison of the EIR with the 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, Exam Debrief Tutorial and BCS exam

The Mock Exam is a 3hr 20 minute written exam which can be taken at your office or in London; the exam is marked by the course tutors. This is followed by a day-long Mock exam Debrief Tutorial which prepares the delegates for the BCS exam by identifying their own errors in exam technique as evidenced in their own performance. The BCS exam usually takes place within a fortnight after the Debrief Tutorial.



AMBERHAWK

Practitioner course details (location, dates, fees)

Where	Regus, 60 Cannon Street, London, EC4N 6NP
When	For dates, go to the Amberhawk website (www.amberhawk.com) and click on the Freedom of Information button (left).
Total fees (& breakdown)	£2,370+VAT 5 days training and 1 day debrief tutorial (£1,920) Mock exam (half day) (£225) Half day to include BCS exam (£225) Fee for an individual day of training (£400)

How do I book a course?

There are three options:

- Use automated booking (<http://www.amberhawk.com/dp.asp>), **or**
- Fill in the attached booking form from page 4 of this brochure, **or**
- Send an email to info@amberhawk.com with the details on the booking form.

Note: use the last option if you want to book **individual** FOI/EIR courses.

AMBERHAWK CONTACT DETAILS

Registered name: *Amberhawk Training Limited*

Registered office: *c/o Whitesides,*
Lister House,
Lister Hill,
Horsforth,
West Yorkshire, LS18 5AZ

Company Registration Number: **06566273**,

VAT No: **935 4776 87**

Main telephone: **0845 680 2623**, Main email: info@amberhawk.com

Accounts Department phone number: **0113 258 2437**

Accounts email: accounts@amberhawk.com



BOOKING FORM:

Please complete this form, and return it to Amberhawk in any of the following two ways:

1. E-MAIL the form (as scanned attachment) to bookings@amberhawk.com or info@amberhawk.com
2. POST to the address on the bottom of Page 4 or FAX to **0113 258 0845**

Delegate Name			
Job Title			
Organisation Name			
Address			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	
Course	<i>FOI Practitioner Course</i>	<i>Course Fee: £2,370+VAT</i>	
Date of course			
Location	<i>Regus, 60 Cannon Street, London, EC4N 6NP</i>		

If the person booking the place is not the named delegate, please provide the following details:

CONTACT NAME			
Billing Address (if different)			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	

Signature of person responsible for organising payment

I agree to the terms and conditions contained or referred to in this booking form.

SignedDate.....

Use of your email address for marketing

Amberhawk Training Limited would like to contact you by e-mail to tell you about our training and related services, and to send you details of future events involving Amberhawk (no more four emails per year most likely). You can also opt out of marketing at any time using the link on our web-site, www.amberhawk.com or by emailing unsubscribe@amberhawk.com.

Tick this box for “no emails please”: []



PAYMENT METHODS (Cheque, Purchase Order, BACS, Credit Card)

Please indicate your payment method by ticking one of the boxes listed below. **The amount to be paid should include VAT.**

BACS

I wish to pay by bank transfer BACS ; Reference number (if available).....

Amberhawk details for BACS transfers:

BANK - Natwest, **SORT CODE** - 60-60-05, **ACCOUNT NUMBER** – 45811261

PURCHASE ORDER

By reference to a Purchase Order

Purchase Number.....

Order

CHEQUE

I enclose a cheque for £.....




(make cheques payable to Amberhawk Training Limited; send to Amberhawk Training Accounts, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ

Last 4 digits of cheque if known.....

CREDIT CARD

If you would prefer to provide credit card details by phone, email accounts@amberhawk.com and ask someone to phone you as you want to make a course booking and pay by credit card.

Or provide your phone number

	VISA		MASTER CARD		SWITCH	
						
Please tick one	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Full name on card:						
16 digit card number:						
Expiry dates:	From	Until	Security code:			
(4 digit mm/yy format)			(last 3 digits on the signature strip of the card)			
Full postal address including postcode of card holder <i>(NB, if paying by corporate credit card, this will be the company's address)</i>						