



**NEW
NEBOSH**
Health & Safety
courses
See page 14
for details

▶▶ FAST FORWARD WITH BSI TRAINING

Training Schedule March 2010 – December 2010

raising standards worldwide™



Book online at www.bsigroup.co.uk/training or call **0845 086 9000**

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▶▶ **In-company Training**

🛡️ This icon indicates that we offer in-company training for the course. For more information please visit: www.bsigroup.co.uk/training



LEADING THE WAY IN TRAINING IN 2010

NEW IN THIS EDITION

Leading the way with quality management system training for medical device manufacturers

Quality management systems are critical within the medical devices industry, both for compliance with the Medical Device Directive (MDD) and ISO 13485.

BSI with its extensive range of standards, product testing and management system certification services has a keen interest in the medical devices sector and following extensive industry research has now extended its training course portfolio to accommodate emerging industry trends. New courses within the range include ISO 13485 Implementation and Lead Auditor courses – see page 21 for details of the full range which includes MDD courses.

Health and safety course portfolio extended to include NEBOSH qualifications

BSI has added the industry recognised NEBOSH National General Certificate in Occupational Health and Safety to its current training offering. NEBOSH (National Examination Board for Occupational Safety and Health) is the leading provider of nationally and internationally recognised health and safety qualifications.

BSI now offers the following NEBOSH certificates:

- National general UK
- National construction UK
- International general UK and wider EMEA

The NEBOSH courses add a new dimension to BSI's existing health and safety range complementing both the established BS OHSAS 18001 range and the recently added IOSH Managing and Working Safely online courses. Delivered by tutors with proven success in assisting delegates achieve examination success, we believe the combination of the three ranges now provides a comprehensive health and safety learning solution for our clients.

Secure your course place online at
www.bsigroup.co.uk/training

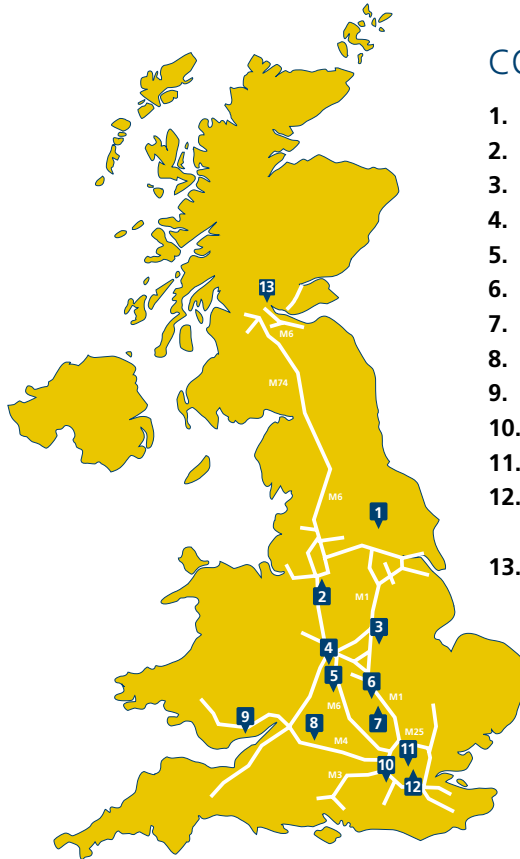


BSI aims to make your training experience as seamless as possible.

Booking can be made directly over the phone or online via our website. As soon as your place is confirmed, we will send you a **comprehensive set of joining instructions** to ensure that your arrival at the course is as smooth as possible. Please note there is **parking at all our venues**.

At BSI we pride ourselves on the high quality of course material. Throughout your course you will be given a **useful set of tools and templates** to complement the training you receive. At the end of the course all delegates will receive a **certificate from BSI**.

At BSI we take great care in selecting **high quality venues** for our courses and we pay special attention to **location, facilities and standards of service**. We feel that our delegates deserve the best environment possible during their learning experience. With this in mind we have chosen to work with Principal-Hayley Hotels and Conference Venues as a preferred supplier.



COURSE VENUES

1. YORK – The Royal York Hotel
2. SOUTH MANCHESTER – Cranage Hall
3. NOTTINGHAM – Eastwood Hall
4. BIRMINGHAM – The St Johns Hotel
5. STRATFORD-UPON-AVON – Ettington Chase
6. NORTHAMPTON – Sedgebrook Hall
7. MILTON KEYNES – Horwood House
8. SWINDON – Alexandra House
9. CARDIFF – The St Davids Hotel & Spa
10. WINDSOR – Beaumont House
11. CENTRAL LONDON – Hotel Russell
12. CENTRAL LONDON – Grand Connaught Rooms
13. STIRLING – Barceló Stirling Highland Hotel*

* This is not a Principal-Hayley venue



Introduction to Lean Six Sigma

Aimed at executives or senior managers needing to understand the Six Sigma process this intensive one-day course also addresses the impact of Lean methodologies, evaluating organisational readiness, identifying potential benefits, preparing a business case and planning an effective deployment strategy.

1 day £310 + VAT	20	April	South Manchester
	30	June	Milton Keynes
	29	July	Central London
	30	September	South Manchester
	23	November	Central London

Lean Practitioner

Senior managers and key employees who want an understanding of the impact of Lean methodologies should attend this course. In addition they will also learn how to evaluate their own organisational readiness, identify potential benefits, prepare a business case and plan an effective deployment strategy.



4 days £1445 + VAT	25-28	May	Milton Keynes
	07-10	September	Central London
	30-03	November	South Manchester

Lean Six Sigma Transactional Black Belt conversion course

This intensive 8-day programme (delivered in 2 modules of 4 days) is designed to lift people from Green Belt to Black Belt status. In these modules delegates will be exposed to the statistics, tools and methods that are necessary for them to function as a competent Black Belt. It will enable them to lead Black Belt level projects and to supervise and mentor Green Belt Projects.

