



COURSE CATALOG

Audit

Business Continuity Management

Crisis Management

Crisis Communication

IT Disaster Recovery

2019



BCM Institute

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@BCMInstitute



BCM Institute

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BCM Institute

- About Us
- Courses
- Body of Knowledge
- Certification Level



About Us

BCM Institute is a leading global Business Continuity Management (BCM) institute that promotes and encourages inter disciplinary competency training for BCM, crisis and emergency management personnel.

Courses

Personnel who wish to upgrade their competency in their chosen profession or are looking to expand their career choices can choose to equip themselves with competencies from these disciplines:

- Business Continuity Management Systems (BCMS) Audit (Audit)
- ISO 22301 Business Continuity Management Systems (BCMS) (BCM)
- Crisis Communication (CC)
- Crisis Management (CM)
- IT Disaster Recovery (IT DR)

Body of Knowledge (BOK)

Each discipline would address the 7 implementation stages of a BCM plan also known as Body of Knowledge (BoK). Completion of Courses would allow one to be either:

Internationally Certified



Singapore Workforce Skills Qualification (WSQ) Competent



Course at a Glance

	ISO 22301 BCMS Audit	ISO 22301 Business Continuity Management	Crisis Communication	Crisis Management	IT Disaster Recovery
KNOW		BCM-200 ISO 22301 BCMS Planner	CC-350 Implementing Crisis Communication Plan	CM-200 Crisis Management Planner	DRP-200 IT DR Planner
DO		BCM-300 ISO 22301 BCMS Implementer	CC-300 Crisis Communication Implementer	CM-300 Crisis Management Implementer	DRP-300 IT DR Implementer
	BCM-8030 ISO 22301 Auditor	BCM-310 Assessing Risk and Business Impact Analysis BCM-320 Developing Business Continuity Strategies and Plans BCM-330 Testing and Exercising Business Continuity Plans	CC-450 Managing and Executing Crisis Communication Plan	CM-360 Implementing Crisis Management Plan CM-460 Managing and Executing Crisis Management Plan	
MANAGE	BCM-8530 ISO 22301 Lead Auditor	BCM-400 ISO 22301 BCMS Manager BCM-5000 ISO 22301 BCMS Expert Implementer	CC-400 Crisis Communication Manager CC-5000 Crisis Communication Expert Implementer	CM-400 Crisis Management Manager CM-5000 Crisis Management Expert Implementer	DRP-400 IT DR Manager DRP-5000 IT DR Expert Implementer

International Certification



ISO 22301 Business Continuity Management Systems (BCMS) Audit (Audit)



The ISO 22301 Business Continuity Management System (BCMS) Audit class caters to professionals who would like to know the intricacies to audit his/her organisation's or business unit's business continuity (BC) plans. BCM Institute is the only institute that teaches the participants hands on application of ISO 22301 BCMS standards through real life case studies facilitated by industry practitioners.

There are 2 tracks participants can look forward to:

- 1) 3 Day (+ ½ Day Exam) BCM-8030 ISO 22301 BCMS Auditor
- 2) 4 Day (+ ½ Day Exam) BCM-8530 ISO 22301 BCMS Lead Auditor

International Certification



BCM-8030 ISO 22301 BCMS Auditor



This 3 Day (+ ½ Day Exam) BCM-8030 ISO 22301 BCMS Auditor course with a **MANAGE** competency level is best suited for:

- 1) BCM Organisation Representatives
- 2) Organisation Internal Auditors

They would most likely be tasked to review and provide internal audit for their department or organization BCM plan and would like to benchmark the audit against the BCMS ISO 22301 BCMS Standards.



There is **no pre-requisite** for the course. Passing the accompanying Qualifying Business Continuity Certified Auditor (BCCA) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the BCCA certificate, one has to send in an application form detailing at least **1 year** of BC experience along with a **SGD75 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD125** per try.



Note:

- 1) The first day of the course **incorporates the BCM-200 ISO 22301 BCMS Planner** syllabus.
- 2) The certificate is renewable annually.
- 3) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage

BCM-8030 ISO 22301 BCMS AUDITOR



Singapore
Price :
SGD 3,600



Malaysia
Price :
SGD 3,600



Thailand
Price :
SGD 3,600



Indonesia
Price :
SGD 3,600



Philippines
Price :
SGD 3,600

4 – 6 Mar
(Exam: 8 Mar)

13 – 15 May
(Exam: 17 May)

9 - 11 Sept
(Exam: 13 Sept)

11 - 13 Feb
(Exam: 15 Feb)

5 – 7 Aug
(Exam: 9 Aug)

