



AMBERHAWK

**DATES, COSTS AND
LOCATION OF PUBLIC
COURSES IN DATA
PROTECTION AND FOI
IN 2012**

Dates, costs and locations of public courses in 2012 (January -July)
FROM AMBERHAWK TRAINING LTD
December 2011

DATES, COSTS AND LOCATION OF PUBLIC COURSES IN DATA PROTECTION AND FOI (2012)

COMMENTS:

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. If you are looking for the **Data Protection Audit, Update** or the **Privacy Impact Assessment Courses**, follow the “Events” link on the **Amberhawk** Home Page
3. 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.
4. 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.
5. 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.
6. **The following two bullets are important for ISEB delegates:**
 - Attendance at **all** courses **D1-D7** or **DN1-DN5** covers the **full 40hr** 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 be 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.
7. 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)
8. We have a range of on-site and bespoke courses, together with update events – details on the Amberhawk web-site. 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
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 D9, or DN1 to DN5	Any day course in Data Protection	10am - 5pm	£400 per delegate per day
Mock Exam M	Mock Exam	$\frac{3}{4}$ day, 10am - 4pm	£310
Tutorials T	Exam Prep. Tutorial	Half day (12.30-5pm)	£180
Exam E	ISEB Exam	midday – 4.15pm	£165 (as of 1/1/2012)

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	17 January 2012	3 July 2012
D2	18 January 2012	4 July 2012
D3	31 January 2012	11 September* 2012
D4	1 February 2012	24 July 2012
D5	14 February 2012	25 July 2012
D6	15 February 2012	12 September 2012
D7	7 March 2012	25 September 2012
Mock	30 March 2012	11 October 2012
DTutorial	16 April 2012	17 October 2012
Exam	27 April 2012	26 October 2012

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

Dates of day Data Protection Courses in Leeds

Course Code	Leeds	Leeds
D1	25 April 2012	18 October 2012
D2	26 April 2012	19 October 2012
D3	17 May 2012	1 November 2012
D4	18 May 2012	2 November 2012
D5	14 June 2012	15 November 2012
D6	15 June 2012	16 November 2012
D7	21 June 2012	28 November 2012
Mock	11 July 2012	13 December 2012
D Tutorial	19 July 2012	January 2013
Exam	27 July 2012	January 2013

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

Code	Manchester	London	Edinburgh	London
DN1	21 February 2012	15 May 2012	5 September 2012	19 November 2012
DN2	22 February 2012	16 May 2012	6 September 2012	20 November 2012
DN3	5 March 2012	29 May 2012	17 September 2012	21 November 2012
DN4	13 March 2012	30 May 2012	18 September 2012	22 November 2012
DN5	14 March 2012	19 June 2012	19 September 2012	23 November 2012
Mock	29 March 2012	12 July 2012	8 October 2012	12 December 2012
DTutorial	18 April 2012	20 July 2012	15 October 2012	13 Jan 2013 tbc
Exam	27 April 2012	27 July 2012	26 October 2012	25 Jan 2013 tbc

Note: All the above dates (**DN1 to Exam**) are required for course **Q2**
Dates in yellow are consequent on dates to be confirmed by the ISEB.

Dates of for our ISEB Information Security Course in London

We launch	this course in	March 2012
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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 website). 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	¾ day, 10am - 4pm	£310
Exam Tutorials T	FOI Exam Prep. Tutorial	timing varies	£180
ISEB Exam E	ISEB FOI Exam	midday – 4.15pm	£165 (as of 1/1/2012)

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	London
F1	23 October 2012
F2	24 October 2012
F3	6 November 2012
F4	7 November 2012
F5	13 November 2012
F6	14 November 2012
F7	27 November 2012
Mock	11 December 2012
F Tutorial	January 2013 (tbc)
Exam	January 2013 (tbc)

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

Dates in yellow are consequent on dates to be confirmed by the ISEB.

Dates and location of intensive FOI courses leading to ISEB qualification

Course Code	Leeds	London
FN1	2 Feb 2012	1 May 2012
FN2	3 Feb 2012	2 May 2012
FN3	16 Feb 2012	22 May 2012
FN4	17 Feb 2012	23 May 2012
FN5	8 March 2012	12 June 2012
Mock	28 March 2012	5 July 2012
F Tutorial	17 April 2012	18 July 2012
Exam	27 April 2012	27 July 2012

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 website). 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

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c/o Whitesides
6&7 Feast Field,
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