Delegates will be required to attend the programme with a suitable business project to be worked on during the programme using the tools learned. The delegates will be under the supervision and support of one of our Master Black Belts.

This programme is specifically aimed at the requirements of a Black Belt in a service or transactional environment.

11-14	May	Milton Keynes	Wave 02
15-18	June	Milton Keynes	Wave 02

07-10	December	Central London	Wave 03
18-21	January (2011)	Central London	Wave 03

08-11	February (2011)	South Manchester	Wave 04
08-11	March (2011)	South Manchester	Wave 04

Duration: 8 days **Fee: £2190 + VAT**

Lean Six Sigma Operational Black Belt conversion course

This intensive 8-day programme (delivered in 2 modules of 4 days) is designed to lift people from Green Belt Status to Black Belt status. In these modules delegates will be exposed to the complex statistics, tools and methods that are necessary for them to function as a competent Black Belt. It will enable them to lead Black Belt level projects and to supervise and mentor Green Belt Projects.

Delegates will be required to attend the programme with a suitable business project to be worked on during the programme using the tools learned. The delegates will be under the supervision and support of one of our Master Black Belts.

This programme is specifically aimed at the requirements of a Black Belt in an operational or manufacturing environment.

18-21	May	Milton Keynes	Wave 02
22-25	June	Milton Keynes	Wave 02

14-17	December	Central London	Wave 03
18-21	January (2011)	Central London	Wave 03

08-11	February (2011)	South Manchester	Wave 04
08-11	March (2011)	South Manchester	Wave 04

Duration: 8 days **Fee: £2190 + VAT**

AVOID BUSINESS PROBLEM RECURRENCE

Solve your business problems permanently with Structured Problem Solving from BSI

See page 8 for course details, or visit: www.bsigroup.co.uk/excellence



Lean Six Sigma Transactional Green Belt

This twelve-day programme is delivered in 3 modules of 4 days (typically one month between modules), allowing participants to apply what they have learned within their own business. The course offers a thorough exposure to the tools and methods that are necessary to successfully lead or participate in Lean DMAIC improvement projects in a transactional (service) environment.

07-10	September	Central London	Wave 02
05-08	October	Central London	Wave 02
09-12	November	Central London	Wave 02
<hr/>			
23-26	November	South Manchester	Wave 03
14-17	December	South Manchester	Wave 03
11-14	January (2011)	South Manchester	Wave 03
<hr/>			
Duration: 12 days		Fee: £4380 + VAT	

Lean Six Sigma Operational Green Belt

What are the tools and methods that are necessary to successfully lead or participate in improvement projects in an operational (manufacturing) environment? This 12-day programme addresses these issues in 3 modules of 4 days (typically one month between modules), allowing participants to apply what they have learned within their own business context.

18-21	May	Milton Keynes	Wave 04
15-18	June	Milton Keynes	Wave 04
13-16	July	Milton Keynes	Wave 04
<hr/>			
14-17	September	Central London	Wave 02
19-22	October	Central London	Wave 02
16-19	November	Central London	Wave 02
<hr/>			
02-05	November	South Manchester	Wave 03
07-10	December	South Manchester	Wave 03
11-14	January (2011)	South Manchester	Wave 03
Duration: 12 days		Fee: £4380 + VAT	



Book your place online at www.bsigroup.co.uk/training



Is your business lean?

Learn how to understand and apply effective Lean techniques with BSI Training

Visit: www.bsigroup.co.uk/excellence



Bespoke in-company training designed specifically around the needs of your organisation

For more information about these courses and our in-company training service, please call **0845 086 9000** to discuss with one of our training advisors.

Statistical Process Control (SPC)

If you are looking for a course that provides an introduction to simple graphical and analytical techniques which can be used to monitor, control and improve the performance of business processes then this is the one.

Customer Focus Using QFD (Quality Function Deployment)

Customer focus is used to carry the 'voice of the customer' throughout an organisation. The techniques used are extremely flexible and can be applied in any situation to ensure that the needs of the customer remain the focal point effective deployment strategy.

CONFUSED? IMPROVE PERFORMANCE WITH A SOLUTION THAT'S RIGHT FOR YOUR BUSINESS.

For further details about how the BSI Business Improvement Assessment Service can help improve the efficiency of your business and save your organisation money, call **0845 086 9000**.

Structured Problem Solving

Significant progress can be made towards solving company problems and improving the quality of goods and services by using simple tools. The seven quality improvement tools covered in this course are mainly quantitative methods that can be used in conjunction with a structured problem solving process.

Failure Mode and Effects Analysis (FMEA)

Prevention is always better than cure! FMEA was originally developed in the 1960s in the aerospace industry as a systematic method of identifying and eliminating potential design or process weaknesses.

Six Sigma Certification

FIND OUT MORE AT

www.bsigroup.co.uk/excellence





Advanced Auditing Skills

This one-day intensive course is suitable for auditors of any discipline. It has been designed to refresh and enhance attendee's auditing skills and is an essential part of the BSI Registered Auditor qualification process.

1 day	19	April	Windsor
£500 + VAT	20	May	South Manchester
	07	June	Nottingham
	25	June	Northampton
	01	July	Central London
	26	July	York
	06	August	Birmingham
	17	September	Swindon
	28	October	Nottingham
	16	November	Milton Keynes
	25	November	Central London
	20	December	South Manchester



Process Auditing

For those wishing to advance from compliance auditing to the assessment of essential business processes this two-day course is an excellent starting point.

2 days	08-09	April	South Manchester
£725 + VAT	19-20	May	Central London
	15-16	July	Nottingham
	23-24	September	York
	04-05	October	Central London
	08-09	November	South Manchester

Energise Your Audits

No management system can fulfil its potential unless it is effectively audited. This workshop for experienced auditors demonstrates a fresh approach, reviewing the role of the auditor and looking at how internal audits can be conducted in a way that adds value to the organisation.