9 – 11 Dec
(Exam: 13 Dec)

11 – 13 Nov
(Exam: 15 Nov)

26 – 28 Aug
(Exam: 30 Aug)

16 – 18 Sep
(Exam: 20 Sep)

International Certification



BCM-8530 ISO 22301 BCMS Lead Auditor



This 4 Day (+ ½ Day Exam) BCM-8530 ISO 22301 BCMS Auditor course with a **MANAGE** competency level is best suited for:

- 1) BCM Organisation Representatives
- 2) Organisation Internal Auditors
- 3) Audit Consultants who would like to branch out to do ISO 22301 Audit

The **difference** between this and the 3 ½ Day ISO 22301 BCMS Auditor course is that the extra day allows you to understand an external, third-party certification auditor's thought process during the extra day in class.



There is **no pre-requisite** for the course. Passing the accompanying Qualifying Business Continuity Certified Auditor (BCCLA) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the BCCLA certificate, one has to send in an application form detailing at least **1 year** of BC experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD250** per try.



Note:

- 1) The first day of the course **incorporates the BCM-200 ISO 22301 BCMS Planner** syllabus.
- 2) The certificate is renewable annually.
- 3) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage		BCM-8530 ISO 22301 BCMS LEAD AUDITOR				
 Singapore Price : SGD 4,000	 Malaysia Price : SGD 4,000	 Thailand Price : SGD 4,000	 Indonesia Price : SGD 4,000	 Philippines Price : SGD 4,000		
4 – 7 Mar (Exam: 8 Mar)	11 - 14 Feb (Exam: 15 Feb)	11 – 14 Nov (Exam: 15 Nov)	26 – 29 Aug (Exam: 30 Aug)	16 – 19 Sep (Exam: 20 Sep)		
13 – 16 May (Exam: 17 May)	5 – 8 Aug (Exam: 9 Aug)					
9 - 12 Sept (Exam: 13 Sept)	9 – 12 Dec (Exam: 13 Dec)					

International Certification



ISO 22301 Business Continuity Management Systems (BCMS) (BCM)



The ISO 22301 Business Continuity Management System (BCMS) classes caters to a wide range of personnel looking to know and upgrade their BCM competencies. Participants can choose to go for either a 1, 2 or 4 day course depending on their competency and job requirements.

There are 4 tracks participants can look forward to on different competency levels:

- 1) 1 Day (+ ½ Day Exam) BCM-200 ISO 22301 BCMS Planner
- 2) 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer
- 3) 2 Day (+ ½ Day Exam) BCM-400 ISO 22301 BCMS Manager*
- 4) 4 Day (+ ½ Day Exam) BCM-5000 ISO 22301 BCMS Expert Implementer

Do note that the 4 Day (+ ½ Day Exam) BCM-5000 ISO 22301 BCMS Expert Implementer consists of both the 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer and the 2 Day (+ ½ Day Exam) BCM-400 ISO 22301 BCMS Manager.

***Participants are to complete the 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer and pass the accompanying Qualifying Business Continuity Certified Specialist (BCCS) exams before one can attend the 2 Day (+ ½ Day Exam) BCM-400 ISO 22301 BCMS Manager.**

Testimonials

“

Overall a good course, i learnt alot and hopefully will be able to implement improvements to the BCM policy in my company

Nicola Koh,
Tokio Marine Life Insurance
Singapore (BCM-5000 participant)"

”

“

Really enjoyed the course and learned much Instructor were very approachable and knowledgeable

John Seet, Marina Bay Sands
(BCM-5000 participant)

”

“

Generally a good course with informative knowledge and with good experience sharing among the participants

Amin Aiderus,
Google (BCM-300 Participant)

”

International Certification



BCM-200 ISO 22301 BCMS Planner



This 1 Day (+ ½ Day Exam) BCM-200 ISO 22301 BCMS Planner course with a **KNOW** competency level is best suited for:

- 1) General Staff
- 2) Senior Management who only needs a very brief understanding of BCM
- 3) Staff who are not tasked to update or review their department/ organisation's plans

There is **no pre-requisite** for the course. Passing the accompanying Qualifying Business Continuity Certified Planner (BCCP) exam allows you to claim the internationally recognized BCCP certificate at no extra cost. The course fees includes 1 re-examination try although subsequent re-examinations is payable at SGD125 per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Know BCM-200 ISO 22301 BCMS PLANNER



