



# BC Training<sup>LTD</sup>

E-Learning Business Continuity Basics  
Online Training Course

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# E-Learning Business Continuity Basics

## Course Description

This online self-paced course has been designed for individuals that require a basic knowledge of business continuity. It provides you with an understanding of the fundamental principles of business continuity, by guiding you through the different stages of the Business Continuity Management (BCM) Lifecycle.

## Course Programme

- Unit One - What is Business Continuity?
- Unit Two - Policy and Programme Management
- Unit Three - Analysis
- Unit Four - Design
- Unit Five - Implementation
- Unit Six - Validation
- Unit Seven - Embedding

This course contains podcasts, tips from BC experts, short tasks, recommended reading, and quizzes to check your understanding.

## Course Objectives

This course aims to provide you with an understanding of:

- What business continuity is and why it is important
- How to develop a business continuity policy and programme
- How to conduct a business impact analysis
- How to develop recovery solutions and implement mitigation measures
- How to develop effective business continuity plans
- How to validate and improve your plans through exercise, maintenance and review
- How to embed business continuity awareness within your organisation

## Course Duration

This course takes approximately 15 hours to complete. You will have 45 days access to the course, allowing plenty of time to work through the content at your own pace and fit studying around other commitments.

The course is available online via our learning management system, allowing you to log in anywhere, as long as you have an internet connection. Whilst we recommend completing the course on a laptop or computer for the best learning experience, the content can also be accessed via the SAP Litmos - Learning System App on mobile phones and tablets, so you can study at work, home or on the go. You can sign up for instant access to the course via our website and you will receive an email with your login details as soon as you have purchased the course.

## Who Should Take This Online Course?

Business continuity and resilience newcomers, or individuals with a full or part time role or responsibility that requires a basic understanding of business continuity.

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## Certificate of Attendance

You will be able to download your electronic certificate upon completion of the course.

## Course Cost

The cost of this online training course is £280 plus VAT.

We offer the following discounts for multiple bookings:

- 3-10 users = 10% discount (£252 per user)
- 11-20 users = 20% discount (£224 per user)
- 21-50 users = 33% discount (£187.60 per user)
- 51-99 users = 40% discount (£168 per user)
- 100+ users = 50% discount (£140 per user)

For 21+ users, organisations will receive 12 months to sign up all users.

## FAQs

- **How long will it take me to complete the course?**

Your course is self-paced and will take approximately 15 hours to complete.

- **Do I need to complete the course within a certain period of time?**

Yes. You will have 45 days access to complete your online training from the moment you sign up.

- **Is there an examination?**

No, there is no examination. The certified version of this course includes an exam.

**If you have further questions or would like an official quotation please contact a member of the BC Training Team:**

## Contact Details

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