

# Conduct Risk Assessment And Business Impact Analysis

**WSQ APPROVED COURSE**  
CRS-Q-0027867-BM

<b>Course Code</b>	<b>WS 01</b>
<b>Duration</b>	<b>2 weeks before course :</b> - eLearning <b>1-day Classroom Training</b> <b>Assessment day :</b> - 30 mins Oral Assessment
<b>Singapore Training Dates</b>	<b>2019:</b> 26 Feb & 5 Mar 11 & 17 Apr 12 & 19 Jun 14 & 20 Aug 18 & 25 Oct 4 & 11 Nov  * Assessment to be completed on day 2
<b>Fee</b>	<b>S\$ 650</b> <i>*include teabreaks &amp; lunch</i> <i>**prices are before GST</i>
<b>Facilitators</b>	Henry Ee, <i>FBCI, CBCP, ACTA</i> Victor Ng, <i>AMBCI, ACTA</i> Peck Eing Seng, <i>MBCI, ACTA</i> Raymond Ee, <i>MBCI, ACTA</i>
<b>Contact</b>	<b>(65) 6325 2080</b> <b>enquiry@bcpasia.com</b>
<b>Website</b>	<b>www.bcpasia.com</b>

**Up to 95% WSQ Funding & Absentee Payroll Claim available!**  
Details at [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)

#### Participants taking this course will receive

- ✓ **Statement of Attainment (SOA)** upon successful completion of this course
- ✓ **Free access to experience the award winning BCM software ezBCM**
- ✓ **Practical BIA & RA Template**

If learner is unable to attend the course, he/she must notified BCP Asia at least 3 working days prior to the course start date with a replacement. Cancellation made at least 5 working days prior to the course start date carry a 10% administrative charge. No refund will be given for cancellation received less than 5 working days or for "no show" learner.



#### COURSE OVERVIEW

Business Impact Analysis (BIA) and Risk Assessment (RA) falls into the second phase of the BCMS implementation cycle, the most important phase amongst the rest. Incorrect or non-accurate data gathered in this phase may result in the inappropriate strategies proposed and could lead to huge costs.

This course aims to equip learners with the competency in writing the BIA and RA for their business unit. Through a mix of lecture, case studies and hands-on activities, each learner will be able to appreciate how crucial their entry will impact the entire organisation's business recovery strategies.

The course is developed based on ISO22301 requirements; templates for BIA and RA will also be given. Ideal for organisations that are starting on the BCM program, intending to upgrade their BCM program to ISO standard and/or include as part of their BCM maintenance program for new coordinators.

#### COURSE OBJECTIVES

To equip learners with essential skills and knowledge to:

- ✓ identify and analyse threats that may disrupt business operations
- ✓ identify the critical business functions, resources, interdependencies, prioritisation and determining their impacts to business
- ✓ recommend solutions and/or mitigation strategies

#### COURSE OUTLINE

- State the purpose of business impact analysis and its process
- Identify Critical Business Functions (CBF) within the business unit(s)
- Analyse and quantify the impact of internal & external influencing factors
- Analyse interdependencies and resources of CBFs
- Write the BIA report for business units
- State the purpose of Risk Analysis and its process
- Identify and analyse threats that may disrupt business operations
- Determining the probability and impacts of each risk/threat.
- Recommend solutions and/or mitigating strategies

#### COURSE AUDIENCE

- Business Continuity Managers, Risk Managers, Coordinators and key appointment holders responsible for BCM Program
- Individual who are keen to know more about BCM as a career

#### MODES OF ASSESSMENT

All learners are required to pass the following assessments to be deemed competent: Written Test (Open Book), Written Assignment, Oral Presentation

#### FEES

- Terms & conditions apply, based on non-WTS costing
- Absentee Payroll only applicable for courses conducted during working hours
- To raise PO for payment, please contact us @ (65) 63252080, ext. 102 (Wei Lin)

# For Singapore Citizen, age 40 & above.

Type	WSQ Training Grant	You pay (after grants)	Absentee Payroll (AP)	You pay (after grants & AP)
SME	S\$ 500	S\$ 150 + GST	Up to S\$ 75	S\$ 75 + GST
Non-SME	S\$ 150	S\$ 500 + GST	Up to S\$ 45	S\$ 455 + GST
	S\$ 500 <sup>#</sup>	S\$ 150 + GST	Up to S\$ 45	S\$ 105 + GST