Singapore

Price :
SGD 1,250



Malaysia

Price :
SGD1,250



Thailand

Price :
SGD 1,250



Indonesia

Price :
SGD 1,250



Philippines

Price :
SGD 1,250

21 Jan
(Exam: 25 Jan)*

18 Feb
(Exam: 22 Feb)

4 Mar
(Exam: 8 Mar)

22 Apr
(Exam: 23 Apr)^

13 May
(Exam: 17 May)

19 Aug
(Exam: 23 Aug)

9 Sep
(Exam: 13 Sept)

21 Oct
(Exam: 25 Oct)

***specially for
Healthcare Industry**

**^ Masterclass as
part of World
Continuity Congress**

14 Jan
(Exam: 18 Jan)*

11 Feb
(Exam: 15 Feb)

5 Aug
(Exam: 9 Aug)

23 Sep
(Exam: 27 Sep)

16 Dec
(Exam: 18 Dec)

***specially for
Financial
Services Institutions
Practitioners**

7 Oct
(Exam: 11 Oct)

11 Nov
(Exam: 15 Nov)

15 Jul
(Exam: 19 Jul)

26 Aug
(Exam: 30 Aug)

7 Jan
(Exam: 11 Jan)*

16 Sep
(Exam: 20 Sep)

***specially for BPO
Industry Practitioners**

International Certification



BCM-300 ISO 22301 BCMS Implementer



This 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer course with a **DO** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to update/ review their department's BCM plans
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their BCM competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to understand the implementation of BCM concepts and terminologies.

There is **no pre-requisite** for the course. Passing the accompanying Qualifying Business Continuity Certified Planner (BCCP) exam allows you to claim the internationally recognized BCCP certificate at no extra cost. The course fees includes 1 re-examination try although subsequent re-examinations is payable at SGD125 per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

<div style="border: 1px solid blue; padding: 5px; display: inline-block; margin-right: 10px;">Do</div> <h2 style="margin: 0;">BCM-300 ISO 22301 BCMS IMPLEMENTER</h2>				
Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200
21 – 22 Jan (Exam: 25 Jan)* 18 – 19 Feb (Exam: 19 Feb) 22 - 23 Apr (Exam: 25 Apr)^ 19 - 20 Aug (Exam: 23 Aug) 21 - 22 Oct (Exam: 25 Oct) *specially for Healthcare Industry ^ Masterclass as part of World Continuity Congress	14 – 15 Jan (Exam: 18 Jan)* 23 – 24 Sep (Exam: 27 Sep) *specially for Financial Services Institution Practitioners	7 – 8 Oct (Exam: 11 Oct)	15 – 16 Jul (Exam: 19 Jul)	7 – 8 Jan (Exam: 11 Jan)* *specially for BPO Industry Practitioners

International Certification



BCM-400 ISO 22301 BCMS Manager



This 2 Day (+ ½ Day Exam) BCM-400 ISO 22301 BCMS Manager course with a **MANAGE** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to oversee their department's BCM plans
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their BCM competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to get an overall understanding to implement, manage and plan a BCM plan for his/her organization

There is a **pre-requisite** to the course where participants **need to complete the 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer and pass the accompanying Qualifying Business Continuity Certified Specialist (BCCS) examination.**

This pre-requisite is applicable to experienced BCM personnel wishing to attend the course as it would ensure that they have the same understanding and background of implementing a BCM plan.



Passing the accompanying Qualifying Business Continuity Certified Expert (BCCE) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the BCCE certificate, one has to send in an application form detailing at least **3 years** of BC experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage BCM-400 ISO 22301 BCMS MANAGER				
Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200
23 – 24 Jan (Exam: 25 Jan)*	16- 17 Jan (Exam: 18 Jan)*	9 - 10 Oct (Exam: 11 Oct)	17 – 18 Jul (Exam: 19 Jul)	9 - 10 Jan (Exam: 11 Jan)*
20 - 21 Feb (Exam: 22 Feb)	25 - 26 Sep (Exam: 27 Sep)			*specially for BPO Industry Practitioners
25 - 26 April (Exam: 27/29 Apr)^	*specially for Financial Services Institutions Practitioners			
21 – 22 Aug (Exam: 23 Aug)				
23 – 24 Oct (Exam: 25 Oct)				
*specially for Healthcare Industry				
^ Masterclass as part of World Continuity Congress				

International Certification



BCM-5000 ISO 22301 BCMS Expert Implementer



This 4 Day (+ ½ Day Exam) BCM-5000 ISO 22301 BCMS Manager course with a **MANAGE** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to oversee their department's BCM plans
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their BCM competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to get an overall understanding to implement, manage and plan a BCM plan for his/her organization.
- 4) Experienced BCM coordinators/personnel who wish to get their experience internationally recognized.

There is **no pre-requisite** to the course.



