

**AMBERHAWK'S
INFORMATION
GOVERNANCE PASSPORT
TO SUCCESS**
**(Delivering training value in an
era of austerity)**



AMBERHAWK

INFORMATION GOVERNANCE PASSPORT
FROM AMBERHAWK TRAINING LIMITED
JANUARY 2014



What is an Information Governance (IG) Passport?

The IG Passport is a flexible and cost-effective way of purchasing places on our BCS/ISEB qualification courses in Freedom of Information (FOI), Data Protection (DP) and the Certificate in Information Security Management Principles (CISMP). It offers further discounted rates on our course fees when additional courses are booked; all you do is decide what courses you need and purchase them together at our special Passport rate (see below).

An IG Passport:

- **can be shared:** a data protection officer from one public authority and the FOI officer from another could share the same IG Passport to obtain training from us
- **can be used in any combination:** for example, the data protection officer attends the security qualification and a security specialist attends the data protection qualification
- **covers different requirements and all permutations of our courses:** for example, it could be used to purchase two DP courses or one CISMP course and one FOI course.

Once you have an IG Passport you can use it for any public Amberhawk Training course, for any delegate, from any organisation and at any time. Residual balances on any Passport can be refunded or used to purchase other services (e.g. an on-site course).

Training budgets are likely to remain tight and will need to stretch further, especially for specialist staff. Amberhawk’s IG Passport can help by providing additional discounts on our course fees while still guaranteeing the best training in complex areas of legal compliance.

TWO COURSE IG PASSPORT

PASSPORT TYPE	COURSES COVERED	BROCHURE PRICE	PASSPORT PRICE
TWO COURSE PASSPORT OPTIONS	One CISMP plus one “intensive” DP or one “intensive” FOI.	£3730	£3530 extra £200 discount
	Two “intensive” courses (DP or FOI – your choice).	£3870	£3670 extra £200 discount
	One CISMP plus one “standard course” (DP or FOI).	£4290	£3990 extra £300 discount
	Two “standard” courses (DP or FOI).	£4990	£4640 extra £350 discount



THREE COURSE IG PASSPORT

PASSPORT TYPE	COURSES COVERED	BROCHURE PRICE	PASSPORT PRICE
THREE COURSE PASSPORT OPTIONS	One CISMP and two “intensive” courses (DP or FOI).	£5665	£5250 extra £400 discount
	Three intensive courses (DP/FOI)	£5805	£5405 extra £400 discount
	One CISMP and one “intensive” course (DP or FOI) and one “standard” course in (FOI or DP).	£6225	£5675 extra £450 discount
	One CISMP and two “standard” courses (DP or FOI).	£6785	£6285 extra £500 discount
	One intensive (DP or FOI) and two “standard” courses (DP or FOI).	£6925	£6425 extra £500 discount
	Three standard courses (DP/FOI)	£7485	£6885 extra £600 discount

Further discount for NADPO and Data Protection Forum

If you are a member of either NADPO or the Data Protection Forum, you can obtain a further £100 discount.



Target delegates

Examples of staff who would benefit are:

- Data Protection Officers who are taking over FOI responsibilities and vice-versa.
- In house-lawyers who want an appreciation of the Principles underpinning Information Security Management, or the key black letter law of the Data Protection and Freedom of Information Acts (and Access to Environmental Information Regulations) in order to support the in-house DP/FOI/Security team.



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- Information security staff who are being asked to support or take-over responsibilities in data protection and FOI/EIR or Data Protection/FOI staff who need to become involved in an organisation's information security arrangements.

Using the Passport

When you want to book a course, simply email info@amberhawk.com with the name of the delegate and the course you want to book. Courses are held in London, Leeds, Manchester and Edinburgh. Full course details can be found on the Amberhawk web-site (www.amberhawk.com).

More details about the BCS syllabi

We provide the best accredited training courses for three BCS qualifications:

- [Practitioner Certificate in Data Protection](#)
- [Practitioner Certificate Freedom of Information](#)
- [Foundation Certificate in Information Security Management Principles](#)

Do not want to travel? Try on-site training

As you can get an audience from as many organisations as you want, such on-site arrangements can become very cost effective, as the cost per qualified delegate (including exam fee) can be under £1000 (+VAT) each. On-site training means that the trainer takes the strain of the train and travel (and not your delegates).

