

2014

Course Catalogue

Consepsys Limited



Consepsys



Consepsys Limited Document Control Section

The Document Control Professionals

Who we are, in a few words:

- ▶ Training Provider, Consultancy and Certification Body specializing in Document Control
- ▶ Leading Independent Provider of Document Control Courses & Certification Body
- ▶ We have trained and certified professionals from over 15 industries and 5 continents
- ▶ We are based in the United Kingdom, but we travel all over the world to train and certify professionals
- ▶ We cover the competency aspect of the discipline, and we aim at giving practical tools and skills that directly apply to the work environment

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A few words on our courses...

All our courses are based on the requirements of the ISO 9001 International Standard (“Quality Management Systems – Requirements”).

We offer several levels of courses, as follows:

- **DCC module: Document Control training course:** Comprehensive course, covering all aspects of Document Control tasks. It formalises Document Control knowledge, consolidates basics and deepens competences. It also allows experienced Document Controllers to compare their experience with common / best practices.
- **DCM module: Lead Document Controller / Document Control Manager training course:** Learn methods to manage DC projects and tasks, to lead teams, to manage interfaces, to run, to implement or to improve Document Control management systems, both in terms of procedures and electronic document management systems.

Our courses are hands-on, very interactive and they involve numerous workshops. They present an excellent opportunity to meet other Document Control professionals from other companies and industries, to compare and to exchange best practices and to network.

Our courses cover the competency and skill aspect of the Document Control profession, which allows to adapt to any Electronic Document Management System, therefore no software package is used nor required during our courses.

We are the leading independent course provider and certification body in Document Control.

We do hope that our paths will cross this year and that we will advance the Document Control profession together.

DCC

Certified Document Controller

Duration

2.5 days

Audience

- Companies which seek to train their staff to all aspects of document control
- Professionals who seek to formalize and certify their knowledge in document control
- Career evolution or Change of career

Certificate

The course includes an individual 3-hour certification examination.

- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination
- A Certificate of Attendance is issued to each participant who satisfactorily completes the course

Fee

Course delivery	Price (£)
In our premises	846 £
In client premises	On demand

Prices are indicated in British Pounds and include VAT

COURSE DESCRIPTION

A comprehensive, hands-on and very interactive document control training course, covering all aspects of document control tasks. This course comprises numerous workshops.

It formalises Document Control knowledge, consolidates basics and deepens competences. It allows experienced Document Controllers to compare their experience with common / best practices. It also allows professionals who have little or no experience in Document Control to develop a robust foundation for the profession and it allows to acquire competences that can be applied to day-to-day work.

This course is based ISO 9001 and industry best/common practices.

PRE-REQUISITES

- Quality mindset
- Functional level in English language

COURSE CONTENT

- | | |
|--|--|
| Unit 1: Introduction to Document Control | Unit 7: Document Control Procedures and Specifications |
| Unit 2: The Basics of Document Control | Unit 8: As-Built and Final Documentation |
| Unit 3: Document Identification | Unit 9: The End of the Document Lifecycle |
| Unit 4: Document Classifying & Security | Unit 10: Electronic Document Management Systems |
| Unit 5: Managing Documents Throughout Their Lifecycle | Unit 11: Monitoring Documents and Document Control |
| Unit 6: Document Distribution | Unit 12: Interactions with Technical teams, project teams, managers |

Important note: course content subject to change without notice.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Explain the requirements for document control, traceability, auditability, quality, consistency
- Understand the role of the document controller and his/her interfaces
- List out and perform the critical quality checks to run on documentation
- Understand what is a deliverable and how it is managed
- Understand and explain the rationale behind document numbering and identification
- List out document types in use in their company and group them by category
- Manage documents through their lifecycle, make the distinction between working and official documents
- Use, create and adapt document templates
- Ensure the traceability of documents, comments, distribution and transmittal
- Understand document control specifications and procedures
- Ensure document distribution and manage document review and approval
- Understand the work for As-Built and Final Documentation phases
- Understand the requirements for document security and confidentiality and the means for document protection
- Understand and explain the requirements for electronic document management systems
- Build and issue reports on document status
- Interact with technical teams and managers

Duration

2.5 days

Audience

- Companies which seek to train their staff to all aspects of document control
- Professionals who seek to formalize and certify their knowledge in document control
- Career evolution or Change of career

Certificate

The course includes an individual 3-hour certification examination.

- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination
- A Certificate of Attendance is issued to each participant who satisfactorily completes the course

Fee

Course delivery	Price (£)
In our premises	846 £
In client premises	On demand

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DCM
Certified
Lead Document Controller
/ Document Control Manager

Duration

2.5 days

Audience

- Newly appointed Lead Document Controller or Document Controller Managers who seek to gain awareness and understand the various aspects of their responsibilities.
- Professionals who seek to formalize and certify their knowledge and deepen their competences in document control
- Career evolution or change of career

Certificate

The course includes an individual 3-hour certification examination.

- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination
- A Certificate of Attendance is issued to each participant who satisfactorily completes the course

Fee

Course delivery	Price (£)
In our premises	846 £
In client premises	On demand

Prices are indicated in British Pounds and include VAT

COURSE DESCRIPTION

This course focuses on topics required for Lead Document Control and Document Control Manager positions.

It prepares Document Controllers to manage DC projects and tasks, to lead teams, to manage interfaces and to run, to implement or to improve Document Control management systems, both in terms of procedures and electronic document management systems.

This course is based ISO 9001 and industry best/common practices.

PRE-REQUISITES

- Strong experience as a document controller and senior document controller
- Knowledge of document control principles, rules and practices
- Functional level in English language
- Recommended: Experience or Exposure to management of teams and planning of DC projects

COURSE CONTENT

Unit 1: Role & Interfaces of the Lead Document Controller

- Coordination of the Document Control Team's work
- Workload calculation and planning of DC tasks
- Gate keeping & Convincing

Unit 3: Implementation of Document Control Rules

- Documenting the Document Control System
- Flowcharts
- Policies
- Internal Procedures & Guidelines
- Instructions to Contractors
- Document Templates

Unit 2: Implementation of Document Control Systems

- Introduction
- Evaluation of the current situation
- Implementation Strategy

Unit 4: Management of Document Control Team

- Recruitment
- Motivation
- Performance Management
- Workload Management

Important note: course content subject to change without notice.

DCM

Certified
Lead Document Controller
/ Document Control Manager

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Calculate workload and plan the team’s work; Be able to provide a structured plan for any Document Control task or project (scope, resources, planning, budget)
- Understand the steps required and methodology to implement or re-revamp a Document Control System
- Understand and manage the Lead Document Controller’s interfaces (managers, contractors, engineers, IT, etc.)
- Possess a method framework for day to day running of Document Control System and Team
- Manage a team of Document Controllers (‘human’ aspects, workload, performance, motivation, team objectives, communication)

Duration

2.5 days

Audience

- Newly appointed Lead Document Controller or Document Control Managers who seek to gain awareness and understand the various aspects of their responsibilities.
- Professionals who seek to formalize and certify their knowledge and deepen their competences in document control
- Career evolution or change of career

Certificate

The course includes an individual 3-hour certification examination.

- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination
- A Certificate of Attendance is issued to each participant who satisfactorily completes the course

Fee

Course delivery	Price (£)
In our premises	846 £
In client premises	On demand

Prices are indicated in British Pounds and include VAT

Certification Examination Document Controller Level

DESCRIPTION

The Certification Examination tests and certifies the knowledge and competencies of participants.

The Document Control Certification Examination tests:

- Document control skills
- Understanding of the role and environment of the Document Controller
- Skills in terms of interfaces and professional ethics

EXAMINATION

- Individual, closed-book, 3-hour certification examination
- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination

SESSIONS & FEES

- A Certification Examination session is organised at the end of each Document Control and Lead Document Control Training Course
- The fee for one certification examination is included in all our training courses
- It is possible to register only for the Certification Examination

Duration

3 hours

Audience

- Professionals who seek to formalize and certify their knowledge and experience in document control
- Career evolution or Change of career

Fee

Course delivery	Price (£)
In our premises	150 £
In client premises	On demand

Prices are indicated in British Pounds and include VAT

Minimum numbers of participants apply

Certificate

An Examination Pass Certificate is awarded to each participant who successfully passes the certification examination

**Certification Examination
Lead Document Controller Level**

DESCRIPTION

The Certification Examination tests and certifies the knowledge and competencies of participants.

