

Duration: 40 mins

Course level: Introductory

Delivery method: Online

Introduction

The right, under the Freedom of Information Act 2000, to request information held by public authorities came into force in January 2005. All employees in a public funded organisation need to understand how to deal correctly with any requests for information.

Freedom of Information Act 2000 explores the different types of information that can be requested under the Act, and helps learners determine which information is routinely available, which requires specific action and which is exempt from the provisions of the Act.

Any organisation or department will benefit by having staff who know how to handle requests for information properly, helping employees to avoid potentially serious penalties for failing to comply with the Act.

Who is the course for?

Freedom of Information Act 2000 is suitable for people with limited work experience and no previous knowledge of the topic. It is relevant to those who work in the public sector.

There are no formal entry requirements.

What will you get from this course?

When you have completed this course, you will be able to:

- recognise and deal correctly with requests for information affected by the **Freedom of Information Act 2000**
- understand how the Act affects requests for information
- decide whether such information is routinely available, requires specific action or is exempt from the Act.

Course features

Freedom of Information Act 2000 combines on-screen text, optional voiceover and images with case studies and basic exercises to guide you through the basics of the subject. After each exercise you are given immediate feedback.

At the end of the course, a multiple choice test will check your knowledge and understanding. You can take this test as many times as you want.

You can start this online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Security

Course code: 103080BT002

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