Passing the accompanying Qualifying Business Continuity Certified Expert (BCCE) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the BCCE certificate, one has to send in an application form detailing at least **3 years** of BC experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

<div style="border: 2px solid red; padding: 5px; display: inline-block;">Manage</div> BCM-5000 ISO 22301 BCMS EXPERT IMPLEMENTER				
Singapore Price : SGD 3,850	Malaysia Price : SGD 3,850	Thailand Price : SGD 3,850	Indonesia Price : SGD 3,850	Philippines Price : SGD 3,850
21 – 24 Jan (Exam: 25 Jan)* 18 - 21 Feb (Exam: 22 Feb) 22, 23, 25 - 26 April (Exam: 27/29 Apr)^ 19 – 22 Aug (Exam: 23 Aug) 21 – 24 Oct (Exam: 25 Oct) *specially for Healthcare Industry ^ Masterclass as part of World Continuity Congress	14 - 17 Jan (Exam: 18 Jan)* 23. - 26 Sep (Exam: 27 Sep) *specially for Financial Services Institutions Practitioners	7 - 10 Oct (Exam: 11 Oct)	15 – 18 Jul (Exam: 19 Jul)	7- 10 Jan (Exam: 11 Jan)* *specially for BPO Industry Practitioners

International Certification



Crisis Communication (CC)

The Crisis Communication (CC) classes caters **specifically for BCM practitioners** who would like to know more about **communicating internally** with their Crisis Communication team members. Participants can choose to go for either a 2 or 4 day course depending on their competency and job requirements.

There are 3 tracks participants can look forward to on different competency levels:

- 1) 2 Day (+ ½ Day Exam) CC-300 Crisis Communication Implementer
- 2) 2 Day (+ ½ Day Exam) CC-400 Crisis Communication Manager
- 3) 4 Day (+ ½ Day Exam) CC-5000 ISO 22301 Crisis Communication Expert Implementer

Do note that the 4 Day (+ ½ Day Exam) CC-5000 Crisis Communication Expert Implementer consists of both the 2 Day (+ ½ Day Exam) CC-300 Crisis Communication Implementer and the 2 Day (+ ½ Day Exam) CC-400 Crisis Communication Manager.

***Participants are to complete the 2 Day (+ ½ Day Exam) CC-300 ISO 22301 Crisis Communication Implementer and pass the accompanying Qualifying Crisis Communication Certified Specialist (CCCS) exams before one can attend the 2 Day (+ ½ Day Exam) CC-400 Crisis Communication Manager.**

Testimonials

“

Enjoyed the course thoroughly as there were many real life scenarios given

Qurratul Ain Zainul,
Perbadanan Tabung Amanah Islam
(CC-300 Participant)

”

“

Excellent. Provides sufficient tools for thinking process and hence enhance management capability in Crisis Management and Crisis Communication

Halija Jaya,
Perbadanan TAIB
(CC-300 Participant)

”



International Certification

CC-300 Crisis Communication Implementer



This 2 Day (+ ½ Day Exam) CC-300 Crisis Communication Implementer course with a **DO** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to update/ review their department's Crisis Communication plans in relation to their Crisis Communication team mates' needs
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their Crisis Communication competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to understand the implementation of Crisis Communications concepts and terminologies and how it relates to communicating within departments.

There is **no pre-requisite** to the course.



Passing the accompanying Qualifying Crisis Communication Certified Specialist (CCCS) exam allows you to claim the internationally recognized Crisis Communication Certified Planner (CCCP) certificate at no extra cost.

But to attain the CCCS certificate, one has to send in an application form detailing at least 1 year of BC experience along with a **SGD75 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD125** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF.
Do check with your organization to know more.

Do		CC-300 CRISIS COMMUNICATION IMPLEMENTER				
	Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200	
22 - 23 Apr (Exam: 25 Apr)^	-NA-	-NA-	-NA-	-NA-	-NA-	
1 - 2 Jul (Exam: 5 Jul)						
16 - 17 Dec (Exam: 20 Dec)						
^ Masterclass as part of World Continuity Congress						

International Certification



CC-400 Crisis Communication Manager



This 2 Day (+ ½ Day Exam) CC-400 Crisis Communication Manager course with a **MANAGE** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to oversee their department's BCM plans
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their BCM competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to get an overall understanding to implement, manage and plan a BCM plan for his/her organization

There is a **pre-requisite** to the course where participants need to complete the **2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer and pass the accompanying Qualifying Business Continuity Certified Specialist (BCCS) examination**. This pre-requisite is applicable to experienced BCM personnel wishing to attend the course as it would ensure that they have the same understanding and background of implementing a BCM plan.