If interested on an onsite course, please email or if you have any specific requirement or query re the Course, please email: info@amberhawk.com.

TERMS & CONDITIONS

Buying a Passport

Please complete pages 5 and 6 of the booking form which forms part of this brochure and indicate the "payment methods". You can scan them in and e-mail them to bookings@amberhawk.com as an attachment.



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If organisations are sharing a Passport, we expect one organisation to be invoiced for the full amount and then recover the shared component from the other party using internal mechanisms. If this creates a difficulty, email accounts@amberhawk.com.

Alternatively you could post the form to Amberhawk Training Ltd. c/o 7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ, but email info@amberhawk.com to alert us that you have done this (just in case your order is lost in the post).

Payment

We accept the following methods of payment:

- by cheque
- by BACS payment
- by providing a purchase order reference/number to be used in our invoice
- by credit card (either by form or over the phone with our agent)

Please use the next pages to provide the relevant details. Note: if you would prefer us to pick up a credit card payment by phone, please provide a phone number

Cancellation and Payment Terms

If the Passport is used to book a course, that booking is subject to our cancellation policy. All cancellations must be confirmed in writing, fax or e-mail and are subject to the following cancellation charges: more than 28 days notice - no charge; between 14 and 28 days notice - 50% of the fee; less than 14 days notice - 100% of the fee.

Company Details (Registered Office)

Amberhawk Training Limited:

c/o Whitesides

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

Email: info@amberhawk.com; accounts@amberhawk.com



BOOKING FORM - PASSPORTS

Please complete the form and identify the number of passports you want to purchase. Can you then scan the form in and e-mail a copy to bookings@amberhawk.com as an attachment. If you prefer, you can use the post or fax, our address is on the previous page.

TWO COURSE PASSPORTS (see page 2 for detail)	PASSPORT PRICE	NUMBER PURCHASED
One CISMP plus one "intensive".	£3530	
Two "intensives"	£3670	
One CISMP plus one "standard"	£3990	
Two "standard"	£4640	

THREE COURSE PASSPORTS (see page 2 for detail)	PASSPORT PRICE	NUMBER PURCHASED
One CISMP and two "intensives"	£5250	
Three intensive courses	£5405	
One CISMP and one "intensive" course and one "standard" course	£5675	
One CISMP and two "standard" courses	£6285	
One intensive and two "standard" courses	£6425	
Three "standard" courses	£6885	

Are you a member of NADPO or the Data Protection Form..... **YES/NO**
(Add a further £100 discount for each Passport)



BOOKING FORM/continued.....

Name

Position

Department

Organisation.....

Street

Street

Town/CityPost code

Signature of person booking

Date of booking.....

Telephone No.....

Email.....

MARKETING NOTICE

Amberhawk Training Limited may contact you by e-mail to tell you about our training and related services, and to send you details of our future events (e.g. our UPDATE session). We expect contact you about four times per year and you can unsubscribe at any time.

If you do not want any email marketing material from us please tick this box .



PAYMENT METHODS (Cheque, Purchase Order, BACS, Credit Card)

Please indicate your payment method by ticking one of the boxes listed below. **The amount to be paid should include VAT.**

CHEQUE

I enclose a cheque for £..... (add VAT)

(make cheques payable to Amberhawk Training Ltd; send to Amberhawk Training Accounts, c/o Whitesides 7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ)

Last 4 digits of cheque if known.....

PURCHASE ORDER

By reference to a **Purchase Order**

Purchase Order

Number.....

BACS

I wish to pay by bank transfer **BACS** ; Reference number (if available).....

Amberhawk details for BACS transfers:

BANK - Natwest, **SORT CODE** - 60-60-05, **ACCOUNT NUMBER** - 45811261

CREDIT CARD

If you would prefer to provide credit card details by phone, please provide a phone number below:

Phone number

	VISA 	MASTER CARD 	SWITCH 
Please tick one	[]	[]	[]
Full name on card:			
16 digit card number:			
Expiry dates: (4 digit mm/yy format)	From	Until	Security code: (last 3 digits on the signature strip of the card)
Full postal address including postcode of card holder <i>(NB, if paying by corporate credit card, this will be the company's address)r</i>			