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Licensed  
Training Partner



# BC Training<sup>LTD</sup>

Live Online CBCI Certification Course (GPG)  
5 Day Training Course

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# Live Online CBCI Certification Course (GPG)

## Course Description

This course offers a solid description of the methods, techniques and approaches used by business continuity (BC) professionals worldwide, to develop, implement and maintain an effective Business Continuity Management (BCM) programme. It is based on the BCI Good Practice Guidelines (GPG) 2018, the independent body of knowledge for good business continuity (BC) practices.

The course is designed for those individuals seeking to complement practical experience in Business Continuity or a related field through some formal BC training based on the Good Practice Guidelines 2018.

More specifically, it is aimed at those professionals wishing to achieve an internationally recognised qualification in Business Continuity through the Certificate of the BCI Examination (CBCI).

This can lead to becoming a member of the BCI, which provides internationally recognised status and demonstrates both professional and technical competency in BC.

## Course Objectives

- Teaches you not just the 'what' to do, but also the 'why', 'how' and 'when' of good BC practice.
- Equips you with the knowledge and understanding you require to be able to practice BC.
- To provide an accepted benchmark against which the technical and professional competency of BC professionals can be effectively measured and examined.
- To provide practical insights to good BC practice and expertise by learning from some of the best BC professionals in the industry.
- Preparation for the Certificate of the BCI (CBCI) examination.

## Who Should Attend?

- Business continuity and resilience professionals working in organisations of any type and size, in any industry or sector worldwide.
- Individuals with a full time or part time role or responsibility that requires an understanding of business continuity.
- Individuals who want to take the Certificate of the BCI (CBCI) examination.

## Essential Study Material

Delegates will require a copy of the Good Practice Guidelines 2018 for this course. Pre-reading prior to attending the course is advisable. All live online BCI course bookings include a non-printable electronic copy of the Good Practice Guidelines (GPG) 2018, specifically created for live online training.

The online mock exam questions are also a useful revision tool in the run up to the CBCI examination. A hard copy version of the GPG 2018 and the mock questions can be purchased via our shop on the BC Training website.

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## Course Delivery

This BCI training course is delivered as a five day, live online training course by an approved BCI tutor. During the course, delegates will be able to ask the tutor any questions and there will be designated question and answer sections. Scheduled breaks will be provided within each session.

## Course Modules

The subject matter

- Module 1: Policy and Programme Management (PP1)
- Module 2: Embedding Business Continuity (PP2)
- Module 3: Analysis (PP3)
- Module 4: Design (PP4)
- Module 5: Implementation (PP5)
- Module 6: Validation (PP6)

### At the end of Module 1, you will be able to:

- Describe the stages of the BCM Lifecycle.
- Explain how to develop a BC Policy.
- Identify the requirements for determining the scope of the BCM programme.
- Describe the approaches to defining governance of the BCM programme.
- Summarise the process of implementing a BCM programme, and assigning roles and responsibilities.
- Explain how project and programme management techniques can be used to implement the BCM programme and the importance of managing documentation.
- Recognise the importance of managing outsourced activities and supply chain continuity.

### At the end of Module 2, you will be able to:

- Interpret organisational culture in the context of Embedding Business Continuity.
- Assess the skills and competence requirements for Business Continuity.
- Organise a training programme and awareness campaign as part of Embedding BC.

### At the end of Module 3, you will be able to:

- Describe the purpose and importance of the Business Impact Analysis (BIA).
- Explain the different types of BIA and the activities associated with each one.
- Develop and carry out a BIA.
- Identify the key methods and outcomes of evaluating threats.

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## Course Delivery

### At the end of Module 4, you will be able to:

- List the options and describe the process of selecting continuity and recovery strategies and tactics.
- Define the purpose and explain the process of designing threat mitigation measures.
- Define the purpose and explain the process of designing the incident response structure.

### At the end of Module 5, you will be able to:

- Describe the purpose and characteristics of the Business Continuity Plan (BCP).
- Develop and manage a Business Continuity Plan (BCP).
- Understand the key elements of Strategic plans and the importance of the Communications plan.
- Explain the requirements of Tactical and Operational plan.

### At the end of Module 6, you will be able to:

- Explain the purpose and process of developing an Exercise Programme.
- Identify different types of exercises and differentiate between them in terms of scale and complexity.
- Develop, run and evaluate an exercise.
- Assess the Maintenance activities required within the BCM programme.
- Define the purpose and describe the methods of the Review of the BCM programme.

## Certification

Passing the Certificate of the Business Continuity Institute (CBCI) examination is the first step in getting BCI Certified.

The CBCI examination tests knowledge of the Good Practice Guidelines 2018, the comprehensive, independent body of knowledge for business continuity. Passing this examination leads to CBCI – Certified by the Business Continuity Institute and certified membership of the Institute.

BCI Certification gives you an internationally recognised credential in Business Continuity (BC) awarded by the leading membership and certifying organisation for BC professionals worldwide.

Upon successful completion of the examination, delegates are entitled to use the CBCI credentials and also receive complimentary membership to the BCI for 12 months.

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## The CBCI Examination

### Is the cost of the exam included in the cost of the course?

The exam is a further £400 - this includes a £50 arrangement fee. The exam is taken at a later date following the course and delegates can choose their exam time and date from a range of available slots.

### Why take the exam?

Professional membership of the BCI provides internationally recognised status and this valued certification demonstrates your competence to carry out business continuity management (BCM) to a consistently high standard. If you pass the BCI Certificate you are entitled to use the post-nominal credential of CBCI and your name will be placed on a BCI register of those holding this credential. Those looking to achieve the professional membership grades within the BCI need to pass the exam, as well as meeting the criteria required by the BCI.

### What does the exam consist of?

The examination consists of 120 multiple choice questions which the candidate will have 2 hours to complete. The exam is based on the BCI Good Practice Guidelines 2018.

A score of 70% is required to pass, and a score of 85% is required to pass the exam with merit.

### When can I take the exam?

The online exam can be booked at the same time as your training. During your course, you will be sent a link from the BCI allowing you to book your exam at your own convenience. A microphone and webcam will be required to take the exam.

### What language can I sit the exam in?

The online examination is available in English, Italian, French, Spanish and German. Delegates will automatically be signed up to the English exam, so please let us know if you require a different language that is listed.

### How do I register for the exam with BC Training?

To secure your BCI Certificate Examination you can book online through our website or contact the office to speak to a member of the BC Training team.

### What happens after the examination?

Once you have completed the exam, you will receive your result instantly. The online exam and result will then be verified and audited by the BCI. Following successful clearance of this, the formal notification of the result and certificate will be sent by the BCI within 4 weeks of taking the exam.

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## Course Cost

The cost of this training course is £1850 plus VAT. Course slides are provided.

The cost of the Certificate of the BCI examination is £400 plus VAT.

## FAQs

- **What are the timings of my training course?**

The timings for the sessions each day are 9.30-12.30 and 13.30-16.30 UK time. Scheduled breaks will also be provided within each session. Timings are indicative and exact timings may vary due to student experience and their interest in certain topics. The course may finish earlier if all topics have been covered.

- **What do I need for the course?**

You will need a copy of the Good Practice Guidelines 2018 - a free non-printable electronic version is included with live online CBCI courses. You will also be provided with a copy of the course slides.

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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