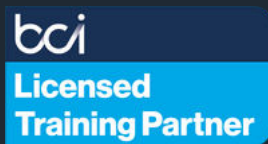




# CBCI Certification Course (Live Online)

5 Days

From £1,850.00 + VAT



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# Details

 Live Online Course

Certified

## Course Description

The CBCI Certification 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.

This course is based on the BCI's Good Practice Guidelines (GPG) 2018, the independent body of knowledge for good business continuity practices.

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

More specifically, the CBCI Certification Course is aimed at those professionals wishing to achieve an internationally recognised qualification in business continuity through the Certificate of the BCI (CBCI) examination. This can lead to becoming a member of the BCI, which provides internationally recognised status and demonstrates both professional and technical competency in business continuity.

## Course Modules

### Module 1 – Policy and Programme Management (PP1)



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

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

### Module 2 – Embedding Business Continuity (PP2)



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 business continuity

### Module 3 - Analysis (PP3)



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 business impact analysis and the activities associated with each one
- Develop and carry out a business impact analysis
- Identify the key methods and outcomes of evaluating threats

### Module 4 - Design (PP4)



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

### Module 5 - Implementation (PP5)



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
- Understand the key elements of strategic plans and the importance of the communications plan
- Explain the requirements of tactical and operational plan

### Module 6 - Validation (PP6)



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 business continuity management programme
- Define the purpose and describe the methods of the review of the business continuity management programme

## Course Benefits

- Teaches you not just the 'what' to do, but also the 'why', 'how' and 'when' of good business continuity practice
- Equips you with the knowledge and understanding you require to be able to practice business continuity
- Provides an accepted benchmark against which the technical and professional competency of business continuity professionals can be effectively measured and examined
- Provides practical insights to good business continuity practice and expertise by learning from some of the best business continuity professionals in the industry
- Prepares you for the Certificate of the BCI (CBCI) examination
- 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 (providing they are a new member of the BCI)

Completing this course will contribute towards your BCI Continuing Professional Development (CPD).

## 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.

## Course Delivery

This BCI training course is delivered as a five day, live online training course by an approved BCI tutor. Scheduled breaks will be provided throughout the training. During the course, delegates will be able to use their microphones to take part in discussions and ask the tutor any questions, there is also the option to use a webcam too. Interactivity features used during the training may include the use of breakout sessions for group work, polls and quizzes. The course is delivered via GoToTraining.

## Required Reading

Delegates will require a copy of the Good Practice Guidelines 2018, as it is the required reading for the CBCI course and exam. Pre-reading prior to attending the course is advisable. Electronic (£30.00 + VAT) and hard copy (£40.00 plus P&P) GPGs can be purchased via our website.

The online mock exam questions (£30.00 + VAT) are also a useful revision tool in the run up to the CBCI examination.

# Certificate of Attendance

An electronic certificate of attendance will be issued to delegates following the completion of the course.

## Course Cost

The cost of this five day training course is £1,850.00 + VAT. The cost of the CBCI exam is £425.00 + VAT.

## Private Training

If you would like this training course delivered privately for your organisation, either live online or in person, please contact the BC Training team for a proposal.

## FAQs

### What are the timings of my training course?

The timings are 9:30am-4:30pm UK time. Scheduled breaks will be provided. 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. You will be provided with an electronic copy of the course materials.

## The CBCI Exam

### Is the CBCI exam an online or paper format?

The exam is taken online only.

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

The cost of the exam is an additional £425.00 + VAT.

### How do I purchase the exam?

The exam can be purchased at the same time as booking your course.

### 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. Upon successful completion of the exam, delegates are entitled to use the CBCI credentials and also receive complimentary membership to the BCI for 12 months (providing they are a new member of the BCI).

### What does the exam consist of?

The exam 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. The pass mark is 70% and 85% is required to pass the exam with merit.

### Can exam answers be changed or reviewed at the end?

During the exam, you will have the opportunity to review questions left unanswered, questions marked for review, or any questions on the exam. You may change answers when reviewing the test items. However, once the allotted testing time has expired, or you exit the examination, you cannot see or review those questions again.

### When can I take the exam?

The online exam is taken individually following the course. Delegates that have purchased the exam will be sent an email during their course to schedule their exam at a date/time convenient to them. There are a variety of exam slots available 24/7 to accommodate candidates in all different time zones. A microphone and webcam will be required to take the exam and further technical requirements can be found via our website.

### 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.

### What happens after the exam?

You will receive your result instantly. The 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.

### How can I prepare for the CBCI exam?

The BCI online mock CBCI exam questions (£30.00 + VAT) are a useful tool in the run up to the exam and can be purchased from our website. The BCI recommend a minimum of 24 hours of individual study prior to the exam and this includes reading the Good Practice Guidelines 2018 thoroughly.

## Why use BC Training?



Up to Date Industry  
Knowledge



Quality of  
Training



Tutor Experience



Variety of Course  
Styles

## Testimonials

"James [McAlister] has been an amazing facilitator. The way he had facilitated the whole course was outstanding. The training was so well curated that I could easily understand important aspects."

**Samuel Sherin Varghese**

Mazars



"A fantastic course. Extremely well put together and delivered on all counts. The exam was incredibly hard but the advice and guidance of the instructor [James McAlister] was spot on and it is all down to the amount of revision effort put in by the student. I would recommend this course and method of learning to anyone who was interested in attaining the CBCI qualification. BCT are a pleasure to deal with in terms of customer service and all administrative processes. Many thanks to all involved."

**Louise Parker**

Nuclear Decommissioning Authority



"The course was great, I met some lovely people and James [McAlister] was an amazing tutor. He talked us through scenarios and his own experiences which helped embed the information."

**Phillippa Crombleholme**

British Gas



# Contact Us

Our friendly team are here to help!  
Please use the contact information below to get in touch.



## Telephone

+44 (0) 1253 542 650



## Email

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



## Head Office Address

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United Kingdom



## Live Chat

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



## Opening Hours

Monday to Thursday: 8:00am – 4:30pm  
Friday: 8:00am – 4:00pm  
(UK time)

Stay up to date with BC Training on social media or scan the QR code to sign up to our newsletter.

