FREEDOM OF INFORMATION ACT

Introduction

This course will promote an understanding of how Freedom of Information works in practice and will enable the trainee to gain skills necessary for analysing and managing freedom of information requests in accordance with the law.

Course Overview

At the end of the course, trainees will:

» Recognise the purpose and identify the key principles underpinning the Act

» State who the Act applies to

» Explain the provisions for making and handling requests under the Act

» Identify the criteria, fees and time-scales relating to FOI requests

Course chapters

1. The Freedom of Information Act

Learn what the Freedom of Information Act is, including it's key principles and who is covered

2. Requests for information

Discover the rules for making FOI requests, your duties and obligations and responding to FOI requests.

3. Improving the FOI process

This section will cover key indicators of a vexatious request, exemptions, sending a refusal note, the publication scheme and the internal review process

Who will it benefit?

This course will benefit all members of staff who wish to gain an understanding of the legislation and is advisable for staff working in Marketing, Administration and Customer Services.

How it works?

Freedom of Information Act is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 25-30 minutes
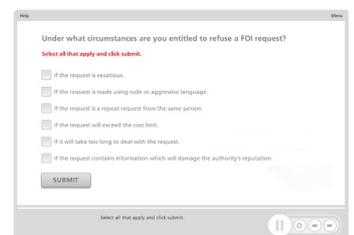
Technical Information

Internet Access:
Users will need a computer or apple device with a web browser and an internet connection to access Safety Media e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

- Google Chrome

- Safari (Versions as maintained and supported by the manufacturer)

- Internet Explorer (Versions as maintained and supported by the manufacturer)

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins
- Flash player: Version as recommended by Adobe

Settings
- Enable JavaScript
- Allow cookies

Hardware:
Processor - 600MHz
Minimum Hard Disk Space Required - 1GB
RAM - OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

Safety Media

+44 (0)1745 535000
sales@safetymedia.co.uk
www.safetymedia.co.uk