1 day	05	May	Stratford-upon-Avon
£350 + VAT	03	September	Nottingham
	02	December	York

eLearning courses:

▶▶ Fast Forward at your own pace

See page 22 for more details about our eLearning modules, or download your FREE demo at: www.bsigroup.co.uk/elearning

Book your place online at www.bsigroup.co.uk/training

Introduction to: ISO 9001

Course for personnel requiring awareness and understanding of the principles of a Quality Management System.

1 day	01	March	York
£385 + VAT	22	March	Cardiff
	09	April	Milton Keynes
	12	May	Central London
	19	May	South Manchester
	08	June	Nottingham
	18	June	Northampton
	05	July	York
	19	July	Milton Keynes
	04	August	Birmingham
	13	September	Stirling
	20	September	Central London
	12	October	South Manchester
	25	October	Stratford-upon-Avon
	17	November	York
	30	November	Nottingham
	08	December	Central London

Implementing: ISO 9001

Course designed for managers and personnel responsible for, or involved in, implementing ISO 9001.

2 days	02-03	March	York
£780 + VAT	23-24	March	Cardiff
	21-22	April	Birmingham
	17-18	May	Milton Keynes
	26-27	May	Central London
	03-04	June	South Manchester
	22-23	June	Nottingham
	12-13	July	Stratford-upon-Avon
	29-30	July	Northampton
	26-27	August	Birmingham
	06-07	September	Swindon
	29-30	September	South Manchester
	12-13	October	York
	27-28	October	Central London
	17-18	November	Nottingham
	22-23	November	South Manchester
	09-10	December	Milton Keynes

Auditing to: ISO 9001

Course which will develop an understanding of the ISO 9001 standard and auditing techniques.

3 days	29-31	March	Northampton
£880 + VAT	07-09	April	Central London
	05-07	May	Swindon
	19-21	May	Birmingham
	09-11	June	York
	23-25	June	Stratford-upon-Avon
	05-07	July	Milton Keynes
	19-21	July	Nottingham
	04-06	August	South Manchester
	08-10	September	Northampton
	20-22	September	Central London
	18-20	October	York
	01-03	November	Swindon
	22-24	November	Cardiff
	01-03	December	Stirling
	06-08	December	Milton Keynes



▶ Fast Forward
one step at a time

Download our new Distance Learning brochure at:
www.bsigroup.co.uk/distance

Internal Auditor: ISO 9001

Practical training on planning and executing internal audits for those with a knowledge of the standard.

Auditor/Lead Auditor: ISO 9001

A residential course for quality professionals on planning, conducting and leading effective assessment audits.

2 days			
£675 + VAT	04-05	March	York
	18-19	March	Swindon
	25-26	March	Cardiff
	14-15	April	Northampton
	19-20	April	South Manchester
	29-30	April	Cardiff
	06-07	May	Central London
	17-18	May	Nottingham
	26-27	May	Stratford-upon-Avon
	14-15	June	Stirling
	21-22	June	Milton Keynes
	29-30	June	Birmingham
	05-06	July	Northampton
	15-16	July	South Manchester
	26-27	July	Swindon
	28-29	July	York
	02-03	August	Central London
	10-11	August	Nottingham
	02-03	September	Cardiff
	13-14	September	Milton Keynes
	28-29	September	Stratford-upon-Avon
	04-05	October	South Manchester
	11-12	October	Birmingham
	18-19	October	Central London
	25-26	October	York
	01-02	November	Stirling
	11-12	November	Northampton
	15-16	November	Cardiff
	01-02	December	Nottingham
	14-15	December	Swindon

5 days			
£1245 + VAT	01-05	March	South Manchester
	08-12	March	Cardiff
	22-26	March	Birmingham
	12-16	April	Nottingham
	19-23	April	Milton Keynes
	26-30	April	York
	10-14	May	Windsor
	17-21	May	Stratford-upon-Avon
	24-28	May	South Manchester
	24-28	May	Stirling
	07-11	June	Nottingham
	14-18	June	Swindon
	05-09	July	York
	12-16	July	Birmingham
	19-23	July	Cardiff
	26-30	July	Windsor
	09-13	August	Stratford-upon-Avon
	16-20	August	South Manchester
	23-27	August	Stirling
	06-09	September	Milton Keynes
	13-17	September	Swindon
	20-24	September	Nottingham
	04-08	October	York
	11-15	October	Swindon
	18-22	October	South Manchester
	25-29	October	Windsor
	01-05	November	Nottingham
	08-12	November	Cardiff
	15-19	November	Stirling
	22-26	November	Milton Keynes
	06-10	December	Birmingham
	13-17	December	South Manchester



▶▶ **Fast Forward to NEBOSH** certificate qualifications

Save £250 off any NEBOSH course*

Call 0845 086 9000 to book your place

* £250 saving relates to free examination preparation day



Introduction to: ISO/IEC 27001

Designed to provide an overview of effective Information Security Management Systems for IT professionals, managers and those involved with information security.

1 day	17	March	Northampton
£440 + VAT	12	April	Central London
	01	June	South Manchester
	13	July	Birmingham
	14	September	York
	04	October	Central London
	04	November	Nottingham

Secure your place online at www.bsigroup.co.uk/training

Implementing: ISO/IEC 27001

As part of the Lead Implementer course, Implementing: ISO/IEC 27001 provides a method and tools to get an Information Security Management System up and running.

3 days	19-21	April	Nottingham
£1605 + VAT	17-19	May	Milton Keynes
	07-09	June	South Manchester
	21-23	June	Windsor
	26-28	July	York
	06-08	September	Northampton
	20-22	September	South Manchester
	11-13	October	Windsor
	25-27	October	Nottingham
	08-10	November	York
	06-08	December	Birmingham

Internal Auditor: ISO/IEC 27001

This course provides a solid foundation in all aspects of the audit process and enables delegates to identify potential and actual security weaknesses.