The Lead Document Control Certification Examination tests the ability of participants to :

- Manage a team
- Organise tasks and workload
- Communicate with management and teams

EXAMINATION

- Individual, closed -book, 3-hour certification examination
- An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination

SESSIONS AND FEES

- A Certification Examination session is organised at the end of each Document Control and Lead Document Control Training Course
- The fee for one certification examination is included in all our training courses
- It is possible to register only for the Certification Examination

Duration

3 hours

Audience

- Professionals who seek to formalize and certify their knowledge and experience in document control
- Career evolution or Change of career

Fee

Course delivery	Price (£)
In our premises	150 £
In client premises	On demand

Prices are indicated in British Pounds and include VAT

Minimum numbers of participants apply

Certificate

An Examination Pass Certificate is awarded to each participant who successfully passes the certification examination



Summary of the 2014 Sessions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
'Certified Document Controller' Training Course (DCC)												
<u>Europe</u>												
<i>London</i>						2-4						
<i>Aberdeen</i>		3-5							15-17			
<u>Asia</u>												
<i>Singapore</i>	13-15			7-9							6-8	
<i>Kuala Lumpur</i>	20-22								29-1			
<u>Australia</u>												
<i>Perth</i>								25-27				
<u>Middle East</u>												
<i>Dubai</i>											23-25	
'Certified Lead Document Controller' Training Course (DCM)												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<u>Europe</u>												
<i>London</i>						4-6						
<i>Aberdeen</i>		5-7							17-19			
<u>Asia</u>												
<i>Singapore</i>	15-17			9-11						8-10		
<i>Kuala Lumpur</i>	22-24									1-3		
<u>Australia</u>												
<i>Perth</i>								27-29				
<u>Middle East</u>												
<i>Dubai</i>											25-27	

For more information on dates, real time information on availability, and fees in local currency,
please refer to our website:

www.consepsys.com

Frequently Asked Questions

What is Document Control?

Document Control is the profession which:

- Accompanies the development, modification and evolution of documents used in construction projects in various industries (Document Control and Engineering Control are usually intimately co-dependent).
- Manages documents throughout their lifecycle;
- Ensures proper review and approval of documents prior to issuance;
- Ensures proper modification, follow-up and revision control of documents;
- Ensures that relevant versions of applicable documents are distributed and available at points of use;
- Prevents the unintended use of obsolete documents;
- Ensures the traceability and the quality of documentation;

Document Control is based on section 4 of ISO 9001

How do I enroll?

1. Fill out our [online request for enrollment](#) on www.consepsys-im.com
2. Pay online by debit/credit card. Should you wish to pay by direct bank transfer, please contact us on contact@consepsys-im.com
3. Within the next few days: Your enrollment will be validated by our team. We will revert back to you within the next few days to confirm your enrollment and we will send you an invoice showing VAT (all our price include VAT).
4. If, for any reason, there is no seats available for the session you selected, we will propose you to choose between full refund and an alternative session.
5. 30 days at the latest before the course session we will send you a Final Course Confirmation, including all practical details for the course.

[Please click here to view our enrolment procedure flowchart](#)

How do I pay for training courses?

- Payments are to be made by direct bank transfer or by debit/credit card Bank details for Consepsys Limited shall be provided on the issued invoice.
- Course registration will be formally confirmed by email upon receipt of payment.
- Consepsys Limited requires full payment of course fees to be settled 31 days prior to the start of the course session, at the latest.

After payment, what are the next steps?

- Upon receipt of payment, and 30 days prior the start of the training course session at the latest, a course enrolment confirmation notice will be sent to each Course Participant by email, indicating the location, timetable and access map.
- Participants are urged not to book non-refundable travel or hotel until they have received a course enrolment confirmation notice.

