

bc*i*

Licensed
Training Partner



BC Training^{LTD}

CBCI Certification Course GPG
4 Day Training Course

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



www.b-c-training.com

Head Office Address

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

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. The online mock exam questions are also a useful revision tool in the run up to the CBCI examination. These products can be purchased from the BC Training website.

Continuous Professional Development (CPD)

Completing this course will contribute 32 hours towards your Continuous Professional Development.

Course Cost

The cost of this training course is £1850 plus VAT.

The cost of the online Certificate of the BCI examination is £425 plus VAT.

Course materials are provided.

CBCI Certification Course (GPG)

Course Delivery

This BCI training course is delivered as a four day, classroom based course by an approved BCI tutor. During this course delegates will be using a case study and taking part in group discussions and activities.

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.

CBCI Certification Course (GPG)

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.

CBCI Certification Course (GPG)

Course Programme

Module 1: Policy and Programme Management

Module 2: Embedding Business Continuity

Day 1

0830 0900	Registration and refreshments
0900 0915	Welcome and overall aim and objectives of the course
0915 1000	The BCI/GPG introduction and aims and objectives. Understanding the stages of the BCM Lifecycle
1000 1045	Module 1: Policy and Programme Management How to develop a BC Policy and scope of the BCM programme
1045 1100	Break
1100 1130	Management systems approach to governance of the BCM programme
1130 1230	Implementing and managing a BCM programme and how project and programme management techniques can be used.
1230 1330	Lunch
1330 1415	Managing outsourced activities and supply chain continuity
1415 1500	Module 2: Embedding Business Continuity Organisational culture Skills and competence requirements
1500 1515	Break
1515 1600	Managing a training programme and awareness campaign
1600 1630	Evaluation of the embedding activities
1630 1700	Overview, questions and answers

Module 3: Analysis

Module 4: Design

Day 2

0830 0900	Course Assemble
0900 0915	Welcome and overall aim and objectives of Day 2
0915 1045	Module 3: Analysis Business Impact Analysis (BIA) - theory and activity
1045 1100	Break
1100 1230	The different types of BIA and the activities associated with each one
1230 1330	Lunch
1330 1430	The different types of BIA and the activities associated with each one (continued)
1430 1530	Understanding the key steps and outcomes of evaluating threats
1530 1630	Module 4: Design The process of selecting continuity and recovery strategy and tactics
1630 1700	Overview, questions and answers

Please note timings are indicative as the exact timings for each day may change due to students interest and experience in certain subjects. The course may finish earlier than 5.00pm if all topics have been covered.

CBCI Certification Course (GPG)

Course Programme

Module 4: Design (continued)

Module 5: Implementation

Day 3

0830 0900	Course Assemble
0900 0915	Welcome and overall aim and objectives of day 3
0915 1015	Module 4: Design (continued) The process of selecting continuity and recovery strategy and tactics
1015 1045	Threat mitigation measures
1045 1100	Break
1100 1130	Threat mitigation measures (continued)
1130 1230	The incident response structure
1230 1330	Lunch
1330 1415	Module 5: Implementation The Business Continuity Plan (BCP)
1415 1515	Strategic plans and the importance of the communications plan
1515 1530	Break
1530 1630	Tactical and operational plans
1630 1700	Overview, questions and answers

Module 6: Validation

Day 4

0830 0900	Course Assemble
0900 0915	Welcome and overall aim and objectives of day 4
0915 1045	Module 6: Validation Developing an exercise programme overview of different types of exercises How to develop and run an exercise
1045 1100	Break
1100 1230	Understand how validation is achieved by maintenance of the BCM programme Understand the purpose and methods of reviewing the BCM programme
1230 1330	Lunch
1330 1515	Review of the BCM Lifecycle
1515 1530	Break
1530 1630	Practice exam questions
1630 1700	Overview, questions, answers

Certificate of the BCI Examination

Taken individually following the training. Delegates will receive an email from the BCI by the end of their course with further information on their exam system and how to schedule their exam.

CBCI Certification Course (GPG)

The CBCI Examination

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

The exam is a further £425. 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.

CBCI Certification Course (GPG)

FAQs

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

Your course will start at 9am. Courses are scheduled to finish at 5.00pm, however, timings are indicative and exact timings may vary due to student experience and their interest in certain topics. The course may finish earlier than 5.00pm if all topics have been covered.

- **Will lunch and refreshments be provided?**

Yes. There will be two 15 minute breaks where tea and coffee will be provided. A hot meal will be provided at lunchtime. There is always a choice of food, however if you have specific dietary requirements please let us know.

- **Is accommodation included?**

No. Our courses are non-residential, however we can help with local recommendations.

- **What do I need to bring?**

You will need a copy of the Good Practice Guidelines 2018. You will be provided with the course materials.

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
21 Fairhaven Road
Lytham St Annes
Lancashire FY8 1NN

01253 542650 www.b-c-training.co.uk

info@b-c-training.co.uk

Registered in England - No. 6609297



www.b-c-training.com

