



The Document Control Professionals

Consultancy, Training Courses, Certification, Publications

2019

COURSE CATALOGUE



CONSEPSYS LIMITED

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The Document Control Professionals

Who we are, in a few words:

- ⇒ Leading Independent Provider of Document Control Courses - Worldwide
- ⇒ International Certification Body of reference in Document Control
- ⇒ Consultancy and Certification Body specializing in Document Control
- ⇒ We have trained and certified professionals from over 45 industries and 6 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

45+
industries

6
continents

300+
major client
companies

99.5%
satisfaction
ratio

10/10
delegates
recommend
us

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A few words on our courses...

- We are the world **leading provider** of Document Control Training Courses & Document Control Certification Programs
- Our training courses are **high-quality, hands-on, very interactive**, practical and involve numerous workshops
- We aim at giving participants **practical tools, knowledge and skills** that **directly apply** to their work environment

We offer different levels of courses, as follows:

Face-to-face:

- **DCC course - Certified Document Control Training Course:**
A comprehensive, hands-on and very interactive course, covering all aspects of DC tasks. We cover the **basics** as well as **more advanced subjects**.
- **DCA course – Advanced Document Control Course:**
This hands-on course prepares to perform **advanced non-routine Document Control tasks**, through a balanced combination of lectures, workshops, tutorials and peer-review sessions. Participants also learn to formally manage their professional competencies.
- **DCM course - Certified Lead Document Controller Training Course:**
This course prepares to **manage and lead DC teams**, to organize DC activities & tasks, to manage stakeholders, to communicate DC requirements and processes, and to run, implement or improve Document Control management systems.
- **Transitioning to a Manager Position:**
Moving up to a Manager position requires a **profound change of mindset** and perspective. This course introduces participants to the management world. They learn to slip into their role as a Leader, with a better understanding of **team leading, business administration, commercial and strategic** concepts.
- **Document Control Essentials for Non-Document Controllers**
This short course module was **specifically designed for interfaces of Document Controllers**: managers, authors, engineers, reviewers, approvers, technical teams. It aims at giving them, in a short, business-oriented and condensed session all the important need-to-know information about Document Control.

Online:

- **e-Learning modules:**
3-hour web-based modules on selected subjects. Self-paced: study when you can and where you can. Fully flexible: each module can be booked separately.

EDC1	EDC2	EDC3	EDC4	EDC5
Introduction to Document Control	Project Document Control	Document Control Risks & Benefits	EDMS Implementation	Document Control Audits

Our philosophy:

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

FACE-TO-FACE COURSES



CERTIFIED COURSES

Acquire competencies, learn best practices, certify your knowledge and skills

- ➔ **Certified Document Controller Training Course**
- ➔ **Certified Lead Document Controller Training Course**

ADVANCED COURSES

Take your career a step further, perfect complement to the certified courses

- ➔ **Advanced Document Control Training Course**
- ➔ **Transitioning to a Manager Position Training Course**

FOR NON-DOCUMENT CONTROLLERS

Get your interfaces* « Document Control savvy »

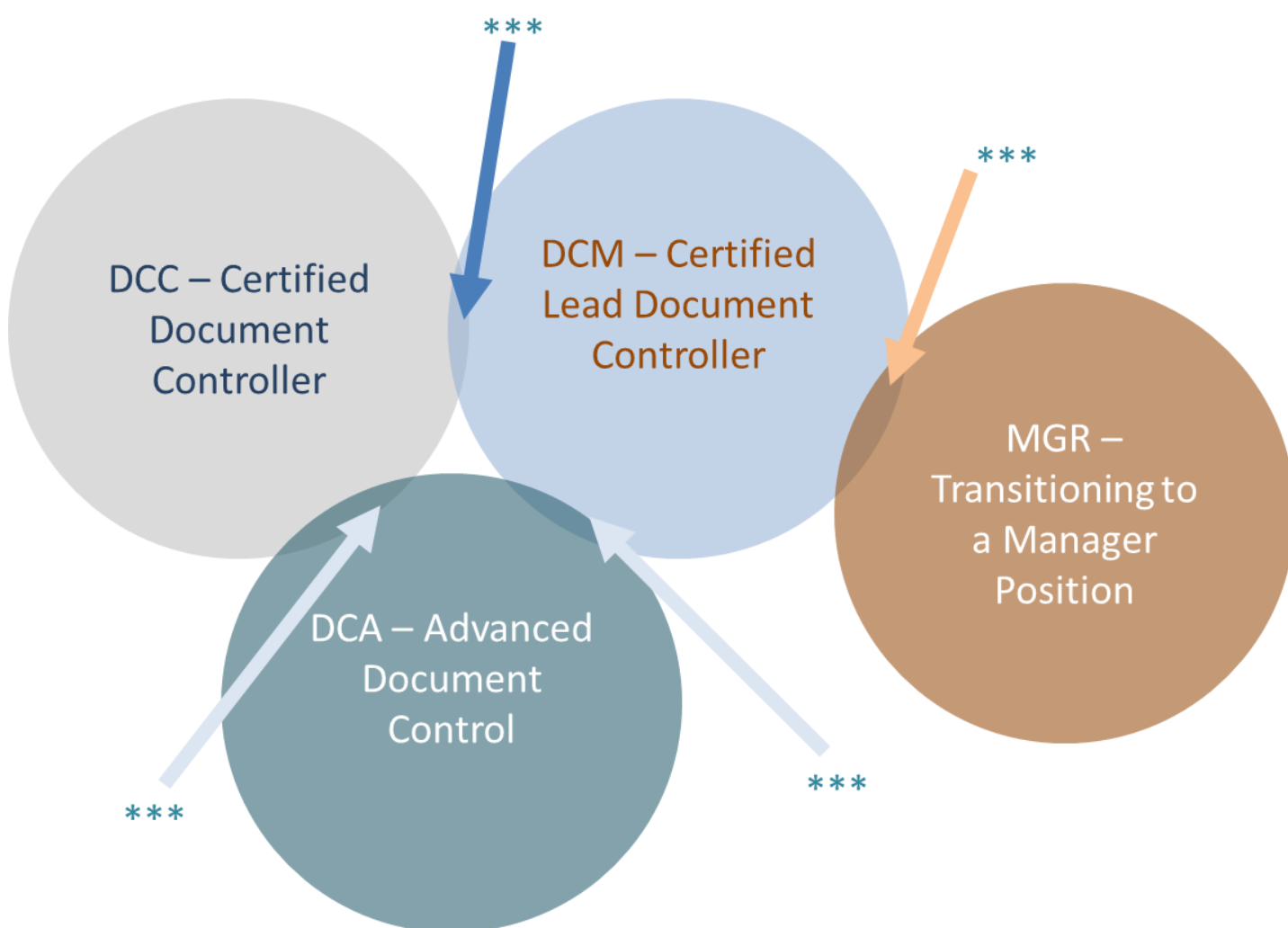
** managers, authors, engineers, reviewers, approvers, technical teams.*

- ➔ **Document Control Essentials for Non-Document Controllers**

FACE-TO-FACE COURSES



The contents of our courses do not overlap:



*** Common topics are covered – however, at very different angles

Certified Document Controller Training Course

DCC

Best
Practices



A comprehensive and hands-on course, covering the **best practices**, the theory, the scope and the boundaries of the Document Control profession.

