

INSTITUTE FOR THE
ADVANCEMENT OF
JOURNALISM

PAIA ACT

Course Outline

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INTRODUCTION

The Promotion of Access to Information Act (PAIA) course provides participants with a comprehensive understanding of the legislation and its implications for organizations. Through the course, participants learn about the principles of access to information, the rights and responsibilities outlined in PAIA, and the processes for requesting and providing information. Additionally, the course covers compliance requirements, practical implementation strategies, and the importance of transparency and accountability in governance. Participants gain the knowledge and skills necessary to navigate PAIA effectively and ensure compliance within their organizations.

How you will learn

The course focuses on the individual learners. There are group learning sessions, but most learning happens on your own, as you apply your skills in the real world. The course is designed for both distance and contact learning, following the virtual classroom model. Learning is constantly assessed, and special attention is available for learners who experience difficulties.

Course Duration

Four to Five days full time. Face-to Face or Online

Certification

All successful delegates will receive a certificate of completion.

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COURSE OUTCOMES

- Understanding the principles and scope of the Promotion of Access to Information Act (PAIA)
- Familiarity with the rights and responsibilities of both requesters and information holders under PAIA
- Knowledge of the process for requesting access to information and providing responses in accordance with PAIA requirements
- Understanding the importance of transparency, accountability, and good governance in relation to access to information
- Ability to apply PAIA principles and procedures effectively within organizational contexts
- Awareness of compliance obligations and strategies for ensuring adherence to PAIA regulations
- Enhanced skills in managing information requests, handling sensitive data, and protecting individuals' privacy rights
- Appreciation of the broader societal and democratic implications of access to information legislation like PAIA

Who should participate

- Information officers
- Compliance officers
- Legal professionals
- Human resources managers
- Records managers
- Government officials
- Business owners and executives
- Public sector employees
- Nonprofit organization representatives
- Anyone involved in managing or accessing information within an organization

Group Training: Courses may be designed to clients brief and set objectives

**Kindly note the course briefs are IAJ's intellectual property.*