




**BLENDED LEARNING**



**ISO 22301 BUSINESS CONTINUITY  
MANAGEMENT SYSTEM  
IMPLEMENTER**

| COMPETENCY LEVEL | COMPETENCY   | WHICH LEVEL SHOULD I BE STARTING MY BUSINESS CONTINUITY TRAINING?   | BLENDED LEARNING MODE       |
|------------------|--|---|-----------------------------|
| <b>KNOW</b>      | <br><b>BCM-200</b>  | <ul style="list-style-type: none"> <li>I am new to Business Continuity Management (BCM)</li> <li>I just need basic knowledge about the subject of Business Continuity Management</li> </ul>   | E-Learning                  |
| <b>DO</b>        | <br><b>BCM-300</b>  | <ul style="list-style-type: none"> <li>I am new to BCM and I have been asked to be part of the BCM Planning team within my organization.</li> <li>I have some knowledge about BCM, but would like to have more practical hands-on training in implementing my enterprise-wide BCM plan.</li> </ul>  | Facilitated Online Workshop |
| <b>MANAGE</b>    | <br><b>BCM-400</b> | <ul style="list-style-type: none"> <li>I have been tasked to spearhead and manage the enterprise-wide BCM programme.</li> <li>I would like to have in-depth knowledge of BCM.</li> <li>I am a seasoned BCM practitioner and would like to acquire the BCCE certification in recognition of my knowledge in BCM and experience.</li> </ul> | Classroom [Face to Face]    |

## COURSE DESCRIPTION

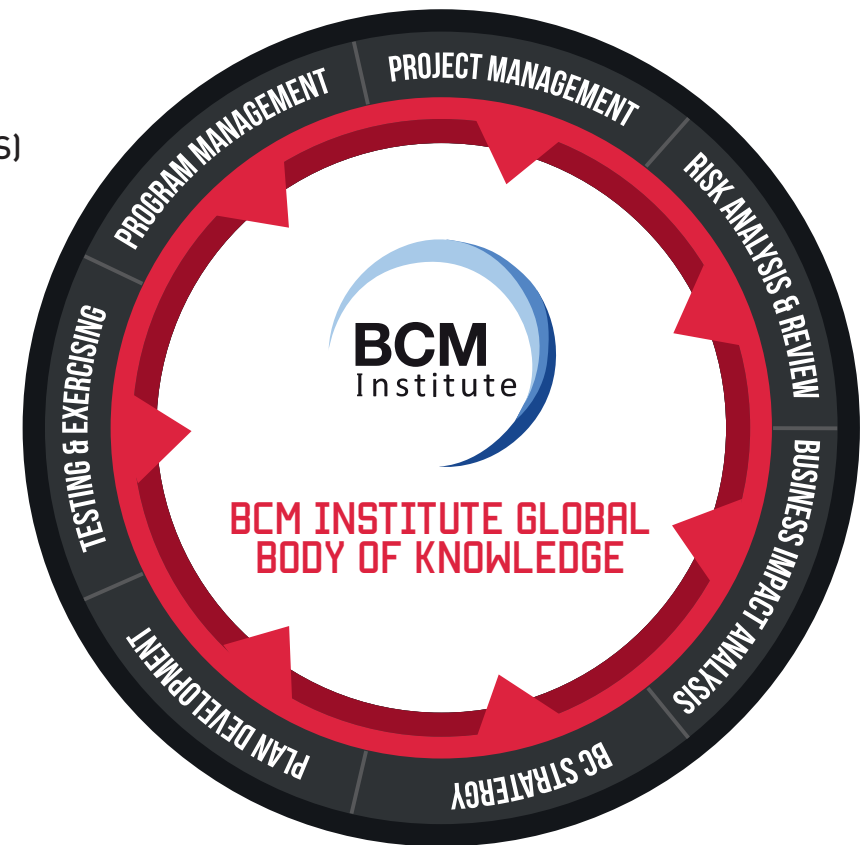
The BCM-300: ISO 22301 Business Continuity Management Systems (BCMS) Implementer is an intermediate level Business Continuity Management (BCM) course that is primarily designed for BC professionals to understand BCM fundamentals and given an opportunity to practice and implement an actual risk assessment, 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 course is divided into 2 Modules which is expected to be completed within 10 weeks.