This course is both for:

- **Beginners** in Document Control: this course gives a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials. You will acquire competencies that can be applied to day-to-day work.
- **Experienced** Document Controllers: most Document Controllers learn the discipline 'on-the-job'. This course consolidates basics, formalises knowledge and deepens competences. It allows experienced Document Controllers to compare their experience with best practices.

This course is based on ISO 9001 and industry best practices.

COURSE CONTENT

Unit 1: Introduction to Document Control

- What is Document Control
- Role and tasks of a Document Controller

Unit 2: The Basics of Document Control

- Document Control checks
- Gatekeeping

Unit 3: Document Identification

- How to make sure that documents are identifiable
- Means of identification (numbering, metadata, document description, file naming...)

Unit 4: Document Classifying & Security

- How to organise documents
- Filing structures
- Manage information security and confidentiality

Unit 5: Documents Lifecycle

- Steps of the document's lifecycle
- Document creation, modification, review cycle, comments, approval: How to manage documents at each step of their life
- How to avoid misuse of obsolete documents

Unit 6: Document Distribution

- How to ensure an efficient and relevant distribution of documents
- Means and tools for document distribution
- Transmittal Sheets

Unit 7-A: Project Document Control

- Specifics of Project Document Control
- Managing deliverables
- Flow of project documents
- Interactions with Client, Contractors, Sub-contractors, Suppliers, Vendors
- Master Deliverable Register (MDR)

Unit 7-B: As-Built and Final Documentation

- Specifics of As-Built / Final Documentation
- Document Controller tasks during As-Built phase

Unit 8: Document Control Procedures

- Why do we need procedures
- Content to be covered in Document Control Procedures

Unit 9: Electronic Document Management Systems

- Benefits and capabilities of Document Control Software Packages / EDMS

Unit 10: Interactions with technical teams and users

- How to support users and technical teams
- How to manage work pressure and manage difficult situations

AUDIENCE

- Professionals (beginners or experienced) who wish to understand best practices and to gain, improve, formalize and certify their knowledge
- Individuals wishing to embrace a Document Control career

COURSE FEE

Currency	Price
British Pounds (<i>Default Currency</i>)	GBP 846
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1575
Canadian Dollars	CAD 1545
Malaysian Ringgits	MYR 4850

Price includes:

- Course fee
- Tuition fee
- Course Material
- Examination fee
- Lunch
- Snacks & refreshments
- Tax where applicable

Duration
2.5 days

Fee
£ 846

Suitable for:
**Beginners &
Experienced**
Document Controllers



Early Bird - Get 15% discount if you register and pay 200 days or more before the course!



CERTIFICATE

Certification Examination

- The course includes an individual 3-hour certification examination (included in the course fee)
- The examination is organised on the last morning of the course (Day 3 – 9am to 12pm)

Certificates

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

TYPICAL COURSE SCHEDULE

Day 1	9.00 AM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 12.00 PM	Certification Examination

See detailed course schedules: [link](#)

PRE-REQUISITES

Functional level in English language

COURSE LOCATIONS & DATES

See the [locations & dates page](#) to find course sessions for 2019: [Link](#)

COURSE OBJECTIVES

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

- Champion best practices in Document Control, understand their requirements and their benefits
- Explain the requirements for Document Control, traceability, auditability, quality, consistency
- Benchmark their current practices against best practices
- Identify possible improvements to their current practices / system and contribute more effectively to the success of their organisation
- Understand the role of the Document Controller, his/her interfaces, the boundaries of the profession
- Understand the theory and rationale behind Document Control practices
- Be more proficient and effective in daily Document Control tasks and activities

CERTIFICATION EXAMINATION

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

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

It is an individual, closed-book, 3-hour certification examination.

Our training course fee includes one certification examination session.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.

It has been run and taken up by major companies (have a look at the [list of some of our clients](#) who have taken up our certification programme).

Certified Lead Document Controller Training Course

DCM

Be an effective
team leader in
Document Control



This course aims at preparing professionals to **manage and lead teams** of Document Controllers.

It concentrates on the **tools, methods and approach** to efficiently manage a team, organise DC activities and tasks, calculate and distribute workload, manage stakeholders.

This course is recommended if:

- **You currently manage a team** of Document Controllers: both if you are newly appointed or experienced
- **You wish to progress your career** by leading teams in the future and would like to understand the role and tasks of a Lead Document Controller
- If you are sometimes asked to produce a **schedule, budget, or resource plan** for Document Control tasks

COURSE CONTENT

Unit 1: Role of the Lead Document Controller

- Definition of the role of Lead Document Controller
- Tasks and scope of a Lead Document Controller

Unit 2: Planning & Organising Document Control Tasks

- Methodology for planning & organizing tasks
- Workload & resource calculation
- Plan & distribution of tasks
- Progress monitoring
- Budget planning & monitoring

Workshops

- Calculate workload & organise tasks for different case studies - several workshops throughout the course

Unit 3: Stakeholder Management, Gatekeeping & Communication

- Stakeholders Management
- Gatekeeping
- Communication

Unit 4: Implementation of Document Control Systems

- Methodology of implementation
- Assessment of requirements
- Implementation plan

Unit 5: Implementation of Document Control Rules

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

Unit 6: Management of Document Control Team

- Team Leading
- Motivation
- Objectives & Performance Management
- Workload Management

PRE-REQUISITES

- Attendance of Consepsys DCC course **very strongly** recommended: best practices of DC are **not** covered in this DCM course (they are covered in the DCC course)
- Strong experience as a Document Controller and senior Document Controller
- Strong knowledge of document control principles, rules and practices ([Link to the Pre-Requisite Self-Assessment Questionnaire](#))
- Recommended: Experience or Exposure to management of teams and planning of non-routine DC tasks & activities
- Functional level in English language
- Basic arithmetic skills (the course and workshops include calculations with a calculator such as additions, subtractions, divisions, multiplications)

COURSE FEE

Currency	Price
British Pounds (<i>Default Currency</i>)	GBP 846
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1575
Canadian Dollars	CAD 1545
Malaysian Ringgits	MYR 4850

Price includes:

- Course fee
- Tuition fee
- Course Material
- Examination fee
- Lunch
- Snacks & refreshments
- Tax where applicable

AUDIENCE

- Existing or future Team Leaders or Managers of Document Controllers who seek to gain awareness and to understand the various aspects of their responsibilities
- Career evolution
- Team Leaders & Managers willing to be challenged beyond their comfort zone

Duration
2.5 days

Fee
£ 846

Suitable for:
Experienced
Document Controllers
& DC Managers /
Team Leads



Early Bird - Get 15% discount if you register and pay 200 days or more before the course!



