



AMBERHAWK



AMBERHAWK

DATES, COSTS AND LOCATION OF PUBLIC COURSES IN DATA PROTECTION AND FOI IN 2011

Dates, costs and locations of public courses in 2011 (January -December)
FROM AMBERHAWK TRAINING LTD
Feb 2011

DATES, COSTS AND LOCATION OF PUBLIC COURSES IN DATA PROTECTION AND FOI (2011)

NOTES:

1. This brochure sets out the dates, costs and geographical locations of our public courses in data protection and freedom of information. **PART 1 (pages 3 to 5)** deals with **data protection** and **PART 2 (pages 6 to 8)** deals with **freedom of information (FOI)**.
2. Course booking facilities, full details of course content, and precise location of course venues can be accessed from the Amberhawk web-site, www.amberhawk.com or from info@amberhawk.com (or telephone: 0845 680 2623). The site offers both an automated booking system and a booking form that can be completed offline.
3. Each day of a course has a course code (e.g. **D1**) and a course title (e.g.). "**Introduction to data protection**" These codes and titles are fully described in our course brochures and it may be convenient to have the relevant course brochures to hand when looking at this brochure.
4. Courses **D1-D7** and **F1-F7** each cover specific subject matters that those responsible for Data Protection or FOI need to know. These courses can be booked in any combination to cover your particular training requirements. If you are not sure what you need, we have provided a table in the relevant course brochure to help you choose the right courses.
5. **The following two bullets are important for ISEB delegates:**
 - Attendance at **all** courses **D1-D7** or **DN1-DN5** covers the ISEB syllabus in data protection; similarly attendance at **all** **F1-F7** or **FN1-FN5** covers the ISEB syllabus in FOI (our combination course **Q1, Q2, V1** or **V2** is a shorthand for the day courses that cover the relevant ISEB syllabus in DP or FOI). You **also** need to book the relevant the exam package **QE** (Data Protection) or **VE** (FOI), as this prepares delegates for the exam.
 - Courses **DN1-DN5** and **FN1-FN5** are intensive courses. They may not suitable for those new to the subject and who are seeking the ISEB qualification. Please look at the FAQs which describe the difference in the teaching approach we adopt in both the long and the intensive courses.
6. We offer discounts on multiple bookings and for members of the **Data Protection Forum** or **NADPO**; the automated booking system takes account of these. Charities, Housing associations and hospices etc booking an ISEB course should be aware of the **Shelagh Gaskill Bursary** which provides for up to £1000 discount (details on web-site)
7. We have a range of on-site and bespoke courses, together with update events – details on the Amberhawk web-site.
8. If you would like to discuss your requirements please contact us at info@amberhawk.com.

PART 1: DATA PROTECTION

A. COURSE CODES, TITLES AND COSTS

Course Code	Course Title
Course D1	Introduction to Data Protection
Course D2	Understanding the Data Protection Principles
Course D3	Law, Security and ISO27001
Course D4	Rights and exemptions
Course D5	Sectoral approach to Data Protection
Course D6	Notification/Registration
Course D7	Data Protection Interface
Course D8	Auditing Data Protection (<i>not part of ISEB syllabus</i>)
Courses DN1-DN5	Days 1 to 5 of the Intensive ISEB DP course
Mock	Date of DP Mock Exam (morning)
DTutorial	Debrief of Mock Exam; further exam preparation
Exam	Date of ISEB Exam

Costs and duration of COMBINATION COURSES in data protection leading to the ISEB qualification

Course Code	Course Title	Duration	Cost (ex VAT)
Course Q1	Long Data Protection ISEB (D1,D2,D3,D4,D5,D6&D7)	7 days, 10am – 5pm	£2,240 (including 20% discount on training)
Course Q2	Intensive Data Protection ISEB (DN1, DN2, DN3, DN4 & DN5)	5 days, 10am - 5pm	£1,600 (including 20% discount on training)
Course QE	ISEB exam support package (M, T and E)	About 3 days, varies, see previous table	£650 (varies when ISEB fee changes)

Note: Delegates seeking the ISEB qualification need to book courses QE and either Q1 or Q2

Cost and duration of single data protection course and exam fees

Course Code	Course Title	Duration	Cost (ex VAT)
Courses D1 to D8, or DN1 to DN5	Any day course in Data Protection	10am - 5pm	£400 per delegate per day
Mock Exam M	Mock Exam	¾ day, 10am - 4pm	£310
Tutorials T	Exam Prep. Tutorial	Half day (12.30-5pm)	£180
Exam E	ISEB Exam	midday – 4.15pm	£160 (as of 1/8/2009)