What is included in the course fee?

- Included in the fee: tuition, purchase price of course material, excluding copyrights.
- In certain cases, whereby it is explicitly specified, lunch and refreshments may be provided.
- Consepsys Limited does not arrange hotel accommodation, nor visa applications for Course Participants.
- Accommodation, food and other living expenses are not included in the fee.

Can I attend both the DCC 'Certified Document Controller' and DCM 'Certified Lead Document Controller' courses one immediately after the other (back to back)?

- Yes, it is possible to attend both courses one immediately after the other (back to back).
- For 2014, every DCC session is immediately followed by a DCM session within the same week.
- Please have a look at the DCM brochure for pre-requisites.
- If you are not sure whether you have the pre-requisites to attend DCM 'Certified Lead Document Controller', please complete the ['DCM Pre-requisite High-level Self-assessment Questionnaire'](#)

Course Schedule

The course schedule typically is 9.00 AM to 5.00 PM, with a lunch break.

Course Material

Course participants receive a comprehensive course book.



Frequently Asked Questions

Certificates

- A Certificate of Attendance is issued to each participant who satisfactorily completes the course
- The course also includes an individual 3-hour certification examination: An Examination Pass Certificate is awarded to each participant who successfully passes the course certification examination
- By default, if the Client organisation does not request examination results, examination results are delivered individually, only to the examination participants.

Certification examination

- All our certification examination sessions are held in a face-to-face circumstance only.
- The certification examination usually takes place on the last afternoon/morning of the course.
- It is an individual closed-book examination. Participants have up to 3 hours to complete the examination paper.
- For Document Controllers, it consists of a blend of a multiple-choice questionnaire, questions with free answers and document control tasks to perform. The examination tests:
 - The Document Control skills of the participants
 - Their understanding of the role and environment of the Document Controller
 - Their skills in terms of interfaces and professional ethics
- For Lead Document Controllers and Document Control Managers, it consists of a case study, whereby participants must develop a resource plan using given contextual information.

Which Software Package do you use during the course?

- No software package is used nor required during our courses;
- We are not affiliated to any Document Control software vendors, therefore we are independent;
- Our courses cover the competency and skill aspect of the Document Control profession, which allows to adapt to any Electronic Document Management System.

Is there a local branch/subsidiary for Consepsys Limited in my country?

Unless you are based in the United Kingdom, Consepsys Limited does not have a local branch/subsidiary in your country. We are registered and based in the United Kingdom and our model is to travel around the world to deliver courses and to run certification examination sessions.

Can I expect any visa application support if I need a visa to attend a training session?

- Consepsys Limited does not have the authority to issue any letter of invitation to any Client requiring a visa to attend any given face-to-face training session.
- Clients have to make their own arrangements for visa applications, accommodation booking and letters of invitation for the attendance of training sessions.

I am not sure whether these courses apply to my industry.

Document Control is applied in a wide variety of industries and practices are remarkably uniform across all sectors.

So far, we have trained professionals from 15 industries, including, but not limited to Oil and Gas, Mining, Building Construction, Chemicals, Refining, Pharmaceutical, Nuclear, Food and Beverages, Waste Treatment and many more.

Please contact us to find out whether our courses would apply to your industry sector.

Any other question?