CERTIFICATE

Certification Examination

- The course includes an individual 3-hour certification examination (included in the course fee)

Certificates

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

TYPICAL COURSE SCHEDULE

Day 1	1.30 PM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 5.00 PM	AM: Course PM: Certification Examination

Course schedules may change depending on the location. See detailed course schedules: [link](#)

COURSE LOCATIONS & DATES

See the [locations & dates](#) page to find course sessions for 2019: [Link](#)

COURSE OBJECTIVES

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

- Calculate workload and plan and coordinate the DC 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)

CERTIFICATION EXAMINATION

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

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

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

It is an individual, closed-book, 3-hour certification examination.

Our training course fee includes one certification examination session.

Our certification programme is a unique framework to assess the knowledge and competencies of participants.

It has been run and taken up by major companies (have a look at the [list of some of our clients](#) who have taken up our certification programme).

The Certification Examination tests and certifies the knowledge, competencies and transferability of skills.

There are **two levels** of examination:

Level 1

DOCUMENT CONTROLLER LEVEL

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

Level 2

LEAD DOCUMENT CONTROLLER LEVEL

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

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

EXAMINATION DETAILS

- Each examination session is an individual, closed -book, 3-hour certification examination
- An Examination Pass Certificate is awarded to each participant who successfully passes the examination
- A Certification Examination session is organised at the end of the DCC - Document Control Training Course and the DCM - Lead Document Control Training Course
- Our training course fees includes one certification examination session:
 - ◊ Document Controller Level if participant booked the “Certified Document Controller Course”
 - ◊ Lead Document Controller Level if participant booked the “Certified Lead Document Controller Course”
- It is however possible to register only for the Certification Examination, but it is highly recommended to also attend the relevant course as it prepares participants for the examination
- Our certification programme is a unique framework to assess the knowledge and competencies of participants.
- It has been run and taken up by major companies (have a look at the [list of some of our clients](#) who have taken up our certification programme)

EXAMINATION FEE

Currency	Price
If booked with a training course	FREE (1 exam)
If booking for the examination only:	
British Pounds (<i>Default Currency</i>)	GBP 150
US Dollars	USD 250
Singapore Dollars	SGD 350
Malaysian Ringgits	MYR 900
Australian Dollars	AUD 350
Euros	EUR 240

Price includes:

- Examination fee
- Tax where applicable

Duration
3 hours

Fee
£ 150

Level 1
Document Controllers

Level 2
Lead Document
Controllers

Advanced Document Control Training Course

DCA

Add more value
as a Document
Controller



This hands-on course aims at preparing Document Control professionals to **perform advanced non-routine Document Control tasks** in their daily environment.

Through a balanced combination of lectures, workshops, tutorials and peer-review sessions, participants will learn how to **better** start and finish a project, issue **useful** reports and statistics on the status of documents, implement and measure **meaningful** KPIs (*), write **fool-proof** procedures, raise awareness about Document Control, and formally manage their professional competencies.

COURSE CONTENT

Unit 1 Understand Document Control stakeholders and their requirements

- Understand your department manager's / project manager's needs and ensure that you meet them
- Ensure that you are useful and recognized member of the team and that you add value

Unit 2: Setting up Document Control for a new project

- Analyse requirements (internal, client's, project management team)
- Understand the difference of perspectives from the Client's point of view and from the Contractor's point of view
- Plan what needs to be implemented
- Implement procedures, templates, registers, numbering, distribution, reviews, etc.
- Prepare for the project kick-off
- Design workflows

Unit 3. Reporting on the status of documents

- KPIs (*) and metrics to measure performance
- Design statistics for the management team
- Understand users' requirements
- Present and communicate meaningful, fit-for-purpose and useful statistics and reports

Unit 4: Writing Document Control Procedures, Specifications, Requirements

- What makes a good Document Control procedure / requirements
- How to make a procedure / requirements easy to understand
- Producing fool-proof procedures and requirements
- How to formulate formal clauses and wording
- Create mechanisms for improving / updating procedures

(*) KPI = Key Performance Indicators

Unit 5: Raising awareness about Document Control

- Organise straight forward and meaningful inductions for new team members (e.g. engineers, technical teams, etc.)
- Communicating about roles and responsibilities, processes, procedures
- Awareness of risks of not managing documents properly
- Awareness of benefits of managing documents properly
- Calculating the return on investment (ROI) of Document Control
- Developing influencing skills

Unit 6: Organising an As-Built documentation package

- Analyse requirements
- Plan what needs to be done
- Documentation preparation and handling
- Documentation checking
- Documentation delivery

Unit 7: Managing your competencies

- Assess your competency level through the Consepsys DC Competency Matrix
- Assess how you compare with your peers / other Document Controllers
- Explore areas for development
- Plan the development of your skills and competencies

AUDIENCE

Experienced Document Controllers who want to:

- Learn more about Document Control
- Gain a hands-on approach
- Improve their current practices
- Assess and formally manage their competencies

and **Beginners** who have attended the DCC course

COURSE FEE

Currency	Price
British Pounds (Default Currency)	GBP 846
Euros	EUR 1068
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Canadian Dollars	CAD 1545
Malaysian Ringgits	MYR 4850

Price includes:

- Course fee
- Tuition fee
- Course Material
- Lunch
- Snacks & refreshments
- Tax where applicable

Duration
2.5 days

Fee
£ 846

Suitable for:
Experienced
Document Controllers

& **Beginners** who
have attended the DCC
course



Early Bird - Get 15% discount if you register and pay 200 days or more before the course!