2 days	18-19	March	Northampton
£1020 + VAT	30-31	March	Stratford-upon-Avon
	22-23	April	Milton Keynes
	10-11	May	York
	14-15	June	Central London
	14-15	July	Birmingham
	09-10	August	Central London
	27-28	September	Nottingham
	18-19	October	South Manchester
	17-18	November	Cardiff
	13-14	December	Northampton

Lead Implementer: ISO/IEC 27001

This practical course provides a methodology and tools to fully implement an Information Security Management System, helping to prepare delegates for the Lead Implementer qualification.

5 day	19-23	April	Nottingham
£1925 + VAT	17-21	May	Milton Keynes
	07-11	June	South Manchester
	21-25	June	Windsor
	26-30	July	York
	06-10	September	Northampton
	20-24	September	South Manchester
	11-15	October	Windsor
	25-29	October	Nottingham
	08-12	November	York
	06-10	December	Birmingham

Lead Auditor: ISO/IEC 27001

This intensive residential course prepares delegates for the Lead Auditor qualification process for ISO 27001, training them how to conduct and lead audits.

5 days	08-12	March	South Manchester
£1925 + VAT	12-16	April	Northampton
	26-30	April	Windsor
	10-14	May	York
	24-28	May	Swindon
	07-11	June	Nottingham
	14-18	June	Cardiff
	28-02	June	Stratford-upon-Avon
	05-09	July	South Manchester
	12-16	July	Milton Keynes
	19-23	July	Stirling
	09-13	August	Nottingham
	06-10	September	Windsor
	13-17	September	York
	04-08	October	South Manchester
	18-22	October	Milton Keynes
	25-29	October	Cardiff
	01-05	November	Stratford-upon-Avon
	15-19	November	Stirling
	22-26	November	Nottingham
	13-17	December	Swindon

New Energy Management
online course **only £30**

See page 19 for course details, or visit:
www.bsigroup.co.uk/training



ISEB Certificate in Information Security Management Principles (CiSMP)

The ISEB Certificate in Information Security Management Principles has been designed to give delegates the information and guidance they need to fulfil their roles as information security professionals.

5 days	08-12	March	Bedfordshire
£1815 + VAT	26-30	April	Bedfordshire
	07-11	June	Bedfordshire
	12-16	July	Bedfordshire
	06-10	September	Bedfordshire
	25-29	October	Bedfordshire
	06-10	December	Bedfordshire

ISEB Practitioner Certificate in Information Risk Management

This course is comprehensive and highly practical, enabling delegates to develop a business focused information security and governance risk strategy. It closely follows the approaches recommended in the ISO 17799, ISO 27001 and BS 7799-3 Standards.

5 days	01-05	March	Bedfordshire
£1815 + VAT	17-21	May	Bedfordshire
	05-09	July	Bedfordshire
	27-01	September	Bedfordshire
	15-19	November	Bedfordshire

Introduction to: BS OHSAS 18001

This course is an excellent introduction to the more detailed BSI two-day course on implementation of an OHS Management System to BS OHSAS 18001.

1 day	13	April	Central London
£385 + VAT	11	May	Nottingham
	21	July	South Manchester
	07	September	Birmingham
	06	October	Central London
	19	November	Cardiff

Implementing: BS OHSAS 18001

On this course delegates get an overview of Health and Safety Management Systems and implementation techniques.

2 days	12-13	April	Stratford-upon-Avon
£805 + VAT	02-03	June	Central London
	12-13	July	Nottingham
	27-28	September	South Manchester
	11-12	October	Birmingham

Internal Auditor: BS OHSAS 18001

Designed for delegates with a health and safety background who have been tasked with conducting effective audits of the BS OHSAS 18001 Management System.

2 days	22-23	April	Swindon
£820 + VAT	07-08	June	Central London
	22-23	July	South Manchester
	20-21	September	Birmingham
	15-16	November	York
	20-21	December	Central London

Lead Auditor: BS OHSAS 18001

Lead Auditor: BS OHSAS 18001 enables delegates to plan, conduct and lead effective audits based on BS OHSAS 18001.

5 days	15-19	March	South Manchester
£1340 + VAT	12-16	April	Windsor
	26-30	April	Swindon
	10-14	May	South Manchester
	21-25	June	Northampton
	12-16	July	York
	26-30	July	Windsor
	09-13	August	Milton Keynes
	06-10	September	Birmingham
	04-08	October	South Manchester
	25-29	October	Stirling
	22-26	November	Nottingham
	13-17	December	York

IOSH Working Safely – eLearning Module

The Online Working Safely course provides basic health and safety knowledge and includes the content necessary to fulfil entry-level health and safety training requirements for all employees.

£95 + VAT

IOSH Managing Safely – eLearning Module

The Online Managing Safely course is aimed at managers and supervisors in any sector and any organisation. The course content is designed to give managers all they need to know to help them handle health and safety in the area under their responsibility. Managers will gain a broad based knowledge of health and safety and safe systems of work.

£499 + VAT

Download our new Distance Learning brochure at: www.bsigroup.co.uk/distance

NEBOSH National General Certificate in Occupational Health and Safety **NEW**

Applicable for health and safety managers, advisors, supervisors, and those with specific health and safety responsibilities within all industry sectors, the course provides an excellent introduction to the principles of the management of health and safety. It ensures delegates gain a good working knowledge of health and safety legislation and the management of risk.

NEBOSH International General Certificate in Occupational Health and Safety **NEW**

This course is a globally recognised qualification. Aimed at managers, worker representatives and supervisors within all industry sectors, the International Certificate course provides a good foundation for those embarking on a health and safety career working outside of the UK. The course provides a good working knowledge of health and safety culture, international standards and management systems and the management of risk.

NEBOSH National Certificate in Construction Health and Safety **NEW**

This NEBOSH Construction Certificate course is recognised in many countries as the qualification in occupational health and safety for the construction industry. The course provides an excellent introduction to the principles of the management of health and safety and ensures delegates have a good working knowledge of health and safety legislation and the management of risk specific to their industry.

