

# CONDUCT BUSINESS CONTINUITY EXERCISE & TEST

Up to 95% WSQ Funding & Absentee Payroll Claim available!

## 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 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.

## MODE OF ASSESSMENT

All learners are required to pass the following assessments to be deemed competent:  
Written Assignment, Oral Assessment  
✓ Statement of Attainment (SOA) upon successful completion of course

**TRAINING DATES (E-learning will be provided 2 weeks before course commencement)**

Singapore	- 28 February 2020
	- 03 April 2020
	- 10 June 2020
	- 07 August 2020
	- 05 October 2020
	- 09 December 2020

## 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

## FEES

**COURSE FEE : SGD 650 (BEFORE GST)**

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

<sup>#</sup> For Singapore Citizen, aged 40 & above

\* Term & Conditions apply, based on non-WTS costing

\* Absentee Payroll only applicable for courses conducted during working hours

## CONTACT US



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