PRE-REQUISITES

- Experience as a Document Controller
- Knowledge of Document Control principles, rules and practices
- Functional level in English language
- Attendance of Consepsys DCC course **strongly** recommended

REQUISITES

- Ideally: Bring a laptop computer with Microsoft Office suite (or any office suite compatible with Microsoft Office documents)
- This is strongly recommended but not mandatory

TYPICAL COURSE SCHEDULE

Day 1	1.30 PM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 5.00 PM	Course

Course schedules may change depending on the location. See detailed course schedules: [link](#)

LECTURE STYLE

- Balanced combination of lectures, workshops, tutorials and peer-review sessions

COURSE LOCATIONS & DATES

See the [locations & dates](#) page to find course sessions for 2019: [Link](#)

COURSE OBJECTIVES

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

- Develop a structured approach to understanding their manager's needs and to ensure that they meet them
- Be more proficient in non-routine Document Control tasks and activities
- Add more value to their teams / departments
- Contribute more effectively to the success of their organisation
- Manage their competencies

CERTIFICATE

A **Certificate of Attendance** is issued to each participant who satisfactorily completes the course

Transitioning to a Manager Position

Training Course & Workshop

MGR



Moving up to a Manager position requires a profound change of **mindset** and **perspective**. New managers must re-invent their professional outlook and must face a **new suite** of complex **challenges**. People who have climbed the organisational ladder often learn on the job, often through mistakes.

This course introduces **new and future managers** to the new **environment** that awaits them, with its concepts, its **challenges** and its relationships.

Participants are guided to learn to slip into their **new role as a Leader**, with a better understanding of **team leading**, **business administration**, **commercial** and **strategic** concepts.

Through a combination of theoretical sessions and hands-on workshops, the **mindset** of participants is **transformed** to embrace the shift of focus from detail to **overview**, which they must go through to be **successful** Managers.

COURSE CONTENT

Unit 1: What does the new role change?

- What changes in this new type of role
- What new perspective to acquire

Unit 2: Getting started

- Aligning strategy with company objectives
- Creating a vision and a culture
- Mobilising a team
- (Re-)defining roles and responsibilities
- Developing plans to achieve objectives

Unit 3: Attitude and perspective shift

- Accepting accountability for entire team
- Thinking and communicating at a higher level
- Projecting confidence
- Making difficult decisions
- From expecting to effecting

Unit 4: The bigger picture

- Nesting the bigger picture
- Strategic thinking
- Mapping processes

Unit 5: New tricks to learn

- From doing to managing
- Delegating & empowering people
- Following up and closing out
- Chairing meetings
- Supporting and motivating the team
- Anticipating, detecting and addressing issues
- Managing priorities
- Managing and monitoring performance
- Managing office politics
- Managing risks

Unit 6: New activities to undertake

- Managing commercial and economic aspects
- Strategic planning
- Managing resource utilisation
- Processing information, forecasting, reporting
- Downward, upward and sideways management

Unit 7: All eyes on the manager

- Change in rapport with others
- Leading by example
- Representing the organisation
- Communication style
- Managing confidential information

Unit 8: New problems to face

- Dealing with difficult situations
- Dealing with difficult people

AUDIENCE

- Individuals moving up to a Manager position
- Team leaders, managers, entrepreneurs, business owners
- Individual seeking to progress their career
- Business owners planning for growth
- Individuals with no formal or academic management training

COURSE PROVIDER

The course is run by Kerr Noll Consultants, which is a trademark of Consepsys Limited

COURSE FEE

Currency	Price
British Pounds (<i>Default Currency</i>)	GBP 846
Euros	EUR 1068
US Dollars	USD 1300
Singapore Dollars	SGD 1800
Australian Dollars	AUD 1575
Canadian Dollars	CAD 1545

Price includes:

- Course fee
- Tuition fee
- Course Material
- Snacks & refreshments
- Lunch
- Tax where applicable

Duration
2.5 days

Fee
£ 846

Suitable for:
Current & Future Managers



Early Bird - Get 15% discount if you register and pay 200 days or more before the course!

CERTIFICATE

A **Completion Certificate** is issued to each participant who satisfactorily completes the course.

PRE-REQUISITES

- Desire to be a leader
- Desire for more responsibility
- Ability to think conceptually
- Desire to be challenged beyond one's comfort zone
- Ability to think outside of the box (ability to project oneself outside of one's own experience)

COURSE LOCATIONS & DATES

See the [locations & dates](#) page to find course sessions for 2019: [Link](#)

COURSE OBJECTIVES

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

- Operate a mindset shift from detail to overview
- Operate a mindset shift from doing to managing
- Understand the difference between an employee role and a Manager role
- Think at a strategic level
- Understand the skills that they must develop
- Accept responsibility and accountability
- Understand the environment of a manager
- Understand the challenges of a manager
- Understand the components of people management

TYPICAL COURSE SCHEDULE

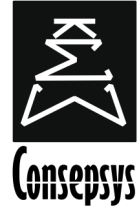
Day 1	9.00 AM to 5.00 PM	Course
Day 2	9.00 AM to 5.00 PM	Course
Day 3	9.00 AM to 12.00 PM	Course

See detailed course schedules: [link](#)

Document Control Essentials for Non-Document Controllers

*A short module for managers, authors,
users, engineers, architects, technical teams
interfacing with Document Controllers*

NDC



This short course module was specifically designed for interfaces of Document Controllers: managers, authors, engineers, reviewers, approvers, technical teams. It aims at giving them, in a short, business-oriented and condensed session all the important need-to-know information about Document Control.

This course covers the **essentials of Document Control** with a clear, rational and objective-oriented approach: What is Document Control? Why is it essential and critical to one's business? What are the risks involved with poor documentation management? What are the proven best practices and the requirements for one's company.

COURSE CONTENT

Unit 1: Challenges of Documentation Management

Through illustrated examples, this unit covers the typical challenges for organisations, including document retrieval, traceability, compliance, contractual requirements, legal evidence & liability protection, information security and information sharing.

Unit 2: Risks related to poor documentation management

What are the risks associated with poor documentation control and document management? Through a series of incident examples, we explore both the risks, their impact and the lessons learnt on the management of these risks.

Unit 3: Best practices in documentation management and control of documents

What are the proven best practices to mitigate the risks presented in unit 2? A guide to the most essential best practices measures that successful companies have implemented.

Unit 4: Benefits to expect from a good Document Control system

What benefits can be expected from implementing the measures presented in unit 3? What is the return on investment of Document Control?

AUDIENCE

Designed for interfaces of Document Controllers: managers, authors, engineers, reviewers, approvers, technical teams, procurement and legal staff, administrative staff, technical staff, HR, etc.

