

Conduct Business Continuity Exercise & Test

Course Code	WS 04
Duration	2 weeks before course : - eLearning (30 mins) 1-day Classroom Training
Singapore Training Dates	2019: 1 March 14 June 23 September 14 October
Fee	S\$ 650 <i>*include teabreaks & lunch</i> <i>**prices are before GST</i>
Facilitators	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>
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COURSE OVERVIEW

A key part of the BCM life-cycle, the process of Validation will provide the stakeholders the assurance that the various plans and capabilities remain updated and ready to activate when real instances of crisis and disasters happen.

This course will familiarise learners with the process of conducting a BCM test and exercise in order to ensure that the entire process is ready to go when needed.

COURSE OBJECTIVES

Upon completion of the course, learners will be able to:

- Explain the need to test and exercise the BCP
- Describe the various test and exercise options and which is best suited for different situations and outcome
- Understand the concept of continuous improvement and evaluate its implementation
- Be able to plan and execute BCP exercise programmes and evaluate the outcome

COURSE OUTLINE

- Explain the importance of BCP test and exercise to ensure capabilities are updated and ready to activate whenever required
- List the various BCM test and exercise design elements and suitability levels for different situations
- Explain the concept of continuous improvement and evaluate the implementation
- Hands-on! Plan an exercise programme
- Design, prepare and conduct an evaluation of the BCP

COURSE AUDIENCE

- Business Continuity Managers
- Risk Managers
- Coordinators
- Key appointment holders responsible for BCM Program
- Individuals who are keen to know more about BCM as a career

PRE-REQUISITE

All learners are recommended to attend the WSQ courses for Conduct Risk Assessment and Business Impact Analysis & Manage and Implement Business Continuity Plans as it is assumed learners have prior knowledge of the above and these fundamentals will not be covered during the course.

MODES OF ASSESSMENT

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



If learner is unable to attend the course, he/she must notify 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.