Block 1

19-23	July	Swindon	Module 1
09-13	August	Swindon	Module 2
03	September	Swindon	Revision
10	September	Swindon	Exam

Block 2

18-22	October	Central London	Module 1
08-12	November	Central London	Module 2
03	December	Central London	Revision
10	December	Central London	Exam

10 days training + exam – £1950 + VAT
1 day revision – £250 + VAT

Block 1

26-30	July	Swindon	Module 1
16-20	August	Swindon	Module 2
01	September	Swindon	Revision
08	September	Swindon	Exam

Block 2

25-29	October	Central London	Module 1
15-19	November	Central London	Module 2
01	December	Central London	Revision
08	December	Central London	Exam

10 days training + exam – £1950 + VAT
1 day revision – £250 + VAT

Block 1

19-23	July	Swindon	Module 1
04-06	August	Swindon	Module 2
24-26	August	Swindon	Module 3
03	September	Swindon	Revision
09 (am)	September	Swindon	Exam
10 (am)	September	Swindon	Exam

Block 2

18-22	October	Central London	Module 1
03-05	November	Central London	Module 2
23-26	November	Central London	Module 3
03	December	Central London	Revision
09 (am)	December	Central London	Exam
10 (am)	December	Central London	Exam

12 days training + exam – £2050 + VAT
1 day revision – £250 + VAT

Launch offer:

All courses booked by 1st June will include a **FREE** examination refresher day

HACCP for Non-Food Industries

This course is designed to give delegates from the non-food industry the knowledge to apply the HACCP principles. The requirements for a hazard analysis system in manufacturing industries such as BRC Packaging and Consumer Products is growing. This course will aid delegates in understanding the principles of HACCP and give them the knowledge to identify hazards and complete a HACCP plan that will aid in meeting the requirements of these standards.

1 day £385 + VAT	05 May	Nottingham
	20 July	Central London
	05 October	South Manchester

Internal Auditor: PAS 125

Delegates will be taught how to conduct internal auditing to best effect over this intense two day course. The course will teach delegates auditing techniques compatible with PAS 125 and ISO 19011, how to plan, perform and report on an audit, and how to apply courses of corrective action.

2 days £745 + VAT	14-15	September	Milton Keynes
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Introduction to: PAS 125

This course aims to provide body shop managers and representative with an understanding of PAS 125, and to ensure that they have a route map to implementing the requirements within their business.

1 day £465 + VAT	13	September	Milton Keynes
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Implementing: PAS 125

This two-day course will give delegates the knowledge and skills to implement the requirements of Thatcham BSI kitemark in a vehicle body repair workshop.

2 days £715 + VAT	16-17	September	Milton Keynes
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Show your commitment to sustainability

Understanding BS 8901

See page 19 for more details of our Sustainable Event Management courses or visit: www.bsigroup.co.uk/training

Fast Forward...

For an in-company 'quick quote' go to: www.bsigroup.co.uk/training

Secure your course place online at www.bsigroup.co.uk/training

Got a query? Call one of our training team on: **0845 086 9000**



Introduction: BS 25999

Giving a solid understanding of Business Continuity Management. Practical exercises and instructor-led discussions will help students appreciate the benefits of business continuity management in an organisation.

1 day	11	May	Central London
£485 + VAT	08	June	Nottingham
	27	July	York
	15	September	South Manchester
	05	October	Central London
	22	November	Birmingham

Implementing: BS 25999

This course provides delegates with the opportunity to gain the necessary skills and knowledge to introduce a Business Continuity Management System into an organisation.

2 days	20-21	April	Swindon
£1020 + VAT	16-17	June	Central London
	19-20	July	Milton Keynes
	23-24	August	York
	20-21	October	South Manchester
	29-30	November	Nottingham

Crisis and Incident Management

Delegates will be given practical experience and theoretical guidance for dealing with a variety of incidents. This course is aimed at those who are tasked with managing an incident.

2 days	27-28	April	Cotswolds
£1210 + VAT	15-16	June	Cotswolds

Internal Auditor: BS 25999

This course provides the skills and knowledge to conduct audits and self-assessments against BS 25999.

2 days	07-08	April	Nottingham
£1020 + VAT	23-24	June	Central London
	01-02	July	South Manchester
	27-28	September	York
	18-19	November	Swindon
	15-16	December	Northampton

Business Impact Assessment

Delegates will be taught a method for conducting a Business Impact Assessment (BIA) within an organisation. The theory is expanded with practical examples so that participants leave ready to undertake a BIA within their own organisation.

1 day	22	March	Central London
£530 + VAT	24	May	Cotswolds
	12	July	Cotswolds

Lead Auditor: BS 25999

Delegates will gain the skills and knowledge to conduct and lead effective Business Continuity Management System audits in accordance with the requirements of BS 25999-2:2007 and ISO 19011:2002. Learning is achieved through a combination of classroom tutorials, practical role-playing, group workshops, and open forum discussions.

5 days	12-16	April	South Manchester
£1925 + VAT	24-28	May	York
	14-18	June	Nottingham
	05-09	July	Birmingham
	16-20	August	York
	06-10	September	Northampton
	04-08	October	South Manchester
	15-19	November	Windsor
	13-17	December	Nottingham

Secure your course place online at www.bsigroup.co.uk/training

TURNING STANDARD PRACTICE INTO BEST PRACTICE

REGIONAL BUSINESS FORUM

29th April Birmingham, Hilton Birmingham Metropole Hotel, National Exhibition Centre B40 1PP

27th May Manchester, The Lowry Hotel, 50 Dearmans Place, Chapel Wharf, Salford M3 5LH

10th June London, Hilton London Metropole Hotel, London W2 1JU

Register today! To book your free place visit: www.bsigroup.co.uk/forum10





Business Continuity Basics

Aimed at delegates looking for an overview of the principles and practice of Business Continuity Management, this one-day course is based on the Business Continuity Institute's Best Practice Guidelines, BS 25999, and 10 disciplines.