COURSE FEE AND SCHEDULE

This course is available on-demand, for in-company training sessions

Duration

3 hours

Suitable for:

**All audiences –
specifically designed
for interfaces of DC**

(managers, engineers,
architects, authors, users,
reviewers, etc)

COMPARE COURSE OPTIONS

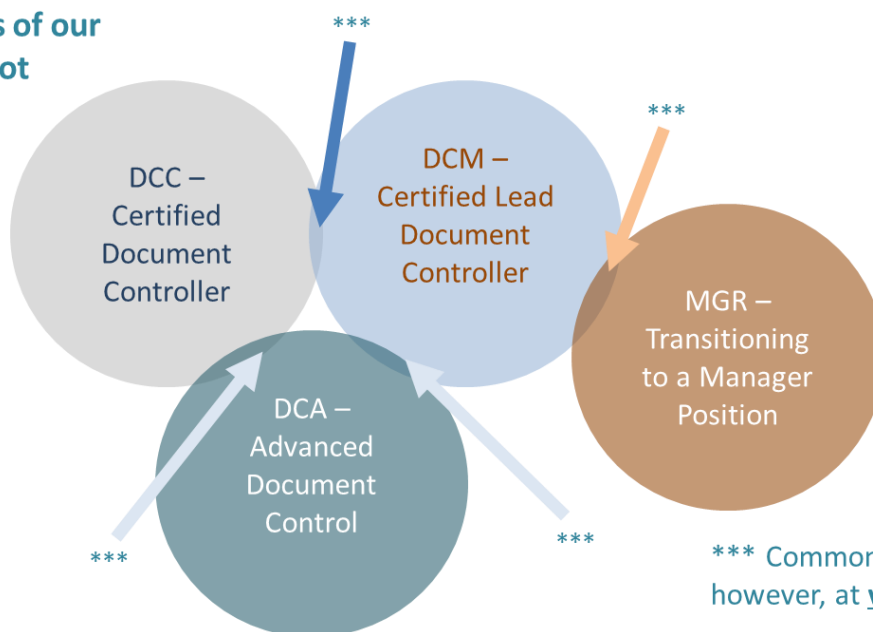
Each course content is different, and all our courses are complementary.

	DCC	DCM	DCA	MGR
What is Document Control and why is important?	*****			
Role and tasks of Document Controller	*****			
Document Numbering	*****			
Document Filing	*****			
Benefits of Document Control	***** (1)		***** (1)	
Document Distribution	*****			
Document Registration	*****			
Project Documents	*****			
Lifecycle of Documents	*****			
Planning DC tasks		*****		
Workload calculation		*****		
Tasks allocation		*****		
Budget preparation		*****		
Stakeholders Management	**	***** (1)	***** (1)	
Writing DC Procedures	***** (1)	***** (1)	***** (1)	
Implementation of DC system		*****		
Setting up DC for a project		*****	*****	
Reporting & KPIs	**	*****	*****	
Communicating DC & raising awareness	**	*****	*****	
As-Built Package	**		*****	
Competency management		**	*****	
Management & Team Leading		*****		*****

Note (1): Topic covered under different, complementary angles

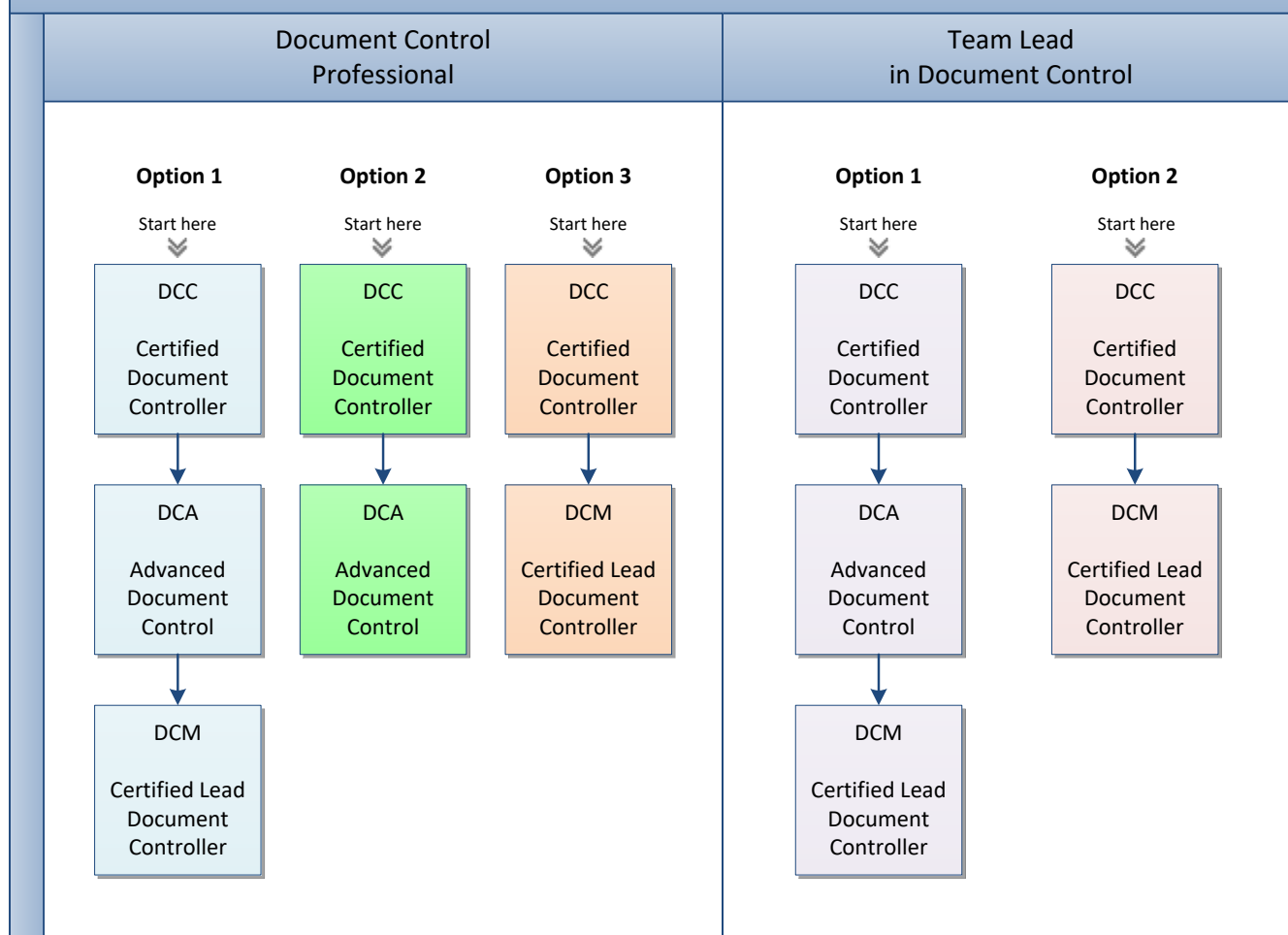
Legend for depth of topic coverage: ** Basic | ***** Moderate | ***** Advanced

The contents of our courses do not overlap:



*** Common topics are covered – however, at very different angles

Recommended Syllabus



WHICH COURSE SHOULD I ATTEND?

