



BCI Good Practice Guidelines 2013 Training Course Technical Overview



Title	BCI Good Practice Guidelines Training Course
Course Description	This course is designed to provide knowledge and understanding on the subject of Business Continuity (BC) based on the BCI's Good Practice Guidelines (GPG) 2013.
Academic Qualification	This course will be assessed by New Bucks University as a Level 4 academic qualification. If accepted then all students taking the course and passing the exam will also receive a Level 4 Certificate of Higher Education (CertHE) based on the Framework for Higher Education Qualification (FHEQ). Regional equivalents to be determined. Due for a decision in September 2013.
Course Assessment System	<p>The Certificate of the BCI Examination (CBCI). Grading is Pass with Merit, Pass or Fail in a 2 hour multiple choice exam.</p> <p>The percentages shown in brackets below are the assessment weighting scores used as a guide to develop the exam paper and membership application, they are based on technical content.</p>
Course Learning Hours	<p>Minimum of 20 hours – reading/researching the GPG 2013.</p> <p>Plus 30 hours sessional (taught time) over 3, 4 or 5 days including 2 hours for the exam. (Flexible depending on Training Partner/Instructor and location).</p>
Course Purpose and Aim	The course is designed for those individuals seeking to complement practical experience in Business Continuity or a related field through some formal BC training based on the Good Practice Guidelines 2013. More specifically, it is aimed at those professionals wishing to achieve an internationally recognised qualification in Business Continuity through the Certificate of the BCI Examination (CBCI). This can lead to becoming a Statutory member of the BCI, which provides internationally recognised status and demonstrates both professional and technical competency in BC.



Course available under licence from	Business Continuity Institute (education@thebci.org)
Course Structure	<p>There are six course modules based on the six Professional Practices (PPs) and associated stages BCM Lifecycle designed to be taught in a classroom. This course will also be modified for delivery online.</p> <p>As well six modules listed above covering the BCM Lifecycle, the course includes an un-assessed introductory session and a review session. The review session is designed for exam preparation and consists of practice questions based on the GPG 2013.</p> <p>Each of the six modules has defined learning outcomes. For each module there are associated PowerPoint slides with suggested discussion points and suggested resources. Licenced Training Partners/Instructors have the flexibility to use the material as provided and/or add their own activities and use their own resources where appropriate to support the learning outcomes defined. In order to achieve the aim of preparing the student for the CBCI exam any additional activities or resources should reference the Good Practice Guidelines 2013 and may be subject to BCI quality assurance processes.</p>
The Course Modules	
Management Practices	
Module One (21%)	Policy and Programme Management (PP1)
Module Two (8%)	Embedding Business Continuity (PP2)
Technical Practices	
Module Three (17%)	Analysis (PP3)
Module Four (17%)	Design (PP4)
Module Five (19%)	Implementation (PP5)
Module Six (18%)	Validation (PP6)

Module One – Policy and Programme Management

Module description:

This module takes the student through the Policy and Programme Management Professional Practice that is at the start of the BCM Lifecycle. This stage of the Lifecycle defines the organizational policy relating to Business Continuity (BC) and how that policy will be implemented, controlled and validated through a BCM programme.

Learning outcomes:

At the end of this module the student will be able to:

1. Describe the stages of the BCM Lifecycle.
2. Explain how to develop a BC Policy.
3. Identify the requirements for determining the scope of the BCM programme.
4. Describe the approaches to defining governance of the BCM programme.
5. Summarize the process of implementing a BCM programme, and assigning roles and responsibilities.
6. Explain how project and programme management techniques can be used to implement the BCM programme and the importance of managing documentation.
7. Recognise the importance of managing outsourced activities and supply chain continuity.

Module Two – Embedding Business Continuity (BC)

Module description:

This module provides the student with an understanding of Embedding Business Continuity which is the Professional Practice that continually seeks to integrate BC into day-to-day business activities and organizational culture.

Learning outcomes:

At the end of this module the student will be able to:

1. Interpret organizational culture in the context of Embedding Business Continuity.
2. Assess the skills and competence requirements for Business Continuity.
3. Organize a training programme and awareness campaign as part of Embedding BC.

Module Three – Analysis

Module description:

This module provides the student with an understanding of the Analysis stage of the BCM Lifecycle that reviews and assesses an organization in terms of what its objectives are, how it functions and the constraints of the environment in which it operates.

Learning outcomes

At the end of this module the student will be able to:

1. Describe the purpose and importance of the Business Impact Analysis (BIA).
2. Explain the different types of BIA and the activities associated with each one.
3. Develop and carry out a BIA.
4. Identify the key methods and outcomes of evaluating threats.

Module Four – Design

Module description:

This module provides the student with an understanding of the Design stage of the BCM Lifecycle that identifies and selects appropriate strategies and tactics to determine how continuity and recovery from disruption will be achieved.

Learning outcomes

At the end of this module the student will be able to:

1. List the options and describe the process of selecting continuity and recovery strategies and tactics.
2. Define the purpose and explain the process of designing threat mitigation measures.
3. Define the purpose and explain the process of designing the incident response structure.

Module Five - Implementation

Module description:

This module provides the student with an understanding of the Implementation stage of the BCM Lifecycle that executes the agreed strategies and tactics through the process of developing the Business Continuity Plan (BCP).

Learning outcomes

At the end of this module the student will be able to:

1. Describe the purpose and characteristics of the Business Continuity Plan (BCP).
2. Develop and manage a Business Continuity Plan (BCP).
3. Understand the key elements of Strategic plans and the importance of the Communications plan.
4. Explain the requirements of Tactical and Operational plans.

Module Six – Validation

Module description:

This module provides the student with an understanding of the Validation stage of the BCM Lifecycle that confirms that the BCM Programme meets the objectives set in the BC Policy and that the organization's BCP is fit for purpose.

Learning outcomes

At the end of this module the student will be able to:

1. Explain the purpose and process of developing an Exercise Programme.
2. Identify different types of exercises and differentiate between them in terms of scale and complexity.
3. Develop, run and evaluate an exercise.
4. Assess the Maintenance activities required within the BCM programme.
5. Define the purpose and describe the methods of the Review of the BCM programme.

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