



AMBERHAWK

DATES, COSTS AND LOCATION OF PUBLIC COURSES IN DATA PROTECTION AND FOI (2010-2011)

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Dates, costs and locations of courses in 2010
FROM AMBERHAWK TRAINING LTD
February 2010

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 and 4)** deals with data protection and **Part 2 (pages 5 and 6)** 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. We offer discounts on multiple bookings. Charities, Housing associations and hospices should be aware of the **Shelagh Gaskill Bursary** – details on our website. There are also discounts for members of the **Data Protection Forum** or **NADPO**.
6. **For ISEB delegates only:**
 - 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** describes the relevant ISEB training package you need; **QE** (Data Protection) or **VE** (FOI) describes the relevant the exam package that you also require.
 - courses **DN1-DN5** and **FN1-FN5** are intensive courses and may not suitable for those new to the subject and who are seeking the ISEB qualification. Please look at the FAQs which describe the differences between the long and the intensive courses.
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

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

Cost and duration of one day long 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	¼ day, 10am - 4pm	£310
Tutorials T	Exam Prep. Tutorial	Half day	£180
Exam E	ISEB Exam	midday – 4.15pm	£160 (as of 1/8/2008)

Discounts for multiple course bookings in data protection

The discount structure 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). The combination courses Q1 and Q2 attract the maximum 20% discount and this discount appears in the price of the training quoted below.

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 (£2,800 – 20% discount)
Course Q2	Intensive Data Protection ISEB (DN1, DN2, DN3, DN4 & DN5)	5 days, 10am - 5pm	£1,600 (£2,000 – 20% discount)
Course QE	ISEB exam support package (M, T and E)	About 3 days, varies, see previous table	£650 (varies when ISEB fee changes)

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

Dates of day Data Protection Courses in London

D1	19 th January 2010	13 th July 2010
D2	20 th January 2010	14 th July 2010
D3	26 th January 2010	20 th July 2010
D4	27 th January 2010	21 st July 2010
D5	16 th February 2010	8 th September 2010
D6	17 th February 2010	9 th September 2010
D7	5 th March 2010	28 th September 2010
Mock	24 th March 2010	8 th October 2010
DTutorial	14 th April 2010	15 th October 2010
Exam	23 rd April 2010	22 nd October 2010

Dates of the DP Audit and IA/Security Courses in London

D8 (Audit course)	6 th October 2010	March 2011 (tbc)
IA/Security Course	26 th February 2010	6 th July 2010

Dates of day Data Protection Courses in Leeds and Manchester

Course Code	Leeds	Manchester
D1	29 th April 2010	30 th September 2010
D2	30 th April 2010	31 st September 2010
D3	20 th May 2010	28 th October 2010
D4	21 st May 2010	29 th October 2010
D5	10 th June 2010	11 th November 2010
D6	11 th June 2010	12 th November 2010
D7	24 th June 2010	2 nd December 2010
Mock	9 th July 2010	14 th December 2010
D Tutorial	16 th July 2010	12 th January 2011
Exam	23 rd July 2010	21 st January 2011

Dates and location of Intensive Data Protection courses leading to ISEB qualification

Code	Edinburgh	Manchester	London
DN1	August 2010 (tbc)	8 th March 2010	22 nd November 2010
DN2	August 2010(tbc)	9 th March 2010	23 rd November 2010
DN3	August 2010(tbc)	10 th March 2010	24 th November 2010
DN4	September 2010(tbc)	11 th March 2010	25 th November 2010
DN5	September 2010(tbc)	12 th March 2010	26 th November 2010
Mock	September 2010(tbc)	26 th March 2010	16 th December 2010
D Tutorial	October 2010(tbc)	16 th April 2010	14 th January 2011
Exam		23 rd April 2010	21 st January 2011

**PART 2: FREEDOM OF INFORMATION**

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	£160 (as of 1/8/2008)

Discounts for FOI multiple course bookings

The discount structure depends on the number of full delegate days of training booked. A booking 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). The combination courses V1 and V2 attract the maximum 20% discount and this discount appears in the price of the training quoted below.

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 (£2,800 – 20% discount)
Course V2	Intensive FOI (FN1, FN2, FN3, FN4 & FN5)	5 days, 10am - 5pm	£1,600 (£2,000 – 20% discount)
Course VE	ISEB exam support package (M, T and E)	3 days, varies, see previous table	£650 (but varies if ISEB exam fee changes)

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

**Day FOIA course locations and dates**

Course Code	London	Leeds
F1	20 th April 2010	19 th October 2010
F2	21 st April 2010	20 th October 2010
F3	11 th May 2010	2 nd November 2010
F4	12 th May 2010	3 rd November 2010
F5	15 th June 2010	16 th November 2010
F6	16 th June 2010	17 th November 2010
F7	23 rd June 2010	1 st December 2010
Mock	8 th July 2010	15 th December 2010
F Tutorial	15 th July 2010	13 th January 2011
Exam	23 rd July 2010	21 st January 2011

Dates and location of intensive FOI courses leading to ISEB qualification (and dates)

Course Code	Leeds	London
FN1	4 th February 2010	20 th September 2010
FN2	5 th February 2010	21 st September 2010
FN3	24 th February 2010	22 nd September 2010
FN4	25 th February 2010	23 rd September 2010
FN5	4 th March 2010	24 th September 2010
Mock	23 rd March 2010	7 th October 2010
F Tutorial	13 th April 2010	14 th October 2010
Exam	23 rd April 2010	22 nd October 2010

COMPANY DETAILS (REGISTERED OFFICE)

Amberhawk Training Limited:
c/o Whitesides
6&7 Feast Field,
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West Yorkshire LS18 4TJ

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