Level of relevance:

	DCC	DCM	DCA	MGR
Complete beginner in Document Control	⬢⬢⬢⬢⬢⬢			
A few months to a few years experience	⬢⬢⬢⬢⬢⬢		⬢⬢	
More than 2 years experienced	⬢⬢⬢⬢⬢⬢	⬢⬢	⬢⬢⬢⬢⬢⬢	
Current team leader	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢
Future team leader	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢	⬢⬢⬢⬢⬢⬢

Legend for level of relevance: ⬢⬢ Basic | ⬢⬢⬢⬢ Moderate | ⬢⬢⬢⬢⬢⬢ Advanced

TIMETABLE - 2019 SESSIONS

DCC - CERTIFIED DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
<i>London</i>											18-20	
<i>Amsterdam</i>						17-19						
<i>Aberdeen</i>	21-23											
Asia												
<i>Singapore</i>		20-22										
<i>Kuala Lumpur</i>				1-3								
<i>Bali</i>										23-25		
Australia												
<i>Perth</i>					13-15							
Middle East												
<i>Dubai</i>										13-15		
North America												
<i>Houston</i>									16-18			
<i>Vancouver</i>								28-30				

DCA – ADVANCED DOCUMENT CONTROL COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
<i>London</i>											20-22	
<i>Aberdeen</i>	23-25											
Asia												
<i>Singapore</i>		25-27										
Australia												
<i>Perth</i>					15-17							
North America												
<i>Houston</i>									18-20			

DCM – CERTIFIED LEAD DOCUMENT CONTROLLER COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
<i>Amsterdam</i>						19-21						
Asia												
<i>Singapore</i>		27-01										
<i>Kuala Lumpur</i>				3-5								
Middle East												
<i>Dubai</i>										15-17		

MGR – TRANSITIONING TO A MANAGER POSITION COURSE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Europe												
<i>London</i>											18-20	
<i>Amsterdam</i>						17-19						
Asia												
<i>Singapore</i>		25-27										
North America												
<i>Houston</i>									24-25			

NDC – DOCUMENT CONTROL ESSENTIALS FOR NON-DOCUMENT CONTROLLERS

The NDC course is available on-demand, for in-company training sessions

GOOD TO KNOW!



Your location is not covered here?

Three options:

- Check if you can travel to one of our course locations
- We can offer in-company training sessions, for multiple course participants
- We also offer e-learning modules: study where you are and when you can, at your own pace

Combination of courses:

Our courses can be combined and two 2.5-day courses may be taken back to back within the same week

(see [next page](#))

COURSE SCHEDULE - 2019 SESSIONS

Course schedule for DCC, DCA, DCM courses - See [next page](#) for MGR sessions

Europe

LONDON		18-Nov-2019	19-Nov-2019	20-Nov-2019	21-Nov-2019	22-Nov-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

AMSTERDAM		17-Jun-2019	18-Jun-2019	19-Jun-2019	20-Jun-2019	21-Jun-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course PM Exam

ABERDEEN		21-Jan-2019	22-Jan-2019	23-Jan-2019	24-Jan-2019	25-Jan-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Asia

SINGAPORE		20-Feb-2019	21-Feb-2019	22-Feb-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

SINGAPORE		25-Feb-2019	26-Feb-2019	27-Feb-2019	28-Feb-2019	01-Mar-2019
DCA	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Course	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course PM Exam

BALI		23-Oct-2019	24-Oct-2019	25-Oct-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

KUALA LUMPUR		01-Apr-2019	02-Apr-2019	03-Apr-2019	04-Apr-2019	05-Apr-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course PM Exam

Australia

PERTH		13-May-2019	14-May-2019	15-May-2019	16-May-2019	17-May-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

Middle East

DUBAI		13-Oct-2019	14-Oct-2019	15-Oct-2019	16-Oct-2019	17-Oct-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCM	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	AM Course PM Exam

North America

HOUSTON		16-Sep-2019	17-Sep-2019	18-Sep-2019	19-Sep-2019	20-Sep-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM	-	-
	Activity	Course	Course	Exam	-	-
DCA	Schedule	-	-	1.30 PM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM
	Activity	-	-	Course	Course	Course

VANCOUVER		28-Aug-2019	29-Aug-2019	30-Aug-2019
DCC	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Exam

COURSE SCHEDULE - 2019 SESSIONS

Course schedule for MGR courses - See *previous page* for DCC, DCA, DCM courses sessions

Europe

LONDON		18-Nov-2019	19-Nov-2019	20-Nov-2019
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Course

This session can be combined if required with the DCA course held in the same location

AMSTERDAM		17-Jun-2019	18-Jun-2019	19-Jun-2019
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Course

This session can be combined if required with the DCM course held in the same location

Asia

SINGAPORE		25-Feb-2019	26-Feb-2019	27-Feb-2019
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Course

This session can be combined if required with the DCM course held in the same location

North America

HOUSTON		16-Sep-2019	17-Sep-2019	18-Sep-2019
MGR	Schedule	9.00 AM - 5.00 PM	9.00 AM - 5.00 PM	9.00 AM - 12.00 PM
	Activity	Course	Course	Course

This session can be combined if required with the DCA course held in the same location

See [previous page](#) for DCC, DCA, DCM course sessions

E-LEARNING COURSES



ONLINE

ACCESSIBLE

WHEREVER YOU ARE!

AVAILABILITY

ACCESSIBLE 24/7

SELF-PACED

**START, PAUSE, GO
BACK AT YOUR PACE**

SHORT

3-HOUR MODULES

FOR EVERYONE

NO PRE-REQUISITES

3-hour web-based modules on selected subjects. Self-paced: study when you can and where you can!

Fully flexible: each module can be booked separately.

Module EDC1 3 hours - £96

INTRODUCTION TO DOCUMENT CONTROL

Level: Basic / Fundamental

- Document Control Definition
- The Role of the Document Controller
- Types of Documents
- Document Control Process
- Document Control Tasks

Module EDC3 3 hours - £96

DOCUMENT CONTROL: RISKS & BENEFITS

Level: Fundamental / Intermediate

- Managing the risks related to poor documentation management
- What are these risks & examples of incidents related to poor document management
- Main measures to mitigate these risks: lessons learnt & best practices
- Benefits of a controlled Documentation system

Module EDC5 3 hours - £96

DOCUMENT CONTROL AUDIT

Level: Advanced

- Audit Criteria
- Audit Preparation
- On-site Activities
- Audit Report
- Follow-up

Module EDC2 3 hours - £96

PROJECT DOCUMENT CONTROL

Level: Basic / Fundamental

- Flow of Documentation on a Project
- Project Specifics
- Client & Contractor
- Lifecycle of Project Document
- Document Delivery & Approval

Module EDC4 3 hours - £96

EDMS IMPLEMENTATION

Level: Advanced

- EDMS* Project Definition
- Selecting the appropriate EDMS*
- Development, Design & Set-up
- Document & Data Migration
- Deployment plan

*EDMS: Electronic Document Management Software

FEE PER MODULE

Currency	Fee per module
British Pounds (<i>Default Currency</i>)	GBP 96
Euros	EUR 115
US Dollars	USD 150
Singapore Dollars	SGD 195
Australian Dollars	AUD 175
Canadian Dollars	CAD 175

Price includes:

- Access to the module on our online learning platform
- Tax where applicable

HOW DOES IT WORK?