2 days £530 + VAT	24-25	March	Central London
	26-27	May	Cotswolds
	14-15	July	Cotswolds

Writing the Business Continuity Plan

This course gives delegates the skills to write a Business Continuity or Resumption Plan. It follows the timeline of an incident affecting a company with no formal plans.

1 day £530 + VAT	24	March	Central London
	26	May	Cotswolds
	14	July	Cotswolds

Developing and Managing Business Continuity Exercises

Designed primarily for those on the BC Team tasked with developing and running exercises or participating in them.

2 days £1210 + VAT	29-30	April	Cotswolds
	17-18	June	Cotswolds

The Business Continuity Foundation Course

This three-day residential course offers a comprehensive grounding in Business Continuity, based on the Business Continuity Institute's Good Practice Guidelines and 10 disciplines, and is in line with BS 25999.

3 days £1620 + VAT	26-28	April	Cotswolds
	14-16	June	Cotswolds

ITIL Service Management Foundation Course

This interactive three-day course enables delegates to gain an excellent understanding of the fundamentals of ITIL best practice in Service Management. Attendees will also find it valuable in achieving the ITIL Foundation certificate in Service Management.

3 days £850 + VAT	16-18	March	Holborn – London
	20-22	April	Holborn – London
	11-13	May	Stevenage
	18-20	May	Holborn – London
	15-17	June	Holborn – London
	20-22	July	Holborn – London
	14-16	September	Holborn – London
	19-21	October	Stevenage
	16-18	November	Holborn – London
	14-16	December	Holborn – London

ISEB Certificate in Software Asset Management Essentials

This qualification covers the Software Asset Management (SAM) processes as described within the IT Infrastructure Library (ITIL). The certificate addresses the management of software from the initial business need through the entire life cycle, up to and including software retirement.

3 days £975 + VAT	22-24	March	Bedfordshire
	14-16	June	Bedfordshire
	13-15	September	Bedfordshire
	29-01	November	Bedfordshire

ITIL V2-V3 Manager's Bridging Course

This course will bridge the knowledge gap between the subject matter contained within the Manager's certificate and the new concepts and best practices within version 3. ITIL® V3 provides guidance on how to increase the value of an IT service provider's contribution to its customers and how to have better integration with the business. This course will give delegates a detailed understanding of the new concepts and terminology in V3.

4 days £1375 + VAT	10-13	May	Holborn – London
	27-30	September	Holborn – London

Understanding BS 25777

This one-day course enables those responsible for IT Service Continuity to ensure it is managed in accordance with PAS 77.

1 day £530 + VAT	14	June	Cotswolds
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Medical devices course range

Extended range of courses for the medical devices industry now available from BSI

New ISO 13485 Implementation and Lead Auditor courses

See page 21 for details or visit www.bsigroup.co.uk/training



Introduction to: ISO 14001

This course is aimed at management and staff needing a strategic overview of Environmental Management.

1 day	12	April	Central London
£385 + VAT	10	May	Nottingham
	28	June	South Manchester
	05	July	York
	09	August	Northampton
	08	September	Central London
	11	October	South Manchester
	09	November	Birmingham
	13	December	Swindon

Internal Auditor: ISO 14001

For delegates wanting to develop an understanding of an Environmental Management System and associated auditing techniques.

2 days	05-06	May	York
£825 + VAT	09-10	June	Central London
	04-05	August	Birmingham
	15-16	September	South Manchester
	15-16	November	Nottingham
	06-07	December	Nottingham

Calculating Your Carbon Footprint

This one-day course provides an introduction to how Greenhouse Gas emissions (GHG) – (typically referred to as carbon footprint) are calculated and should be reported.

1 day	31	March	Swindon
£380 + VAT	17	June	Northampton
	26	August	Central London
	10	November	South Manchester

Implementing: ISO 14001

Provides delegates with the knowledge, skills and understanding to design, implement and manage an Environmental Management System.

2 days	17-18	May	Central London
£805 + VAT	24-25	June	Nottingham
	15-16	July	York
	22-23	September	Milton Keynes
	26-27	October	South Manchester
	29-30	November	Central London

IEMA Approved Advanced EMS Auditor Course (UK)

Specifically for environmental professionals who want to plan, conduct and lead effective audits.

5 days	08-12	March	South Manchester
£1310 + VAT	19-23	April	Windsor
	24-28	May	Birmingham
	14-18	June	Milton Keynes
	19-23	July	York
	16-20	August	Nottingham
	20-24	September	Northampton
	18-22	October	South Manchester
	15-19	November	Windsor
	13-17	December	York

Medical devices training

– awareness, introductory and auditing courses see page 21

Visit: www.bsigroup.co.uk/training

Introduction to Energy Management

The Energy Institute's one day workshop will help develop the skills and knowledge required to implement an energy management system. This day provides an essential skills guide for anyone planning to develop an energy management system. The course is built around the principles of the European Standard BS EN 16001.

1 day	13	April	Central London
£375 + VAT			

Energy Management Systems Awareness eLearning Course

This course is designed to provide an understanding of an energy management system with specific emphasis on the BS EN 16001 standard. Explore key energy management system components through case studies.



Fee: £145 + VAT

Introduction to: BS EN 16001

BSI's Introduction to BS EN 16001:2009 course provides a general understanding of the concepts of an energy management system (EnMS) based on BS EN 16001:2009.

1 day	14	April	Central London
£385 + VAT	14	July	Nottingham
	11	October	Central London

Show your commitment to sustainability

Implementing: BS EN 16001

BSI's Implementing BS EN 16001:2009 course provides participants with practical tools and methods for implementing an energy management system (EnMS).

2 days	04-05 May	Central London
£805 + VAT	29-30 July	Nottingham
	25-26 October	Central London

Internal Auditor: BS EN 16001

Practical training on planning and executing internal self assessments against the requirements of BS EN 16001. Delegates should have a knowledge of the standard.