Passing the accompanying Qualifying Crisis Communication Certified Expert (CCCE) exam allows you to claim the internationally recognized CCCP certificate at no extra cost.

But to attain the CCCE certificate, one has to send in an application form detailing at least 3 year of BC experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage

CC-400 CRISIS COMMUNICATION MANAGER



Singapore

Price :
SGD 2,200



Malaysia

Price :
SGD 2,200



Thailand

Price :
SGD 2,200



Indonesia

Price :
SGD 2,200



Philippines

Price :
SGD 2,200

25 - 26 Apr
(Exam: 27/29 Apr)^,

3 - 4 Jul
(Exam: 5 Jul)

18 - 19 Dec
(Exam: 20 Dec)

**^ Masterclass as part
of World Continuity
Congress**

-NA-

-NA-

-NA-

-NA-

International Certification



CC-5000 Crisis Communication Expert Implementer



This 4 Day (+ ½ Day Exam) CC-5000 Crisis Communication Expert Implementer course with a **MANAGE** competency level is best suited for:

- 1) Department BCM/Crisis Management representatives tasked to oversee their department's BCM plans
- 2) Business Continuity (BC)/ Disaster Recovery personnel who wish to upgrade their BCM competency
- 3) EHS/Security/Human Resource/ IT, Risk & Compliance personnel who wish to get an overall understanding to implement, manage and plan a BCM plan for his/her organization.
- 4) Experienced BCM coordinators/personnel who wish to get their experience internationally recognized.

There is **no pre-requisite** to the course.



Passing the accompanying Qualifying Crisis Communication Certified Expert (CCCE) exam allows you to claim the internationally recognized CCCP certificate at no extra cost.

But to attain the CCCE certificate, one has to send in an application form detailing at least 3 year of BC experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try.



Note:

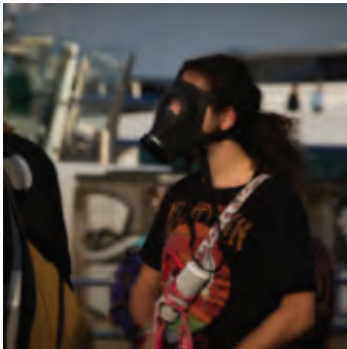
- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage		CC-5000 CRISIS COMMUNICATION EXPERT IMPLEMENTER				
	Singapore Price : SGD 3,850	Malaysia Price : SGD 3,850	Thailand Price : SGD 3,850	Indonesia Price : SGD 3,850	Philippines Price : SGD 3,850	
22- 26 Apr (Exam: 27/29 Apr)^, 1 - 4 Jul (Exam: 5 Jul) 16 - 19 Dec (Exam: 20 Dec) ^ Masterclass as part of World Continuity Congress	-NA-	-NA-	-NA-	-NA-		

International Certification



Crisis Management (CM)



The Crisis Management (CM) classes caters specifically for BCM practitioners who would like to know more about communicating internally with their Crisis Communication team members. Participants can choose to go for either a 2 or 4 day course depending on their competency and job requirements.

There are 3 tracks participants can look forward to on different competency levels:

- 1) 2 Day (+ ½ Day Exam) CM-300 Crisis Management Implementer
- 2) 2 Day (+ ½ Day Exam) CM-400 Crisis Management Manager
- 3) 4 Day (+ ½ Day Exam) CM-5000 Crisis Management Expert Implementer

Do note that the 4 Day (+ ½ Day Exam) CM-300 Crisis Management Implementer consists of both the 2 Day (+ ½ Day Exam) BCM-300 ISO 22301 BCMS Implementer and the 2 Day (+ ½ Day Exam) CM-400 Crisis Management Manager..

***Participants are to complete the 2 Day (+ ½ Day Exam) CM-300 ISO 22301 Crisis Management Implementer and pass the accompanying Qualifying Crisis Management Certified Specialist (CMCS) exams before one can attend the 2 Day (+ ½ Day Exam) CM-400 Crisis Management Manager.**

Testimonials

“

I enjoyed the course and feel the course content was very good and applicable to my current requirements

William Harris,
Base Titanium
(CM-5000 participant)

”

“

Very enjoyable course. The design of the programme helped put into perspective past experience and the link between BCM and CM

Lee Nai Ming,
Oil Spill Response
(CM-5000 participant)

”

“

A course that most participants would find interesting and relating to threats faced everyday in their workplaces. The take home will be positive and materials provided are enough to kick start internal crisis management planning within their organisation

Jeremy Tay,
Genesis Network
(CM-5000 participant)

”

