## ISO 22301 BCMS IMPLMENTER

<table>
<thead>
<tr>
<th>COMPETENCY LEVEL</th>
<th>COMPETENCY</th>
<th>WHICH LEVEL SHOULD I BE STARTING MY BUSINESS CONTINUITY TRAINING?</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOW</td>
<td>BCM-230</td>
<td>• I am new to Business Continuity Management (BCM)</td>
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<tr>
<td></td>
<td></td>
<td>• I just need basic knowledge about the subject of BCM</td>
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<tr>
<td>DO</td>
<td>BCM-300</td>
<td>• I am new to BCM and I have been asked to be part of the BCM</td>
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<td></td>
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<td>Planning team within my organization.</td>
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<td>• I have some knowledge about BCM, but would like to have more</td>
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<td></td>
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<td>practical hands-on training in implementing my enterprise-wide</td>
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<td></td>
<td></td>
<td>BCM plan.</td>
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<tr>
<td>MANAGE</td>
<td>BCM-400</td>
<td>• I have been tasked to spearhead and manage the enterprise-</td>
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<tr>
<td></td>
<td></td>
<td>wide BCM programme.</td>
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<td></td>
<td></td>
<td>• I would like to have in-depth knowledge of BCM.</td>
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<td></td>
<td></td>
<td>• I am a seasoned BCM practitioner and would like to acquire</td>
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<tr>
<td></td>
<td></td>
<td>the BCCE certification in recognition of my knowledge in BCM</td>
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<tr>
<td></td>
<td></td>
<td>and experience.</td>
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<td></td>
<td>BCM-5000</td>
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ISO 22301 BCMs

IMPLEMENTER

Certified Planner

Business Continuity

Certified Specialist

Business Continuity

Certified Expert

Business Continuity
**Course Description**

The BCM-300: ISO 22301 Business Continuity Management Systems (BCMS) Implementer is an intermediate level Business Continuity Management (BCM) course that is primarily designed for BC professionals to understand BCM fundamentals and given an opportunity to practice and implement an actual risk assessment, business impact analysis, business continuity strategy and plan under a realistic environment. It focuses on providing the technical know-how of analysing organisations and developing robust and viable business continuity plans.

The BCM-300 ISO 22301 BCMS Implementer course is a 2.5 days course designed to fill this practical need. It is the follow-up to the BCM-230 ISO 22301 BCMS Planner course.

**Target Audience**

The course curriculum and contents are designed for:

- Middle Management.
- Department Representatives.
- Business Unit BCM Coordinators.
- BC/DR Managers.
This is an intermediate-level BCM course whereby participants will acquire an understanding of BCM fundamentals and given an opportunity to practise and implement an actual risk assessment, business impact analysis, business continuity strategy and plan under a realistic learning environment.

- Identify potential threats that may disrupt business functions within the organization.
- Determine prioritised activities based on its recovery objectives, impacts and inter-dependencies.
- Identify and implement strategies for continuity of critical business functions.
- Develop effective and functional comprehensive continuity plans and procedures.
ISO 22301 BCMS IMPLEMENTER

PRE-REQUISITE

- Novice to BCM
- At least 1-year of BCM experience

COURSE DURATION

This is a 2 day intermediate course with a BCCS examination on the following day, upon successful completion of the course.

The BCCS examination consists of 100 Multiple Choice Questions (MCQ) electronic based examinations. The examination which lasts for 2.5 hours would need candidates to achieve a 75% passing grade.
COURSE CONTENT

DAY 1 - DAY 1 BCM-230 AND BCM-300

Introduction to ISO22301 Standard
• Background to ISO22301 and mapping of ISO22301 to the BCM Planning Process
• Introduction to BCM Programme Element and Plan-Do-Check-Act (PDCA) Cycle

BCM Fundamentals
• Introduce BCM concepts
• Explain terminologies and BCM Body of Knowledge (BoK)

Risk Analysis and Review
• Understand risk management terminologies referencing to ISO 31000
• Identify and determine threats and risk
• Understand and implement ISO 22301 context of organization

Business Impact Analysis
• Identify critical business functions and prioritised activities
• Determine prioritized activities and quantify impact of outage
• Identify minimum resources and tolerable downtime