Note: There are discounts (next page) if booking more than one course

B. DATES AND LOCATION OF DP COURSES

Dates of day Data Protection Courses in London

D1	18 January 2011	12 July 2011	17 January 2012
D2	19 January 2011	13 July 2011	18 January 2012
D3	1 February 2011	7 September 2011*	31 January 2012
D4	2 February 2011	19 July 2011	1 February 2012
D5	22 February 2011	20 July 2011	21 February 2012
D6	23 February 2011	8 September 2011	22 February 2012
D7	15 March 2011	20 September 2011	<i>the rest of the course</i>
Mock	1 April 2011	30 September 2011	<i>will be Timetabled</i>
DTutorial	8 April 2011	13 October 2011	<i>when the ISEB</i>
Exam	15 April 2011	21 October 2011	<i>publish the exam date</i>

*The long summer break means it is better for delegates to have D3 on this date

Dates of for our ISEB Information Security Course in London

We expect to launch	this course in	May 2011
---------------------	----------------	----------

Dates of day Data Protection Courses in Manchester/Leeds

Course Code	Manchester	Leeds
D1	12 May 2011	27 October 2011
D2	13 May 2011	28 October 2011
D3	19 May 2011	10 November 2011
D4	20 May 2011	11 November 2011
D5	9 June 2011	17 November 2011
D6	10 June 2011	18 November 2011
D7	21 June 2011	30 November 2011
Mock	29 June 2011	14 December 2011
D Tutorial	6 July 2011	12 January 2012
Exam	22 July 2011	27 Jan (tbc), 2012

Dates & location of intensive Data Protection courses (ISEB qualification)

Code	Edinburgh	Leeds	London	Edinburgh	London
DN1	24 Feb 2011	3 March 2011	10 May 2011	25 Oct. 2011	21 Nov. 2011
DN2	25 Feb 2011	4 March 2011	11 May 2011	26 Oct. 2011	22 Nov. 2011
DN3	2 March 2011	9 March 2011	24 May 2011	3 Nov. 2011.	23 Nov. 2011
DN4	7 March 2011	10 March 2011	25 May 2011	7 Nov. 2011.	24 Nov. 2011
DN5	8 March 2011	17 March 2011	8 June 2011	8 Nov. 2011.	25 Nov. 2011
Mock	25 Mar. 2011	31 March 2011	1 July 2011	5 Dec 2011	15 Dec 2011
DTutorial	4 April 2011	7 April 2011	8 July 2011	10 Jan 2012	13 Jan 2012
Exam	15 April 2011	15 April 2011	22 July 2011	27 Jan 2012 (tbc)	27 Jan 2012(tbc)

Note: All the above dates (DN1 to Exam) are required for course Q2

DISCOUNTS

Discounts for multiple course bookings in data protection

The amount of discount depends on the number of full delegate days of training booked. A booking of two delegate days of training attracts a 5% discount (e.g. 2x£400 = £800; minus 5% discount = £760 for two days training); three days 10%, four delegate days 15% and more than four days, a 20% discount (the maximum discount). Discounts only apply to the training element of our courses; there is no discount on **QE**

The combination courses **Q1** and **Q2** (5 or more days of training) attract the maximum 20% discount and this discount appears in the price of the training quoted on the previous page.

Note: Charities, Housing associations and hospices etc booking an ISEB course should be aware of the **Shelagh Gaskill Bursary** which provides for up to £1000 discount (details on web-site). Please contact us if you think you qualify for this discount.

Discounts for NADPO or Data Protection Forum members (ISEB only)

There is a **£250** or **£150** discount if your organization is a member of the groups identified below and you book an ISEB data protection course.



Our automated booking system will take into account the above discounts

C. CONTACT FOR INVOICING QUERIES

Amberhawk Training Limited:
c/o Whitesides
6&7 Feast Field,
Horsforth
Leeds
West Yorkshire LS18 4TJ
Tel: 0845 680 2623 Fax: 0113 205 4748

Company Registration Number: 06566273
VAT No: 935 4776 87
Accounts Department: Tel : 0845 6800167
Email: accounts@amberhawk.com

General email: info@amberhawk.com

PART 2: FREEDOM OF INFORMATION

A. COURSE CODES, TITLES AND COSTS

Course Code	Course Title
Course F1	Introduction to Access to Information and the FOI Act
Course F2	Requests, Fees and introduction to Exemptions
Course F3	The FOI Exemptions
Course F4	FOI and Data Protection interface
Course F5	The Environmental Information Regulations
Course F6	Refusals, Complaints and Enforcement
Course F7	Records Management and Publication Schemes
Mock Exam	Date of FOI Mock Exam (morning).
F Tutorials	Debrief of Mock Exam; further exam preparation
Exam	Date of ISEB Exam in FOI

Cost and duration of one day long FOI course and exam fees.

