



## BSI Training Academy

# Certificate in **Implementing Business Continuity Management**

### Essential information about the Certificate

Level



In today's fast pace environment, business are facing a volatile, uncertain, complex and ambiguous world (VUCA). Delivering effective business continuity systems are essential to survival and long-term success. Having an international recognized Business Continuity Management System (BCMS) allows you to enhance organizational performance, increase stakeholder engagement and gain a competitive edge.

Identify the structure and requirements of an effective BCMS and what this means for you. Gain

a thorough understanding of the role, function and structure of ISO 22301:2019, key terms, definitions and the ISO standardized high level structure. You'll learn to interpret and apply the key concepts and principles of the standard to existing processes within your organization.

You will receive support from our expert tutors with feedback throughout, to ensure you complete the Certificate feeling confident that you can apply your new knowledge and expertise across a wide spectrum of situations in your organization.

### Our Certificate module structure

#### Unit 1 learning outcomes

- 1.1 Understand the key principles and terminology of business continuity management
- 1.2 Describe the key elements of the risk management framework in business continuity management systems
- 1.3 Apply the key function and structure to business continuity management systems

#### How your work is assessed

- Terms and definitions activity
- Short answer questions on the principles of business continuity management
- Produce an organizational accountability map for business continuity management
- Complete a SWOT analysis activity
- A reflective practice activity to consolidate learning and future objectives

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## Unit 2 learning outcomes

- 2.1 Describe the integration of risk management with business continuity issues
- 2.2 Describe the key features of the business impact assessment framework
- 2.3 Explain the key factors that influence a business impact assessment
- 2.4 Produce a business continuity plan

## How your work is assessed

- Short answer questions on leadership, communication, consultation, evidence sources, process approach, risk and interested parties
- Produce a risk tolerance and risk appetite statement
- Produce a risk priority matrix based on objective measures
- Produce a business continuity plan
- A reflective practice activity to consolidate learning and future objectives

## Unit 3 learning outcomes

- 3.1 Implement the business continuity plan
- 3.2 Develop tools for implementation
- 3.3 Engage stakeholders to support implementation
- 3.4 Make adjustments when implementing interventions
- 3.5 Deliver the intervention

## How your work is assessed

- Short answer questions on implementation basics, tool selection and evaluation, engaging stakeholders, project management principles and project closure
- Design and present your business continuity plan to stakeholders for feedback
- Deliver the implementation of a chosen business continuity intervention
- A reflective practice activity to consolidate learning and future objectives

## Unit 4 learning outcomes

- 4.1 Gathering data on performance of the business continuity management system
- 4.2 Give assurance on business continuity processes
- 4.3 Analysis, evaluation and interpretation of results
- 4.4 Deliver corrective action plans

## How your work is assessed

- Short answer questions on selecting business continuity KPIs, evaluating assurance tools and business continuity data and drawing conclusions from data
- Conduct a test and exercise of the business continuity plan
- Analyse and present recommendations from the outcomes of business continuity tests/exercises
- Product a risk-based business continuity audit programme
- Develop a corrective action plan for issues arising from test or exercise results

# Certificate in **Implementing Business Continuity Management**

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses and training delivery methods to suit your needs. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond your training.

**Make sure this is the right training for you.**

## **This training is for you if:**

- You are involved in planning, implementing, maintaining, supervising or auditing Business Continuity Management Systems
- You have at least 2 years' experience working in an environment involving the Business Continuity Management Systems **OR**
- You've attended two to four days of instructor-led training on Business Continuity Management Systems

## **How will I benefit:**

- Receive a thorough understanding of Business Continuity Management
- Understand the key function, structure and risk management framework behind Business Continuity Management
- Implement improvement initiatives within the Business Continuity Management System
- Measure and review the performance of the Business Continuity Management System
- Develop your skills in a flexible way

## **What to expect:**

- Distance learning
- 25 hours of pre-recorded video tuition by BSI full-time tutors who specialise in Business Continuity Management Systems
- Scheduled monthly dial-in webinars to help you
- Phone and email support
- 140 hours total learning time

**Book today at**

**[bsigroup.com/training](https://bsigroup.com/training)**



Upon successful completion of your training, you'll receive an internationally recognized BSI certificate.

## **Distance Learning**



This could be a convenient training solution for you

**Talk to one of our experts to find out more**

**Find out more.**  
**Call: +44 (0)345 086 9000**  
**Email: [training@bsigroup.com](mailto:training@bsigroup.com)**  
**Or visit: [bsigroup.com/training](https://bsigroup.com/training)**

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