2 days	19-20 May	Central London
£825 + VAT	02-03 September	Nottingham
	01-02 December	Central London

Lead Auditor: BS EN 16001

Practical training for energy management professionals on planning, conducting and leading effective internal audits and self-assessments against the requirements of BS EN 16001.

5 days	14-18 June	Windsor
£1310 + VAT	13-17 September	Nottingham
	01-05 November	Windsor

Introduction to: BS 8901

This course is designed to help delegates understand the concept of sustainability, the updated version of BS 8901 and the relationship between sustainability and event management. The course covers issue identification and evaluation, legal requirements, how to design stakeholder engagement programmes and setting objectives and targets.

1 day	11 March	Central London
£385 + VAT	15 April	Central London
	12 May	Central London
	10 June	Central London
	08 July	Central London
	15 September	Central London
	07 October	Central London
	04 November	Central London
	08 December	Central London

Internal Auditor: BS 8901

Practical training for delegates on planning and completing effective internal audits against the requirements of BS 8901

2 days	18-19 March	Central London
£825 + VAT	16-17 June	Central London
	22-23 September	Central London

Implementing BS 8901

This course is designed to provide delegates with the expertise that will enable them to design, install and maintain a management system that meets the requirements of BS 8901 and delivers measurable benefits. The course includes an in-depth examination of what is required for external certification to the standard.

2 days	24-25 March	Central London
£805 + VAT	22-23 April	Central London
	27-28 May	Central London
	23-24 June	Central London
	22-23 July	Central London
	29-30 September	Central London
	21-22 October	Central London
	18-19 November	Central London
	09-10 December	Central London

Auditor Conversion: ISO 14001 to BS 8901

For existing ISO 14001 auditors who will need to carry out audits against the requirements of BS 8901. These courses run the day after the Implementation course above.

1 day	26 March	Central London
£385 + VAT	25 June	Central London
	01 October	Central London

Fast forward your sustainable management skills now

New Health & Safety NEBOSH courses – see page 14 for more details



ISEB Certificate in Freedom of Information

The ISEB Certificate in Freedom of Information is appropriate for both those experienced in Freedom of Information and those new to the subject.

07-09	April	Chiswick – London	Wave 6
14-16	April	Chiswick – London	Wave 6
23	April	Chiswick – London	Wave 6

07-09	July	Chiswick – London	Wave 7
14-16	July	Chiswick – London	Wave 7
23	July	Chiswick – London	Wave 7

06-08	October	Chiswick – London	Wave 8
13-15	October	Chiswick – London	Wave 8
22	October	Chiswick – London	Wave 8

Duration: 6.5 days **Fee: £2215 + VAT**

ISEB Certificate in Data Protection

The ISEB Certificate in Data Protection has been designed to meet the needs of everyone working with personal data, helping them develop a comprehensive understanding of the wider data protection issues.

08-09	April	Chiswick – London	Wave 6
15-16	April	Chiswick – London	Wave 6
23	April	Chiswick – London	Wave 6

08-09	July	Chiswick – London	Wave 7
15-16	July	Chiswick – London	Wave 7
23	July	Chiswick – London	Wave 7

07-08	October	Chiswick – London	Wave 8
14-15	October	Chiswick – London	Wave 8
22	October	Chiswick – London	Wave 8

Duration: 4.5 days **Fee: £1950 + VAT**

Introduction to BS 10012:2009 Data Protection

This course enables delegates to understand benefits of BS 10012 and what is involved in implementing the standard. BS 10012 provides a management framework to enable an organisation to remain compliant with the Data Protection Act. Implementing BS 10012 means that the risks of DPA breaches are continually assessed and managed.

1 day	05	March	Central London
£440 + VAT	10	June	Central London
	16	September	Central London
	08	November	South Manchester

Legal Admissibility and Evidential Weight of Information Stored Electronically Workshop

This workshop is based on the code of practice for legal admissibility and evidential weight of information stored electronically, which has been widely implemented and documents good practice guidelines. It also looks at the new British Standard (BS 10008) and examines how it relates to the code of practice.

1 day	08	June	Central London
£465 + VAT	21	September	Central London
	01	December	Central London

Data Protection Demystified - Acting to Protect Personal Information

An online interactive eLearning course developed for organisations using BS 10012 to construct a personal information management system that complies with the Data Protection Act. This course simplifies the task of delivering general awareness to all staff that may be concerned with personal information.

£95 + VAT

Understanding and Implementing BS 7858:2006 Security Screening of Staff

Specifically for all those who need or want to screen employees. This interactive one-day training course is designed as an introduction to BS 7858:2006.

1 day	14	April	Central London
£385 + VAT	14	July	Central London
	17	November	Central London

Emergency Lighting for the Fire Safety Order combined with Competent Engineering Certificate

This one-day course (accredited by ICEL) has been updated to include the latest standards on photometric data presentation and automatic testing. A Competent Engineering Certificate will be issued on successful completion of the course.

1 day	08	June	Central London
£310 + VAT	14	September	Central London
	02	December	Central London

Introduction to BS 5266-1 2006 The Code of Practice for emergency lighting

An introduction to the standards required under Emergency Lighting legislation and its application, including BS 5266-1 Code of Practice for Emergency Lighting. This course is designed to help engineers comply with the new Fire Safety Order.

1 day	02	March	Central London
£310 + VAT	25	May	Central London
	07	September	Central London
	01	December	Central London

Introduction to: ISO 13485

This course covers an introduction to ISO 13485, its importance and link to the Medical Device Directives. It also compares its requirements to that of ISO 9001 and the FDA's QSR.

1 day	05	July	South Manchester
£385 + VAT	06	September	Central London
	17	November	Nottingham

Implementing to: ISO 13485

NEW

The course introduces the concepts needed to understand, develop, and implement a quality management system as outlined in ISO 13485 solid enough to achieve certification.