Course Code	Course Title	Duration	Cost (ex VAT)
Courses F1 to F7 , or FN1 to FN5	Any day course in FOI	1 day, 10am - 5pm	£400 per course per delegate
Mock Exam M	FOI Mock Exam	¼ day, 10am - 4pm	£310
Exam Tutorials T	FOI Exam Prep. Tutorial	timing varies	£180
ISEB Exam E	ISEB FOI Exam	midday - 4.15pm	£160 (as of 1/8/2008)

Note: There are discounts (next page) if booking more than one course

Costs and duration of FOI COMBINATION courses (ISEB qualification).

Course Code	Course Title	Duration	Cost (ex VAT)
Course V1	Long FOI course (F1, F2, F3, F4, F5, F6 & F7)	7 days, 10am - 5pm	£2,240 (including 20% discount on training)
Course V2	Intensive FOI (FN1, FN2, FN3, FN4 & FN5)	5 days, 10am - 5pm	£1,600 (including 20% discount on training))
Course VE	ISEB exam support package (M, T and E)	3 days, varies, see previous table	£650 (but varies if ISEB exam fee changes)

Note: Delegates seeking the ISEB qualification need to book courses **VE** and either **V1** or **V2**

B. DATES & LOCATION OF FOI COURSES

Dates and location individual FOI courses and of the comprehensive FOI course (V1) leading to ISEB qualification

Course Code	Manchester	London
F1	26 January 2011	18 October 2011
F2	27 January 2011	19 October 2011
F3	10 February 2011	1 November 2011
F4	11 February 2011	2 November 2011
F5	17 February 2011	15 November 2011
F6	18 February 2011	16 November 2011
F7	16 March 2011	29 November 2011
Mock	30 March 2011	13 December 2011
F Tutorial	6 April 2011	11 January 2012
Exam	15 April 2011	27 Jan 2012(tbc)

Note: All the above dates (F1-Exam) are required for course V1

Dates and location of intensive FOI courses leading to ISEB qualification

Course Code	London	Manchester
FN1	13 June 2011	21 September 2011
FN2	14 June 2011	22 September 2011
FN3	15 June 2011	27 September 2011
FN4	16 June 2011	28 September 2011
FN5	17 June 2011	3 October 2011
Mock	30 June 2011	10 October 2011
F Tutorial	7 July 2011	14 October 2011
Exam	22 July 2011	21 October 2011

Note: All the above dates (FN1-Exam) are required for course V2

C. DISCOUNTS

Discounts for multiple course bookings in data protection

The amount of discount depends on the number of full delegate days of training booked. A booking of two delegate days of training attracts a 5% discount (e.g. 2x£400 = £800; minus 5% discount = £760 for two days training); three days 10%, four delegate days 15% and more than four days, a 20% discount (the maximum discount). Discounts only apply to the training element of the courses; there is no discount on VE

The combination courses V1 and V2 (both more than 5 days of training) attract the maximum 20% discount and this discount appears in the price of the training quoted on the previous page.

Note: Charities, Housing associations and hospices etc booking an ISEB course should be aware of the Shelagh Gaskill Bursary which provides for up to £1000 discount (details on web-site). Please contact us if you think you qualify for this discount.

Discounts for NADPO or Data Protection Forum members (ISEB only)

There is a £250 or £150 discount if your organization is a member of the groups identified below and you book an ISEB FOI course.



Our automated booking system will take into account all the above discounts

D. CONTACT FOR INVOICING QUERIES

Amberhawk Training Limited:
c/o Whitesides
6&7 Feast Field,
Horsforth
Leeds
West Yorkshire LS18 4TJ
Tel: 0845 680 2623 Fax: 0113 205 4748

Company Registration Number: 06566273
VAT No: 935 4776 87
Accounts Department: Tel : 0845 6800167
Email: accounts@amberhawk.com

General email: info@amberhawk.com