Business Continuity Strategy
• Understand the purpose of strategy development
• Identify alternate processing capability
• Develop strategy for units and corporate level

Plan Development
• Identify emergency responses
• Determine major BC plan component and its design

Testing and Exercising
• Develop test plan, scenario and evaluation criteria
• Determine exercise requirement and program

Completion of Day 1’s course content would lead participants to the Business Continuity Certified Planner (BCCP) certification.
**COURSE CONTENT** *(GUIDED WALKTHROUGH EXERCISE)*

**DAY 2  **

**DAY 2 BCM-300**

**Risk Analysis and Review**
- Identify potential threats that may disrupt business functions within the organization.

**Business Impact Analysis**
- Determine prioritised activities based on its recovery objectives, impacts and inter-dependencies.

**Business Continuity Strategy**
- Identify and implement strategies for continuity of critical business functions.

**Plan Development**
- Develop effective and functional comprehensive continuity plans and procedure

**Exercising and Testing**
- Be familiar with the testing and exercising documentary requirement

Completion of Day 1 and 2 course content would lead participants to the Business Continuity Certified Specialist (BCCS) certification.
The Business Continuity Certified Specialist (BCCS) certification is designed and developed for middle management, department representatives, business unit coordinators, Business Continuity/Disaster Recovery managers and planners. Candidates will be imparted with essential skills and knowledge of business impact analysis, risk analysis, testing and exercising, and keeping BC plans current. Candidates will also be introduced to the key concepts of developing business continuity and disaster recovery strategies, design and implementation of BC plans, preparing and conducting awareness and training programs.

**COURSEWARE AND DESCRIPTION**

<table>
<thead>
<tr>
<th>Day</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td><strong>Handbook</strong></td>
<td>BCM-230 BCMS Planner</td>
<td>BCM-300 BCMS Implementer</td>
<td>Business Continuity Certified Specialist (BCCS)</td>
</tr>
<tr>
<td><strong>Competency Level</strong></td>
<td>KNOW</td>
<td>DO</td>
<td></td>
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**QUALIFYING FOR CERTIFICATION**

The Business Continuity Certified Specialist (BCCS) certification is designed and developed for middle management, department representatives, business unit coordinators, Business Continuity/Disaster Recovery managers and planners. Candidates will be imparted with essential skills and knowledge of business impact analysis, risk analysis, testing and exercising, and keeping BC plans current. Candidates will also be introduced to the key concepts of developing business continuity and disaster recovery strategies, design and implementation of BC plans, preparing and conducting awareness and training programs.
APPLICATION PROCESSING FEES

Applicants who would like to apply for the BCCS certification needs to furnish BCM Institute with the BCCS certification application fees of SGD100. This can be paid via Paypal, AMEX, Cheque (drawn from a Singapore bank), Telegraphic Transfer, Bank Transfer or Cash.

APPLICATION PROCESS

Once BCM Institute Certification Department has ascertain that they have received the complete BCCS application form and processing fees, application would be sent to an independent review board that would assess the applicants’ eligibility for the certification applied for. The process may take about 4 – 8 weeks before an applicant is awarded the relevant certification.

RELEVANT EXPERIENCE

BCCS applicants should have at least 1 year of Business Continuity (BC) professional experience. They should be able to demonstrate this experience via an application form that would allow them to showcase at least 3 of the BCM BoK. The experience should be backed by 2 referees that should be the applicant’s colleagues (not subordinate), clients or superiors. Candidates who lack the pre requisite 1 year’s experience may opt to apply for planner certification (BCCP).
YOUR INVESTMENT

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<thead>
<tr>
<th>Course Code</th>
<th>BCM-300</th>
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<tbody>
<tr>
<td>Duration</td>
<td>2.5 days (Inclusive of 2.5 hours examination)</td>
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<tr>
<td></td>
<td>Course Duration: 2 days</td>
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<tr>
<td></td>
<td>Exam Duration: 2.5 hours</td>
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<td>Course Fee</td>
<td>SGD 2,200.00</td>
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CONTACT US

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www.bcm-institute.org

WE ARE ALSO AVAILABLE ON:

LinkedIn  Facebook  Twitter  Groupsite  BCMpedia  Youtube