International Certification



CM-300 Crisis Management Implementer



This 2 Day (+ ½ Day Exam) CM-300 Crisis Management Implementer course with a **DO** competency level is best suited for:

- 1) Novice professionals designated for crisis management (CM) roles and responsibilities
- 2) Crisis Management professionals who want to have a formal walkthrough and a complete understanding of his/her organisation CM effort.
- 3) Appointed members of the CM team who is updating, reviewing and managing the CM plan.
- 4) Appointed member who is managing the command centre operations/ emergency operations centre.
- 5) Novice and newly appointed CM and support teams members who need to upgrade the CM skill and knowledge within a limited time span.
- 6) Organisation Business Continuity Management (BCM) Managers/ Coordinators who need to integrate and train the CM team.
- 7) Security, Facility, Administration, Crisis Communication (CC), IT Disaster Recovery (DR) and other designated Team Leaders who are members of the CM support and Operations team

There is **no pre-requisite** for the course



Passing the accompanying Qualifying Crisis Management Certified Specialist (CMCS) exam allows you to claim the internationally recognized Crisis Management Certified Planner (CMCP) certificate at no extra cost.

But to attain the CMCS certificate, one has to send in an application form detailing at least 1 year of CM experience along with a **SGD75 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD125** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Do		CM-300 CRISIS MANAGEMENT IMPLEMENTER				
	Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200	
22 - 23 Apr (Exam: 25 Apr)^		25 – 26 Mar (Exam: 29 Mar)	-NA-	-NA-	-NA-	
10 - 11 Jun (Exam: 14 Jun)		8 - 9 Jul (Exam: 12 Jul)				
^ Masterclass as part of World Continuity Congress		4 - 5 Nov (Exam: 8 Nov)				

International Certification



CM-400 Crisis Management Manager



This 2 Day (+ ½ Day Exam) CM-400 Crisis Management Manager course with a **MANAGE** competency level is best suited for:

- 1) CM or BC Managers and practitioners tasked to drive corporate level CM
- 2) EHS/Security/Human Resource/ IT, Risk & Compliance personnel are targeted to be heading the CM Team of the organization and update their CM plans

There is a **pre-requisite** to the course where participants **need to complete the 2 Day (+ ½ Day Exam) CM-300 Crisis Management Implementer and pass the accompanying Qualifying Crisis Management Certified Specialist (CMCS) examination.**



Passing the accompanying Qualifying Crisis Management Certified Expert (CMCE) exam allows you to claim the internationally recognized CMCP certificate at no extra cost.

But to attain the CMCE certificate, one has to send in an application form detailing at least **3 years** of CM experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage		CM-400 CRISIS MANAGEMENT MANAGER				
	Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200	
25 - 26 Apr (Exam: 27/29 Apr)^, 12 - 13 Jun (Exam: 13 Jun)		27 - 28 Mar (Exam: 29 Mar) 10 - 11 July (Exam: 12 July) 6 - 7 Nov (Exam: 8 Nov)	-NA-	-NA-	-NA-	
^ Masterclass as part of World Continuity Congress						

International Certification



CM-5000 Crisis Management Expert Implementer



This 4 Day (+ ½ Day Exam) CM-5000 ISO 22301 Crisis Management Expert Implementer course with a **MANAGE** competency level is best suited for:

- 1) Crisis Management Planning Team Leader
- 2) Crisis Management, Emergency Management or Incident Management team member.
- 3) Command Centre Operation or Emergency Operations Centre Team Leader.
- 4) CM or BC Managers,
- 5) Organization BCM Coordinators
- 6) BCM Practitioners.

There is **no pre-requisite** to the course.



Passing the accompanying Qualifying Crisis Management Certified Expert (CMCE) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the CMCE certificate, one has to send in an application form detailing at least **3 years** of CM experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage		CM-5000 CRISIS MANAGEMENT EXPERT IMPLEMENTER		
Singapore Price : SGD 3,850	Malaysia Price : SGD 3,850	Thailand Price : SGD 3,850	Indonesia Price : SGD 3,850	Philippines Price : SGD 3,850
22- 26 Apr (Exam: 27/29 Apr)^, 10 - 13 Jun (Exam: 14 Jun)	25 - 28 Mar (Exam: 29 Mar) 8 - 11 Jul (Exam: 12 Jul) 4 - 7 Nov (Exam: 8 Nov)	-NA-	-NA-	-NA-
<p style="color: red;">^ Masterclass as part of World Continuity Congress</p>				

International Certification



IT Disaster Recovery (IT DRP)



The IT Disaster Recovery Plan (IT DRP) classes caters to personnel looking to know and upgrade their IT Disaster Recovery competencies. Participants can choose to go for either a 1, 2 or 4 day course depending on their competency and job requirements.