- Web-based material: Access to the module through our online learning platform
- Self-paced: Start whenever you are ready, study at your own pace, learn when you can (including evening, week-end, or working hours), and where you can (as long as you have an internet access)
- Assessment is done through online tests and checks
- A certificate of completion is delivered upon completion of the course
- Each module can be purchased separately
- Pre-requisites: No formal qualification or experience required
- Courses are delivered in English Language

Duration per Module
3 hours

Fee per Module
£ 96 only

Flexible
Each module can be
booked separately

Delivery
Online



OTHER INFORMATION

- **FAQ - Frequently Asked Questions**
- **Enrolment Process**
- **Clients**
- **Feedback**
- **Consultancy**
- **Publications**

FACE-TO-FACE COURSES

Questions on course fee and payment

What is included in the course fee for face-to-face courses?

- Included in the fee: tuition, course material (excluding copyrights), certification examination (for DCC & DCM courses), snacks and refreshments, lunch, VAT/GST/Tax (where applicable).
- 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.

How do I pay for training courses?

- Payment options include: direct bank transfer, debit/credit card, and PayPal.
- Course registration will be formally confirmed by email upon receipt of payment.
- Consepsys Limited requires full payment of course fees to be settled 7 days after issuance of the invoice.

When do I pay?

- Sufficient lead time is needed for course logistics and administrative tasks. For this reason, Consepsys Limited requires full payment of course fees to be settled 7 days after issuance of invoice.
- All registration are closed 31 days prior to the start of the course session, at the latest.
- Course registration will be formally confirmed by email upon receipt of payment.

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 Enrollment Confirmation Notice will be sent to each Course Participant by email including location, timetable, list of nearby hotels, etc.
- Participants are urged not to book non-refundable travel or hotel until they have received a Course Enrollment Confirmation Notice.

What is the Early Bird Discount?

- It is a 15% discount on the normal course fee, applicable if you enrol 200 days or more before the start of the course. It cannot be added to another discount or promotion.

We are several course participants from the same company, can we expect a discount on the course fee?

- Yes, you may receive a discount offer. Please contact us to discuss discounts and preferred conditions. You may contact us via our [online enquiry form](#).

Questions on course schedule:

What is the course schedule?

- The course schedule for full day of courses is typically 9.00 AM to 5.00 PM, with a lunch break. Refer to the details of each course within this catalogue to have a more detailed example of course schedule. Refer to "[Course Schedule](#)" section for detailed course schedule.

Can I combine two or three courses together take them one immediately after the other (back to back)?

- Depending on the location and dates, it may be possible to attend two or three courses, one immediately after the other (back to back). Refer to "[Course Schedule](#)" section for detailed course schedule.

We would like to organise an in-house private course. Is it possible?

- Yes, it is. Send a request for proposal: [Link](#)

Questions on the certificate and certification examination

What kind of certificate will I receive?

- A Certificate of Attendance is issued to each participant who satisfactorily completes the course.
- For "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM), 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.

Certification examination (for 'DCC' & 'DCM' Courses)

- Certification examination sessions apply only to "Certified Document Controller Course" (DCC) and "Certified Lead Document Controller Course" (DCM).
- 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.
- Refer to the "[Certification Examination](#)" section for more information on the content of the exam.

The FAQ continues on next page ➡

Questions on the course content

Which course should I attend? DCC? DCA? DCM? MRG?

- Each course content is different, and all our courses are complementary. The [comparative table](#) presents the main subject covered and the extent of coverage.

What kind of course material will I receive?

- Participants receive a handbook (hardcopy) and workshop hand-outs

Which Document Control Software Package or EDMS do you use during the course?

- No Document Control software package or EDMS 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.

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

- For DCC, DCA, DCM, NDC courses: 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 45 industries, including but not limited to Oil and Gas, Mining, Building Construction, Chemicals, Refining, Pharmaceutical, Medical, Nuclear, Food and Beverages, Renewable Energy, Waste Treatment, Aviation, Aeronautics, Airports, Automotive, Architecture, Marine, Logistics, Digital, Bank, and many more.
- Please contact us to find out whether our courses would apply to your industry sector.
- For MGR courses: The course / workshop methodology is targeted at leaders, regardless of the sector of activity or their industry of origin. The workshops and activities have been designed to be relatable to individuals from all sorts of professional backgrounds.

Questions on course enrolment

How do I enroll / register?

- Fill out our [online request for enrollment](#)
- We will then send you an invoice. Payment is due 7 days after issuance of invoice.
- Once payment is confirmed, your enrollment will be validated by our team.
- 30 days at the latest before the course session, we will send you a Course Enrollment Confirmation Notice, including all practical details for the course (location, timetable, list of nearby hotels, etc.).

Questions from participants requiring a visa to attend the course

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.
- Depending on the destination country, the Course Enrollment Confirmation Notice can be added as a supporting document for the visa application process.
- Clients requiring visas who have planned their visa application well have had no problem obtaining their visa. The steps they have taken to ensure success:
 - Queries well ahead of the course dates
 - Payment and enrollment well ahead of course dates – typically 8 to 12 weeks. On receipt of payment, Consepsys sends a Course Enrollment Confirmation Notice (CECN).
 - Booking of hotel near the course venue and confirmation of hotel booking.
 - Purchase of travel ticket for the period of the course session.
 - Compilation of the visa application using documents required by the destination country's consulate and attachment of the CECN.
 - Application for visa at least 8 to 10 weeks prior to the start of the course session.

Questions on pre-requisites

What are the pre-requisites to attend the training courses?

Each specific course brochure contains a section on pre-requisites. Please refer to the relevant brochure: [DCC](#), [DCA](#), [DCM](#), [MGR](#)

What are the pre-requisites to attend the “Certified Lead Document Controller” Course (DCM)?

Please have a look at the [DCM brochure](#) for pre-requisites. If you are not sure whether you have the experience to attend DCM ‘Certified Lead Document Controller’, please complete the [‘DCM Pre-requisite High-level Self-assessment Questionnaire’](#)

The FAQ continues on next page ➡

Other general questions:

What is Document Control?

Document Control is a document management profession whose purpose is to enforce controlled processes and practices for the creation, review, modification, issuance, distribution and accessibility of documents.

The role ensures that documentation available at official points of use within an organisation is trusted by its users and contains up-to-date, reliable, checked and formally approved information.

