



# BC Training<sup>LTD</sup>

E-Learning Business Continuity Certified  
Online Training Course

**Telephone** 01253 542650  
(or +441253 542650 outside the UK)  
**Email** [info@b-c-training.co.uk](mailto:info@b-c-training.co.uk)



[www.b-c-training.com](http://www.b-c-training.com)

**Head Office Address**

Business Continuity Training Ltd, 21 Fairhaven Road, Lytham St Annes, Lancashire, FY8 1NN United Kingdom

# E-Learning Business Continuity Certified

## 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. This course is the Certified version of the Basics course - it covers the same content, but includes a final assessment and a TQUK accredited hard copy certificate as well.

## 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
- Final Assessment

This course contains podcasts, tips from BC experts, short tasks, recommended reading, and a final assessment to confirm your understanding of the course content.

## 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 20 hours to complete. You will have 60 days access to the course, allowing plenty of time to work through 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

We will issue your hard copy TQUK endorsed certificate upon completion of the course.

## Course Cost

The cost of this online training course is £350 plus VAT.

We offer the following discounts for multiple bookings:

- 3-10 users = 10% discount (£315 per user)
- 11-20 users = 20% discount (£280 per user)
- 21-50 users = 33% discount (£234.50 per user)
- 51-99 users = 40% discount (£210 per user)
- 100+ users = 50% discount (£175 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 20 hours to complete.

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

Yes. You will have 60 days access to complete your online training from the moment you sign up.

- **Is there an examination?**

Yes, there is an examination at the end of the course and the pass mark is 75%. The exam consists of 35 questions taken from the course content and you have 2 hours to complete the exam.

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

## Contact Details

Business Continuity Training Ltd  
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Lancashire FY8 1NN

**01253 542650** [www.b-c-training.co.uk](http://www.b-c-training.co.uk)

[info@b-c-training.co.uk](mailto:info@b-c-training.co.uk)

Registered in England - No. 6609297



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