There are 4 tracks participants can look forward to on different competency levels:

- 1) 1 Day (+ ½ Day Exam) DRP-200 IT Disaster Recovery Planner
- 2) 2 Day (+ ½ Day Exam) DRP-300 IT Disaster Recovery Implementer
- 3) 2 Day (+ ½ Day Exam) DRP-400 IT Disaster Recovery Manager*
- 4) 4 Day (+ ½ Day Exam) DRP-5000 IT Disaster Recovery Expert Implementer

Do note that the 4 Day (+ ½ Day Exam) DRP-5000 IT Disaster Recovery Expert Implementer **consists of both** the 2 Day (+ ½ Day Exam) DRP-300 IT Disaster Recovery Implementer and the 2 Day (+ ½ Day Exam) DRP-400 IT Disaster Recovery Manager.

***Participants are to complete the 2 Day (+ ½ Day Exam) DRP-300 IT Disaster Recovery Implementer and pass the accompanying Qualifying Disaster Recovery Certified Specialist (DRCS) exams before one can attend the 2 Day (+ ½ Day Exam) DRP-400 ISO 22301 BCMS Manager**

Testimonials

“

The instructors are different but they are very professional and good in their own delivery method.

Tok Hui Ting,
Ministry of Home Affairs
(DRP-5000 participant)

”

“

This course has given me and my company a benchmark of our current status regarding our BC and DR Programs. I will definitely refer this to my colleagues and companies that I provide consultation and training

Jeremy Astrero,
Teleperformance
(DRP-5000 participant)

”

International Certification



DRP-200 IT Disaster Recovery Planner



This 1 Day (+ ½ Day Exam) DRP-200 IT Disaster Recovery Planner course with a **KNOW** competency level is best suited for:

- 1) System Administrators and Managers;
- 2) Database Managers and Administrators;
- 3) DR Coordinators;
- 4) Project Managers involved in application development, systems and network implementation and support
- 5) Any systems support engineers and consultants.

It is an introductory course on the basic concepts of business continuity and disaster recovery, with a focus on technology recovery. The course grounds the student on the fundamentals of disaster recovery planning methodology, and presents an overview of common terminology and implementation issues the student is likely to encounter in the workplace, such as disaster recovery in the cloud

There is **no pre-requisite** for the course. Passing the accompanying Qualifying Disaster Recovery Certified Planner (DRCP) exam allows you to claim the internationally recognized DRCP certificate at no extra cost. The course fees includes 1 re-examination try although subsequent re-examinations is payable at SGD125 per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

<div style="border: 2px solid green; padding: 5px; display: inline-block;"> Know </div> DRP-200 IT DISASTER RECOVERY PLANNER				
Singapore Price : SGD 1,250	Malaysia Price : SGD 1,250	Thailand Price : SGD 1,250	Indonesia Price : SGD 1,250	Philippines Price : SGD 1,250
18 Mar (Exam: 22 Mar) 22 Jul (Exam: 26 Jul) 18 Nov (Exam: 22 Nov)	24 Jul (Exam: 28 Jul) 14 Oct (Exam: 18 Oct)	-NA-	-NA-	-NA-

International Certification



DRP-300 IT Disaster Recovery Implementer



This 2 Day (+ ½ Day Exam) DRP-300 IT Disaster Recovery Implementer course with a **DO** competency level is best suited for:

- 1) System Administrators
- 2) Database Managers and Administrators;
- 3) DR Coordinators;
- 4) Project Managers involved in application development, systems and network implementation and support
- 5) Any systems support engineers and consultants.

This is an intermediate level to understanding DRP. It delves deeper into disaster recovery planning methodology, and discusses pertinent terminology that relates to implementation issues of middle managers.

There is **no pre-requisite** for the course.



Passing the accompanying Qualifying Disaster Recovery Certified Specialist (DRCS) exam allows you to claim the internationally recognized BCCP certificate at no extra cost.