## TARGET AUDIENCE

The course curriculum and contents are designed for :

- Middle Management.
- Department Representatives.
- Business Unit BCM Coordinators.
- Appointed BCM and Risk Management Managers.



## COURSE OBJECTIVE

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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 risk and potential threats that may disrupt business functions, products and services within the organization.
- Determine prioritised activities based on its recovery objectives, impacts and inter-dependencies.
- Identify and implement strategies and solutions for continuity of critical business functions.
- Develop effective and functional comprehensive continuity plans and procedures.
- Understand the conduct of tests and exercises to enhance the readiness level of the BCM program.



## PRE-REQUISITE

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

## COURSE DURATION

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The course is spread over a period of 10 weeks.

- Module 1 is E-learning and candidate is expected to complete the seven (7) E-learning lessons within 4 weeks of commencement.
- Module 2 is Facilitated Online Workshop which include 4 sessions of web discussion and training followed by the completion of the four (4) BCM assignments.

This is an intermediate level BCM course and upon submission of assignments based on your actual environment, and marked by the examiner, candidate can proceed to apply for his/her Business Continuity Certified Specialist (BCCS) certification.



## COURSE CONTENT

### MODULE 1 BCM FUNDAMENTALS E-LEARNING

#### 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 E-learning course content would lead participants to be awarded Business Continuity Certified Planner (BCCP) certification.



## COURSE CONTENT

### MODULE 2 FACILITATED ONLINE WORKSHOP

#### 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



Successful completion of Module 1 and Module 2 of the Blended Learning course content would lead participants to the Business Continuity Certified Specialist (BCCS) certification

## DESCRIPTION FOR BCM-300

| Module                | 1  | 2  |
|-----------------------|--|--|
| Certification Awarded | <br>Business Continuity Certified Planner (BCCP) | <br>Business Continuity Certified Specialist (BCCS) |
| Competency Level      | KNOW   | DO   |
| Mode                  | E-Learning   | Facilitated Online Workshop  |

## 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

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The certification application processing fee of SGD75. The fee is included in the course fee and the application fee is valid for a maximum of 6 months after the completion of the course.

## APPLICATION PROCESS

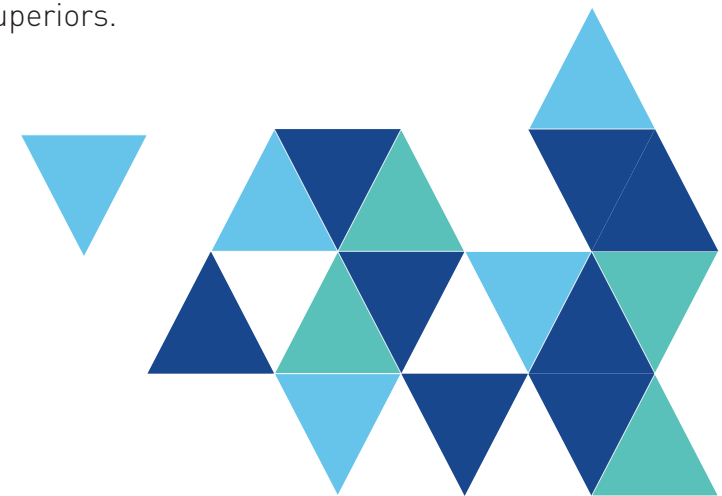
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Once BCM Institute Certification Department has ascertain that they have received the complete BCCS application form and processing fees, application would be sent to an independent review board that would assess the applicants' eligiblity for the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

## RELEVANT EXPERIENCE

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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.



## YOUR INVESTMENT

|             |   |
|-------------|---|
| Course Code | BCM-300 (Blended Learning)                            |
| Duration    | Course Duration: Elapse period of 10 Week             |
| Course Fee  | SGD 2,400.00 (International Pricing-Singapore Dollar) |

(The application processing fee for BCCS is included)

## CONTACT US

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 [www.bcm-institute.org](http://www.bcm-institute.org)

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