It is mostly present in activity sectors or organisations:

- Involving engineering and construction; and/or
- Wherein documentation is frequently modified and updated; and/or
- Seeking or holding ISO 9001 certification; and/or
- Wherein finding reliable, up-to-date and official documents and information is of critical importance; and/or
- Which are regulated; and/or
- Wherein the unintended use of an outdated or unofficial documents can lead to injury or death; and/or
- Wherein large amounts of documents are produced and exchanged between different entities; and/or
- Involving technical operations; and/or
- With a strong emphasis on compliance, traceability and auditability.

Document Control is a profession and it is not to be confused with Electronic Document Management Software packages, or the use thereof.

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.

Any other question? Do not hesitate to contact us via: contact@consepsys.com or through our [enquiry form](#)

REGISTRATION / ENROLLMENT

All enrollment requests have to be submitted online at:

<https://www.consepsys.com/contact-us/>

Make sure you select the "Course Enrollment" option on the top of the form:

You contact us for: *

☐ General Enquiry

☒ Course Enrollment / Registration

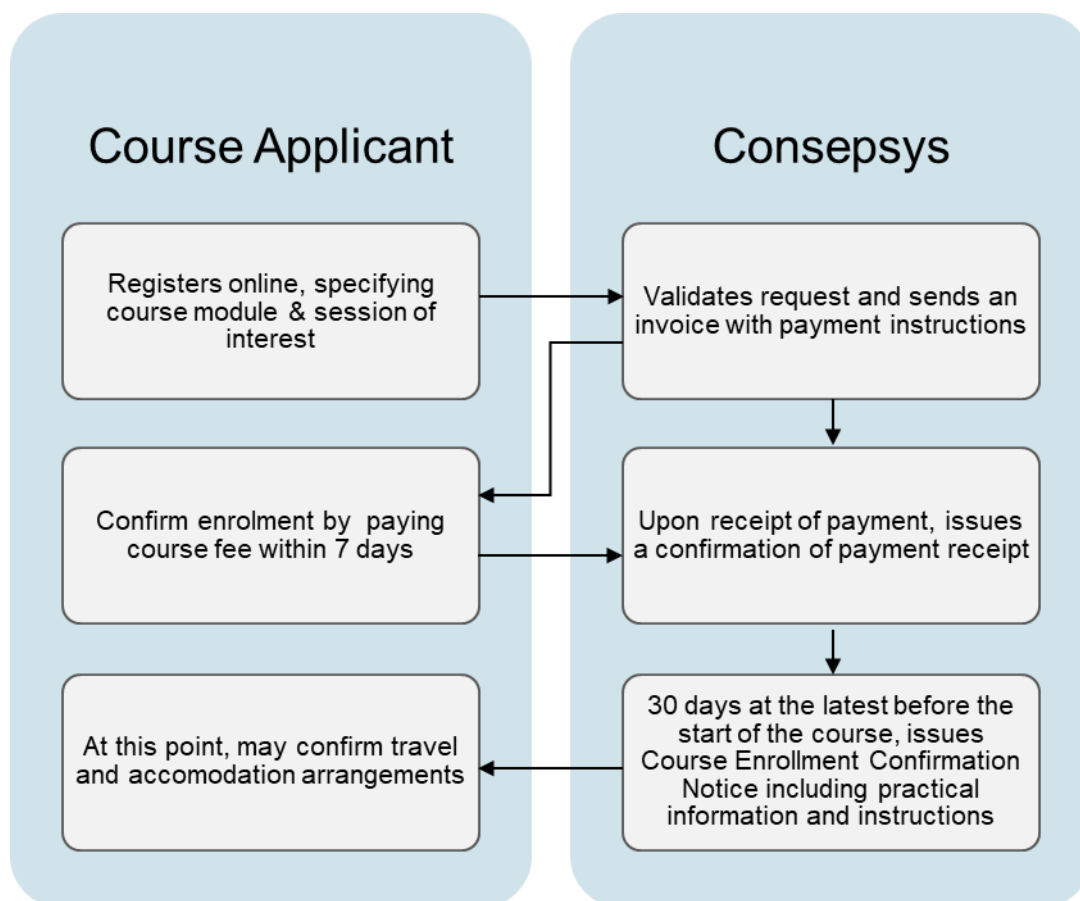
Subject *

☐ DCC - Certified Document Controller Training Course

☐ DCM - Certified Lead Document Controller Training Course (Selected locations only)

☐ DCA - Advanced Document Controller Course (Selected locations only)

REGISTRATION / ENROLLMENT PROCESS



CLIENT REFERENCES

A few client references ([more](#))



WHAT DID THEY THINK ABOUT OUR COURSES?



Testimonials

This training course is spot on. I would highly recommend this course to anyone that even slightly participates in the Document Control work stream. I also really enjoyed this the added benefit of hearing others experiences, methodes and challenges.

Terrific course. It provided verification of what I have learned on my own at this point but also close gaps of where I was lacking knowledge. This course provides reassurance of my role as a Document Controller

I absolutely loved the entire experience! Gained insight and expended knowledge while confirming positives / negatives of current business practices

Very professional, lecturers are very knowledgeable and well versed in the subject matter. For Document Controllers, whether new to the job or experienced, this is a must-take class!

I attended a great course: the information was well rounded and the instructors were fantastic! I highly recommend this for any Document Control professional.

I learned more in 2 days than ever before. I can go back to my workplace with my head up high!

Read more testimonials on our website

READ →

We provide fit-for-purpose, high quality and cost-effective consultancy services

Whether you need us to support you on a daily basis, or you just need ad-hoc support to audit, review or implement document control tools, processes and procedures, there is always a way we can help you!



Books

Document Control Recommended Practice



This short guide provides you with the list of all the essential elements that a proper Document Control system should entail. It is a practical tool that can be used as guidance for implementing a Document Control System, or for enhancing or auditing an existing one.

[Link](#)

Glossary of Document Control Terms



This Glossary of Document Control Terms defines and discusses more than a hundred terms commonly used in the Document Control profession.

[Link](#)

e-Magazine

The Document Control Tribune



Free Document Control e-Magazine, published quarterly and sent to our network around the world

[Link](#)

Toolbox



Standard Document Control procedures, templates, checklists that can be customized and adapted to every Company, according to their specifics.

[Link](#)

Salary Survey



Yearly salary survey open to all Document Control Professionals(all industries, countries, experience levels). The report includes average salary, salary per country, salary per industry, salary per job title, typical bonuses & benefits, factors that have an impact on the salary, etc.

[Link](#)

Video Tips



Every month, we publish a new free Document Control video tip.

[Link](#)



The Document Control Professionals

Consultancy, Training Courses, Certification, Publications

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