But to attain the DRCS certificate, one has to send in an application form detailing at least **1 year** of DR experience along with a **SGD75 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD125** per each try



Note:

- 1) The first day of the course incorporates the DRP-200 IT DR Planner syllabus.
- 2) The certificate is renewable annually.
- 3) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Do		DRP-300 IT DISASTER RECOVERY IMPLEMENTER				
	Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200	
18 – 19 Mar (Exam: 22 Mar)		24 - 25 Jul (Exam: 28 Jul)	-NA-	-NA-	-NA-	
22 - 23 Jul (Exam: 26 Jul)		14 - 15 Oct (Exam: 18 Oct)				
18 - 19 Nov (Exam: 22 Nov)						

International Certification



DRP-400 IT DRP Manager



This 2 Day (+ ½ Day Exam) DRP-400 IT DRP Manager course with a **MANAGE** competency level is best suited for:

- 1) System Administrators, Database Managers and Administrators, DR Coordinators who would like a more in depth understanding of their role in managing IT DR program
- 2) Project Managers involved in application development, systems and network implementation and support who would like to know how to prepare and set up command centres
- 3) Any systems support engineers and consultants who wants to know how to manage disasters

There is a **pre-requisite** to the course where participants **need to complete the 2 Day (+ ½ Day Exam) DRP-300 IT DRP Implementer and pass the accompanying Qualifying Disaster Recovery Certified Specialist (DRCS) examination.**



This pre-requisite is applicable to experienced DRP personnel wishing to attend the course as it would ensure that they have the same understanding and background of implementing a DRP plan.

Passing the accompanying Qualifying Disaster Recovery Certified Expert (DRCE) exam allows you to claim the internationally recognized DRCP certificate at no extra cost.

But to attain the DRCE certificate, one has to send in an application form detailing at least **3 years** of DR experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage DRP-400 IT DISASTER RECOVERY MANAGER				
Singapore Price : SGD 2,200	Malaysia Price : SGD 2,200	Thailand Price : SGD 2,200	Indonesia Price : SGD 2,200	Philippines Price : SGD 2,200
20 - 21 Mar (Exam: 22 Mar) 24 - 25 Jul (Exam: 26 Jul) 20 - 21 Nov (Exam: 22 Nov)	26 - 27 Jul (Exam: 28 Jul) 16 - 17 Oct (Exam: 18 Oct)	-NA-	-NA-	-NA-

International Certification



DRP-5000 IT DRP Expert Implementer



This 4 Day (+ ½ Day Exam) DRP-5000 IT DRP Expert Implementer course with a **MANAGE** competency level is best suited for:

- 1) System Administrators, Database Managers and Administrators, DR Coordinators who wants a holistic understanding on how to implement and manage their organisations' DRP Plan
- 2) Project Managers involved in application development, systems and network implementation and support and how it relates to their business continuity plans
- 3) Any systems support engineers and consultants who are interested to assist their DRP and BCM clients/colleagues in the implementation and managing of the DRP plan

There is **no pre-requisite** to the course.



Passing the accompanying Qualifying Disaster Recovery Certified Expert (DRCE) exam allows you to claim the internationally recognized DRCP certificate at no extra cost

But to attain the DRCE certificate, one has to send in an application form detailing at least **3 years** of DR experience along with a **SGD150 application processing fees**. The course fees includes 1 re-examination try although subsequent re-examinations is payable at **SGD200** per each try.



Note:

- 1) The certificate is renewable annually.
- 2) Funding is only available for Malaysian participants in Malaysian via HRDF. Do check with your organization to know more.

Manage		DRP-5000 IT DISASTER RECOVERY EXPERT IMPLEMENTER		
Singapore Price : SGD 3,850	Malaysia Price : SGD 3,850	Thailand Price : SGD 3,850	Indonesia Price : SGD 3,850	Philippines Price : SGD 3,850
18 - 21 Mar (Exam: 22 Mar)	24 - 27 Jun (Exam: 28 Jun)	-NA-	-NA-	-NA-
22 - 25 Jul (Exam: 26 Jul)	14 - 17 Oct (Exam: 18 Oct)			
18 - 21 Nov (Exam: 22 Nov)				

International Certification



E-Learning Courses



Participant can also into e-learning modules to obtain their basic international certification. Completion of these packaged e-learning courses automatically qualifies them for a Business Continuity Certified Planner (BCCP)

Know

Business Continuity Management BCM Fundamental Package

USD 990

1. Overview of Business Continuity Management
2. Risk Analysis and Review
3. Business Impact Analysis
4. Business Continuity Strategy
5. BC Plan Development
6. Testing and Exercising

Know

Business Continuity Management BCM ISO 22301 Fundamental Package

USD 1,200

1. Overview of Business Continuity Management
2. Project Management
3. Risk Analysis and Review
4. Business Impact Analysis
5. Business Continuity Strategy
6. BC Plan Development
7. Testing and Exercising
8. Programme Management

Each component come with a short quiz to assess their understanding and a Certificate of Completion would be awarded.



Completion of all module automatically qualify them as a certified Business Continuity Certified Planner (BCCP) Certificate holder.

For more information please contact sales.sg@bcm-institute.org

