



NEW Practitioner Certificate in Scottish Freedom of Information



A comprehensive course for the Freedom of Information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004.

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“Authorities must ensure that staff with responsibility for issuing responses to requests for information have undertaken appropriate training to ensure that responses meet statutory requirements and this code of practice. Authorities should also ensure that suitable training is provided to staff with responsibility for providing cover during periods of staff absence and/or increased FOI workloads.”

Scottish Government, Section 60 Code of Practice

This five half-day online course is specifically designed to support colleagues to develop the skills and knowledge to be effective and confident in performing range of FOI compliance roles for a Scottish public authority.

Delivered online through Cisco Webex

October 2020 group: 20, 22, 23, 29, 30 Oct, 0930-1300

December 2020 group: 8, 9, 10, 15, 16 Dec, 0930-1300

Cost: £1,050 + VAT per delegate

Trainer: Frank Rankin FIRMS



Holding a postgraduate degree in records management and practitioner certificates in data protection, FOI and information security, Frank has 25 years of experience as an information governance professional in local government, the NHS, higher education and the civil service. Since 2013 he has been a freelance trainer and consultant and has supported a range of public bodies in their FOI compliance and training requirements.

The course

The course runs over five half-days with a small group of peers. Frank will bring his extensive FOI and information governance experience to bear, presenting key concepts and real-world approaches in a friendly, pragmatic and accessible way.

Each day will run 0930-1300. Printed copies of all presentations and materials will be provided.

Assessment and certification will be based on submission of a portfolio of work products and reflective practice statements.

Please get in touch with any questions or to enquire about in-house training or consultancy.

Frank Rankin, frank@for-your-info.co.uk, 0795 848 2882

Course content

Freedom of Information in the Scottish context

The policy drivers behind FOI. The legislation: Freedom of Information (Scotland) Act 2002 and Environmental Information (Scotland) Regulations 2004. The powers of the Scottish Information Commissioner.

Key concepts and definitions and understanding what information is in scope of the legislation.

Proactive transparency and information management

Managing publication schemes, disclosure logs and proactive publication. Records management under the FOISA s61 Code of Practice. Complying with the Re-use of Public Sector Information Regulations.

Handling information requests

Validity of requests. Tracking, monitoring and managing the process.

Providing advice and assistance. Repeat, vexatious and manifestly unreasonable requests.

Timescales, cost limits and fees. The information search. Compliant content of responses. Managing internal review processes.

Applying exemptions and exceptions

Understanding and appropriately applying the range of exemptions and exceptions available under FOISA and EISR. Identifying substantial prejudice. Conducting the public interest test. Describing exemptions in responses.

Booking form

Delegate details (please submit a separate form for each delegate)

Name	
Job Title	
Organisation	
Telephone	
Email	
Date of course (Oct or Dec)	

Payment (credit card payment also available, please get in touch)

Please invoice my organisation quoting Purchase Order Number:	
Address for invoice	
Email	
Please return the form to frank@for-your-info.co.uk or Frank Rankin, 11 Viaduct Road, Clarkston G76 8BN	

Terms and conditions: Bookings on the event cannot be confirmed until payment is arranged (for example, by issuing a purchase order). The fee includes printed course materials. You will receive a booking confirmation by email within 5 working days of payment being arranged by purchase order or otherwise and joining instructions will be sent by email 14 days prior to the event. We reserve the right to cancel the event due to insufficient numbers up to 7 days beforehand. We reserve the right to cancel the event or make changes to the programme, presenters or venue. Credit card payments are available for an additional administration fee of 1.4%.

Special requirements: Please tell us about any special requirements you may have and we will be glad to make any reasonable adjustments.

Cancellations: Any cancellation must be received in writing. Cancellations received less than 14 days before the event will be subject to a charge of 50% of the fee. Cancellations received less than 7 days before the event will be subject to the whole fee. Delegates from the same organisation may be substituted at no additional cost

Data Protection: We will use your personal details for the purposes of course or event administration. We may use your business contact details to let you know about other relevant events. Please let us know if you would prefer that we did not do so. <https://www.infogov.scot/privacy-notice>

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