2 days	06-07	July	South Manchester
£825 + VAT	07-08	September	Central London
	18-19	November	Nottingham

Internal Auditor: ISO 13485

In addition to outlining details of ISO 13485 and compares its requirements with ISO 9001 this course also covers the planning, preparation, conducting, reporting and closure of internal audits.

2 days	19-20	July	South Manchester
£825 + VAT	09-10	September	Central London
	22-23	November	Nottingham

Secure your course place online at www.bsigroup.co.uk/training

Got a query? Call one of our training team on: **0845 086 9000**

Lead Auditor: ISO 13485

NEW

The course begins with a review of ISO 13485 and continues to teach the principles of process auditing in accordance with quality management system standards addition, the concepts of risk management (ISO 14971) integrated into the audit approach are introduced.

5 days	26-30	July	South Manchester
£1925 + VAT	13-17	September	Windsor
	06-10	December	Nottingham

Medical Devices Risk Management: ISO 14971

The application of an all encompassing risk management system towards medical devices, including details of the horizontal ISO 14971 standard, as well as selected risk management tools including FMEA, FTA and HAZOP.

1 day	08	July	South Manchester
£530 + VAT	21	September	Central London
	03	December	Nottingham



Introduction to CE Marking

A one-day introduction to the medical device directives (MDD, AIMDD, IVDD) covering their background and key features

1 day	02	July	South Manchester
£615 + VAT	03	September	Central London
	26	November	Nottingham

Medical Devices CE Marking

This course examines European medical devices regulatory and standards principles, focussing on sound implementation of the regulatory requirements.

3 days	21-23	July	South Manchester
£1025 + VAT	22-24	September	Central London
	29-01	Nov/Dec	Nottingham

Secure your place online at www.bsigroup.co.uk/training

IOSH eLearning Modules

Fast forward to IOSH accredited courses

More information at www.bsigroup.co.uk/elearning

Auditing and Approaching Top Management

Interviewing top management can be a daunting experience. This programme will enable the auditor to have an effective interview with top managers whether that be as part of creating the overall audit programme or as an auditee during an audit of management responsibilities.

£145 + VAT

Managing a Comprehensive Audit Programme

This course will help you reassess and refocus your approach to planning your annual internal audit programme so that it delivers maximum benefit to the organisation.

£145 + VAT

What does ISO 9001 mean to me?

Find out how ISO 9001 benefits an organisation through the eyes of an imaginary logistics company. Ideal for internal communication and training.

£145 + VAT

ISO 9001:2008 Key Changes

Discover the key changes of the revised quality standard in this eLearning course

£40 + VAT

Effective Audit Planning

If you have to conduct audits you will find that this course will enable you to create an effective plan for your audit and make the most of the often limited time available.

£145 + VAT

Effective Audit Report Writing

Many valuable audit findings are lost due to poor communication. This course will enable you to achieve more from your audit findings by providing the skills and knowledge to prepare a well structured and action orientated report that will deliver results for you and your organisation.

£145 + VAT

Audit Questioning Techniques

This eLearning course is for auditors who have had some training and are now looking to refresh their approach in order to gain more from their auditing and provide value added feedback.

£145 + VAT

ISO 19011 – The Auditor’s Role

This module looks at the role of an auditor as defined by the standard ISO 19011:2002. It gives an overview of ISO 19011 and provides the learner with a structured approach to formal audit activities. The course shares recommended guidance on competency and evaluation of auditors.

£145 + VAT

Implementing and Operating an Integrated Management System

This course is designed for those wishing to implement an IMS, which combines existing ISO 9001 and/or ISO 14001 and/or OHSAS 18001 systems.

2 days	19-20	May	Milton Keynes
£830 + VAT	19-20	July	South Manchester
	15-16	November	Central London

 **Fast forward to a secure business**

Book your information security training course with BSI.

See page 12 for full course listing

More information at www.bsigroup.co.uk/training

All eLearning prices are for single user licences only.
For multi-user licence fees please call **0845 086 9000**



DISTANCE LEARNING QUALIFICATIONS

BSI Certificate in Occupational Health and Safety Management Systems

This distance learning qualification consists of eight modules of study. It provides an understanding of the structure, requirements and tools needed to implement an Occupational Health and Safety Management System.

£1215 + VAT

BSI Certificate in Environmental Management Systems

Consisting of six modules of study this distance learning qualification follows the guidelines defined in BS 8555 – a phased approach to Environmental Management System implementation. The course also covers the understanding and application of ISO 14001.

£1215 + VAT

BSI Diploma in Quality Management

Ideal for those involved at a strategic or operational level in implementing a Quality Management System, this distance learning based qualification comprises of eleven modules of study, covering ISO 9001, the application of quality management principles and the process of system implementation.

£1215 + VAT

Download our new Distance Learning brochure at:
www.bsigroup.co.uk/distance



BSI REGISTERED AUDITOR

WHAT IS THE BSI REGISTERED AUDITOR QUALIFICATION?

Supported by the international strength of BSI it is set to become the benchmark qualification for Quality, Environment, Health and Safety, and Information Security Management Systems personnel. It also provides a means of ensuring awareness and understanding of best practice in management systems auditing.

Upon successful completion participants receive a valuable qualification and mark, underpinned by the integrity of the BSI name.



Route to qualification

- Pass the appropriate BSI auditor's course
- Complete the one-day advanced auditing course
- Complete and pass our qualifying review
(a one-day audit coaching and review session carried out on-site)

Benefits

- System audited by competent personnel
- Provides personal professional development
- Ensure that audits deliver business benefits
- Contributes to effective corporate governance
- Auditors are kept up-to-date
- Successful applicants will receive a 'Registration Mark' and certificate that affirms BSI Registered Auditor status to colleagues and employers

BSI Training

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Please note: Course prices shown are correct at time of going to print. Please confirm when booking.




The BSI certification mark can be used on your stationery, literature and vehicles when you have successfully achieved certification.



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