

BCS Accredited 5 Day Course

Deliverables

On completion of this course delegates will be able to demonstrate their competence in, and their ability to:

- Explain the need for business continuity management (BCM) in all organisations
- Define 'Plan-Do-Check-Act' activities
- Conduct business continuity programme management
- Understand their organisation sufficiently to identify products, services, activities, supply chains etc
- Determine their organisation's business continuity options
- Establish and implement procedures
- Exercise and test plans
- Evaluate performance and establish process of continual improvement

BCS Examination

After taking the course delegates will be able to sit a formal 3 hour examination set by BCS Professional Certifications.

The examination will comprise:

Section 1:

10 multiple choice questions
6 short answer questions

Section 2:

3 scenario based essay style questions.
Students will need to obtain a pass mark of at least 65% in Section 1 and an overall pass mark of 65% or more to pass the examination.

This course covers the BCS Professional Certifications Practitioner Certificate in Business Continuity Management. The course closely follows the approaches recommended in the BS ISO 22301: Societal security - Business continuity management systems - Requirements. The course, which has been accredited by the IISP, will enable delegates to confidently sit the BCS Professional Certifications 'Practitioner Certificate in Business Continuity Management' examination.

Who should attend?

The course will primarily benefit those already involved in the areas of business continuity management including business managers responsible for operational functions.

Pre-requisites

Candidates should ideally have 1 -2 years' experience in business continuity management. If prospective delegates are uncertain about whether they meet course pre-requisites, they should contact the Training Manager at URM.

Course style

This is a 'Practitioner' course and leans heavily on discussions and workshop exercises designed to reinforce the concepts being taught and to build the delegates confidence in implementing business continuity management. The course is also designed to encourage debate and the sharing of knowledge and experience between delegates.

Comments from previous delegates

- "Thoroughly enjoyed the course, couldn't want for a better tutor. I felt prepared for the exam and learnt an awful lot."
- "Very interesting and useful. Even though I'm experienced in BCM, and most of the content was not new, the course still widened my knowledge. The exam prep was good, I couldn't have done anymore. Trainer was great."
- "I had a brilliant week, and I have learnt so much! I didn't realise how much I would get out of the course, so much material for me to expand upon and take back to the office, a great group of people and some fantastic networking opportunities."

Benefits

By the end of this course, delegates will have a detailed understanding of all the key components of business continuity management and be able to return to their organisation and make a significant contribution to the business continuity management process.

This PCBCM qualification represents a major benchmark in measuring the skills of business continuity professionals. It addresses business continuity management from an independent perspective and provides delegates with the opportunity to carry out high level business impact analyses, risk assessments, as well as preparing business continuity plans, a schedule of tests and a high level business continuity awareness campaign.

Delegates will benefit from the practical and extensive experiences of URM's trainers who are practising business continuity management and ISO 22301/BS 25999 specialists.

URM's PCBCM course has also been approved by the Institute of Information Security Professionals (IISP). The meaning of IISP accreditation is that the Institute has assessed the course materials and methodologies and determined that it meets its stated objectives.

Exercises:

- Carry out a Business Impact Analysis
- Produce a statement of continuity requirements
- Carry out a risk assessment
- Prepare a business continuity plan
- Prepare a schedule of tests adding complexity over a defined time period covering the disaster recovery and business continuity plans for an organisation
- Prepare a business continuity awareness campaign

Course Cost

Please contact URM on 0118 902 7453 or at the email address below.

Locations

The training takes place at dedicated training centres in Bedfordshire and Warwickshire.

Course topics

Introduction to business continuity management

- The need for business continuity management
- The context of business continuity management in the organisation
- Review of risk management fundamentals
- Plan-Do-Check-Act (PDCA)

Business continuity programme management

- Governance
- Leadership and management commitment
- Resourcing and support
- Awareness and competency of BC personnel
- Creating, updating and controlling documentation
- Communication processes
- Setting business continuity objectives

Context of the organisation

- Identification of services, products, activities and supply chain
- Business impact analysis and risk assessment
- Link with corporate objectives
- Needs and expectations of third parties
- Legal and regulatory requirements
- Scope of the business continuity management system (BCMS)

Selecting business continuity options

- Determination and selection of strategy
- Establishing resource requirements
- Risk protection and migration

Establishing and implementing procedures

- Incident response structure
- Warning and communication
- Business continuity plans
- Recovery

Exercising and testing

- Exercising and testing of plans
- Maintenance of plans
- Review of plans

Performance evaluation and improvement

- Monitoring, measurement, analysis and evaluation
- Internal audit
- Management review
- Non conformity and corrective action
- Continual improvement

