



AMBERHAWK

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

Dates, costs and locations of public courses in 2011  
FROM AMBERHAWK TRAINING LTD  
July 2010



# 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](http://www.amberhawk.com) or from [info@amberhawk.com](mailto: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 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.
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](mailto:info@amberhawk.com).

## PART 1: DATA PROTECTION

### A. COURSE CODES, TITLES AND COSTS

Course Code	Course Title
Course <b>D1</b>	Introduction to Data Protection
Course <b>D2</b>	Understanding the Data Protection Principles
Course <b>D3</b>	Law, Security and ISO27001
Course <b>D4</b>	Rights and exemptions
Course <b>D5</b>	Sectoral approach to Data Protection
Course <b>D6</b>	Notification/Registration
Course <b>D7</b>	Data Protection Interface
Course <b>D8</b>	Auditing Data Protection ( <i>not part of ISEB syllabus</i> )
Courses <b>DN1-DN5</b>	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 <b>Q1</b>	Long Data Protection ISEB ( <b>D1,D2,D3,D4,D5,D6&amp;D7</b> )	7 days, 10am – 5pm	<b>£2,240</b> (including 20% discount on training)
Course <b>Q2</b>	Intensive Data Protection ISEB ( <b>DN1, DN2, DN3, DN4 &amp; DN5</b> )	5 days, 10am - 5pm	<b>£1,600</b> (including 20% discount on training)
Course <b>QE</b>	ISEB exam support package ( <b>M, T and E</b> )	About 3 days, varies, see previous table	<b>£650</b> (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 <b>D1 to D8</b> , or <b>DN1 to DN5</b>	Any day course in Data Protection	10am - 5pm	£400 per delegate per day
Mock Exam <b>M</b>	Mock Exam	¾ day, 10am - 4pm	£310
Tutorials <b>T</b>	Exam Prep. Tutorial	Half day	£180
Exam <b>E</b>	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
D2	19 January 2011	13 July 2011
D3	1 February 2011	19 July 2011
D4	2 February 2011	20 July 2011
D5	22 February 2011	7 September 2011
D6	23 February 2011	8 September 2011
D7	15 March 2011	20 September 2011
Mock	1 April 2011	30 September 2011
DTutorial	8 April 2011	14 October 2011
Exam	15 April 2011	21 October 2011

### Dates of for our ISEB Information Security Course in London

We expect to launch	this course in	<b>February 2011</b>
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### Dates of day Data Protection Courses in Manchester

Course Code	Manchester
D1	12 May 2011
D2	13 May 2011
D3	19 May 2011
D4	20 May 2011
D5	9 June 2011
D6	10 June 2011
D7	23 June 2011
Mock	29 June 2011
D Tutorial	6 July 2011
Exam	22 July 2011

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

Code	Leeds	London
DN1	3 March 2011	10 May 2011
DN2	4 March 2011	11 May 2011
DN3	9 March 2011	24 May 2011
DN4	10 March 2011	25 May 2011
DN5	17 March 2011	8 June 2011
Mock	31 March 2011	1 July 2011
D Tutorial	7 April 2011	8 July 2011
Exam	15 April 2011	22 July 2011

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

**For dates of courses in the second half of 2011, please contact us; dates for courses in 2010 are in the other dates brochure**

## 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 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*

## 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](mailto:accounts@amberhawk.com)

General email: [info@amberhawk.com](mailto:info@amberhawk.com)

## PART 2: FREEDOM OF INFORMATION

### A. COURSE CODES, TITLES AND COSTS

Course Code	Course Title
Course <b>F1</b>	Introduction to Access to Information and the FOI Act
Course <b>F2</b>	Requests, Fees and introduction to Exemptions
Course <b>F3</b>	The FOI Exemptions
Course <b>F4</b>	FOI and Data Protection interface
Course <b>F5</b>	The Environmental Information Regulations
Course <b>F6</b>	Refusals, Complaints and Enforcement
Course <b>F7</b>	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 <b>F1</b> to <b>F7</b> , or <b>FN1</b> to <b>FN5</b>	Any day course in FOI	1 day, 10am - 5pm	£400 per course per delegate
Mock Exam <b>M</b>	FOI Mock Exam	¾ day, 10am - 4pm	£310
Exam Tutorials <b>T</b>	FOI Exam Prep. Tutorial	timing varies	£180
ISEB Exam <b>E</b>	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 <b>V1</b>	Long FOI course ( <b>F1, F2, F3, F4, F5, F6 &amp; F7</b> )	7 days, 10am – 5pm	<b>£2,240</b> (including 20% discount on training)
Course <b>V2</b>	Intensive FOI ( <b>FN1, FN2, FN3, FN4 &amp; FN5</b> )	5 days, 10am - 5pm	<b>£1,600</b> (including 20% discount on training))
Course <b>VE</b>	ISEB exam support package ( <b>M, T and E</b> )	3 days, varies, see previous table	<b>£650</b> (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 of V1 and our day FOIA courses

Course Code	Manchester
F1	26 <sup>th</sup> January 2011
F2	27 <sup>th</sup> January 2011
F3	10 <sup>th</sup> February 2011
F4	11 <sup>th</sup> February 2011
F5	17 <sup>th</sup> February 2011
F6	18 <sup>th</sup> February 2011
F7	16 <sup>th</sup> March 2011
Mock	30 <sup>th</sup> March 2011
F Tutorial	6 <sup>th</sup> April 2011
Exam	15 <sup>th</sup> April 2011

**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
FN1	13 June 2011
FN2	14 June 2011
FN3	15 June 2011
FN4	16 June 2011
FN5	17 June 2011
Mock	30 June 2011
F Tutorial	7 July 2011
Exam	22 July 2011

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

***For dates of courses for the second half of 2011 or 2012, please contact us; dates for courses in 2010 are in the other brochure!***

## 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)

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

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