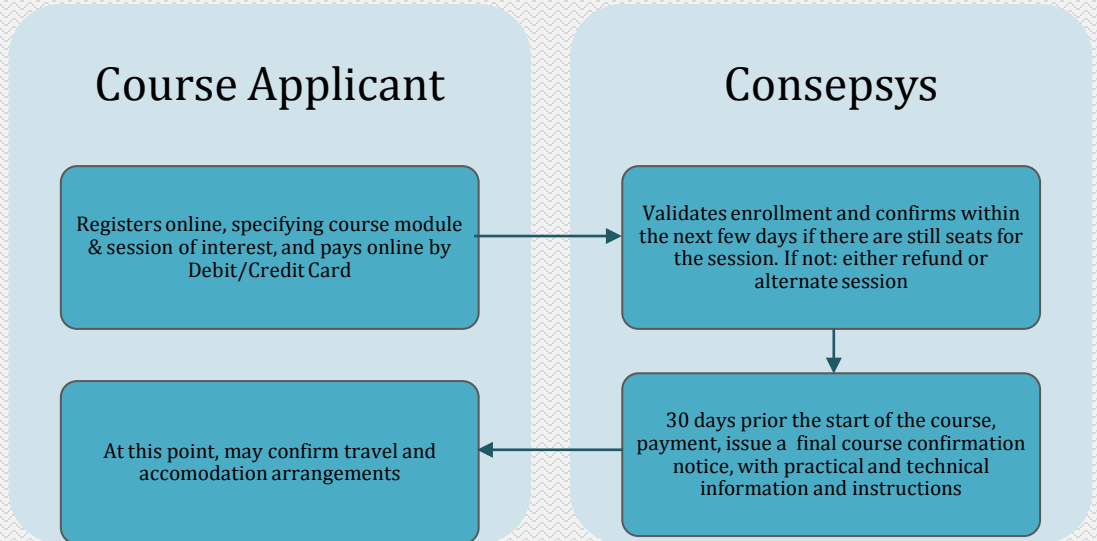
Do not hesitate to contact us via:

- Email: contact@consepsys-im.com
- Or through our [online enquiry form](#)

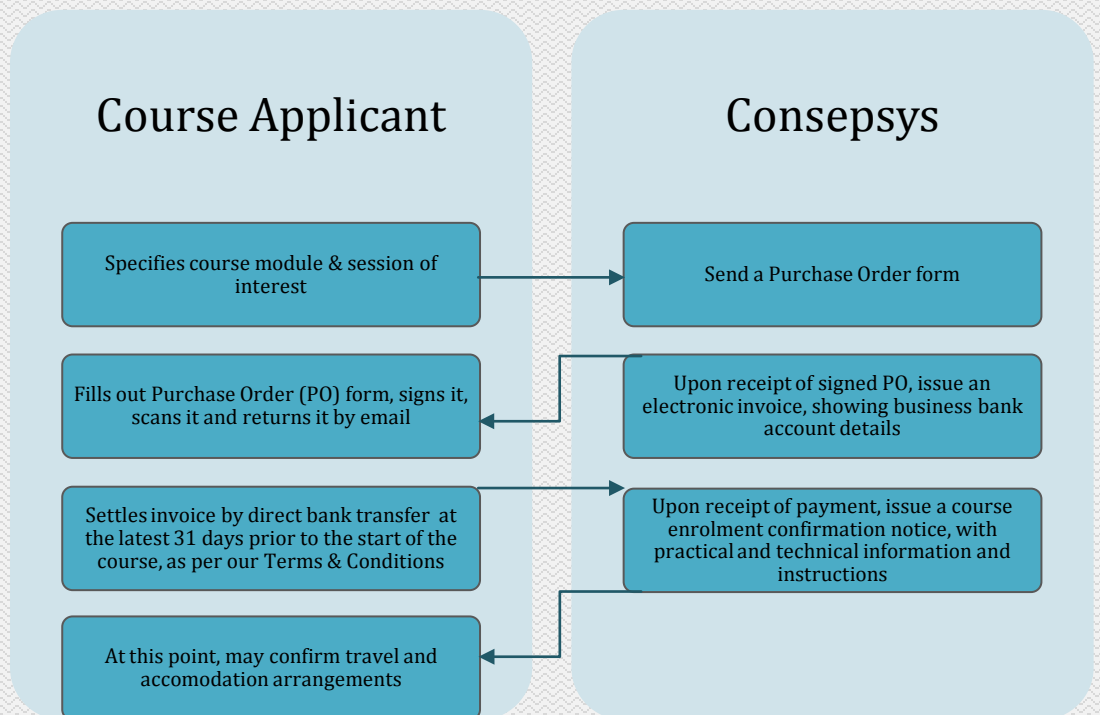


TRAINING COURSE ENROLMENT PROCESS

Option 1 : Online Enrollment and Payment



Option 2 : Corporate Enrollment and Payment by direct bank transfer



Consepsys Limited

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