CBCI Certification Training Course and Examination
Based on the BCI Good Practice Guide
16 - 19 November 2020 ▪ Perth, Western Australia

Become a Business Continuity Institute (BCI) certified Business Continuity (BC) professional and achieve an internationally recognised qualification in BC.

This course is based on the Good Practice Guidelines (GPG) 2018 Edition, the independent body of knowledge for good Business Continuity (BC) practice by the Business Continuity Institute (BCI), the leading membership and certifying organisation for BC professionals worldwide.

Based on current global thinking in BC, the course is also aligned to ISO 22301:2012, the international standard for Business Continuity Management (BCM) to ensure its international relevance and global applicability. The course offers a solid description of the methods, techniques and approaches used by BC professionals worldwide to develop, implement and maintain an effective BCM program.

This training course is intended to meet the current and future technical and professional needs of BC professionals working in organisations of any type and size, in any industry or sector worldwide.

Features

- Modular approach—six modules, each one based on one of the six Professional Practices that make up the BCM Lifecycle
- Provides practical insights to good BC practice and expertise by learning from some of the best BC and resilience professionals in the industry
- Equips you with knowledge and understanding you require to be able to practice BC in line with GPG 2018 Edition
- Teaches you not just the 'what' but also the 'why', 'how' and 'when' of good BC practice

Who is the course aimed at?

The course is designed for those individuals seeking to gain a thorough understanding of the BCM lifecycle and those looking to complement practical experience in BC or a related field through some formal BC training. It is also aimed at those professionals wishing to achieve an internationally recognised qualification in BC through the Certificate of the BCI Examination (CBCI). Organisations seeking to comply with the requirements of ISO22301:2012 will also benefit from this course.

This course is intended for professionals working in the private , public or non-profit sectors in the field of BC, Risk Management, Emergency Management, Disaster Recovery, Resilience, Security, Operations and anyone who has BC as part of their role.

Prerequisites

Prior experience in BC is not essential but participants should have working experience in the private, public or non-profit sectors and an understanding of the key services and functions performed in their organisations.

BCI Certificate Examination

The BCI Certificate Examination will be taken online (within 60 days of completing the course). BCI will liaise directly with each candidate to book a suitable date and time for the exam.

The exam contains 120 questions to be completed within 2 hours. Successful candidates who achieve a pass or above can use the post nominal credential 'CBCI'. They will be invited to apply for BCI membership at the appropriate grade subject to demonstrating experience as a business continuity practitioner.

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Course structure

Module One: Policy and Program Management
- Describe the stages of the BCM Lifecycle.
- Explain how to create or revise a BC policy.
- Define the scope of the BC program.
- Describe the approach to establishing governance of the BC program.
- Understand the process of assigning roles and responsibilities within the BC program.
- Describe the activities that make up the BC program and explain how the program can be managed and implemented effectively.

Module Two: Embedding Business Continuity
- Understand and influence organisational culture for successful embedding of business continuity.
- Define the competencies and skills requirements for those involved in business continuity.
- Coordinate training and awareness activities as part of embedding business continuity.

Module Three: Analysis
- Describe the purpose and importance of the business impact analysis (BIA).
- Explain the different types of BIA and the associated activities.
- Undertake a BIA.
- Understand the risk and threat assessment as part of the BC programme.

Module Four: Design
- Describe the approach to designing BC solutions.
- Describe the different types of BC solutions.
- Understand the resource requirements for BC solutions.
- Define the purpose of evaluating, and risk and threat mitigation measures.

Module Five: Implementation
- Describe the purpose of establishing an effective response structure.
- Develop and manage a business continuity plan (BCP).
- Understand the key characteristics of strategic, tactical and operational-level plans.

Module Six: Validation
- Explain the purpose and process of developing an exercise program.
- 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 BC program.
- Define the purpose and describe the process and outcomes of the various methods of review of the BC program

Trainers

Kenny Seow has over 28 years of international experience in disaster recovery, business continuity and crisis management in banking, education, aviation, health, logistics and government. He is a Partner at Riskwest, an Australia-based consulting practice that provides business continuity and risk management support, training and advisory services to government, community service organisations and private sector companies in the region.

Kenny speaks regularly at seminars and conferences, and has conducted training and presented papers on business continuity in Australia, United States, United Kingdom, Hong Kong, China, Indonesia, Singapore and Malaysia. Kenny was conferred the Australasia and Global BCI Awards for Continuity and Resilience Consultant 2017.

Kenny is a Member of the BCI (MBCI), an Approved BCI Instructor, and a former Director of BCI Australasia. He is qualified as an ISO 22301 Lead Auditor and Trainer. He has a Bachelor degree in Psychology and Computer Science, Master degree in Business Administration and Specialist Diploma in Disaster and Emergency Management System. He is also a volunteer with the WA State Emergency Service.

Mark Humphreys has over 22 years of experience encompassing logic mapping, strategic, operational and project risk management, liability and insurance with blue chip companies in the UK and across the Australian private and public sectors. He has been undertaking business continuity and crisis management work for mining and resources clients, healthcare providers and government agencies in multiple jurisdictions.

Mark regularly lectures on the ongoing Riskwest training calendar, on client in-house courses, and for 'The Australian Institute of Insurance and Finance (ANZIIF) and 'The Governance Institute' on their courses. He is a Fellow and Certified Insurance Professional with ANZIIF, a Certified Practicing Risk Manager with the Risk Management institute of Australasia (RMIA) and a Chartered Safety and Health Practitioner with the Institution of Occupational Safety & Health (IOSH).

Mark is a member of the BCI (MBCI), an Approved BCI Instructor and qualified ISO22301 Lead Auditor. He holds two 'Master of Science' degrees; one in 'Insurance & Risk Management' and one in 'Civil Emergency Management', majoring in risk and business continuity management.

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Daily schedule

0830—0900	Registration (Day 1)
0900—1030	Session 1
1030—1045	Morning break
1045—1215	Session 2
1215—1300	Lunch break
1300—1430	Session 3
1430—1445	Afternoon break
1445—1630	Session 4

Venue

Forrest Centre Conference Facility
Level 14, 221 St Georges Terrace
Perth, Western Australia 6000
Australia

Testimonials from past students

"Excellent - One of the best facilitated courses I have attended. The trainer was able to make a dry subject interesting and entertaining."

"The instructor is very experienced and knowledgeable and that shows in his facilitation and presentation. His use of anecdote and experience with real incidents and exercises helps to make sense of theoretical information."

"Concrete examples and thorough background knowledge. Excellent time management and inclusive interaction. One of the best."

"Absolutely awesome. Kept us focussed during tedious moments and made the learning fun, whilst ensuring we understood."

"Enjoyed the whole course. It was very well run and explained with real life situations and events which made it more realistic."

"Excellent facilitation. The trainer is knowledgeable in current practices and can draw a fascinating range of examples, often from personal experience. Enjoyed the week and learned a lot."

Course registration

Register and pay online with

Eventbrite

https:// riskwest_cbci_nov_2020.eventbrite.com.au

If you prefer to be invoiced for the course, please email your request to events@riskwest.com.au

Course fee

$3,700.00 per person

Fee Includes GST, a copy of GPG 2018, course book, CBCI Examination fee (usually costing $627), morning tea, lunch, and afternoon tea.

In-house training available. Quotation upon request.

Terms and conditions

Riskwest reserves the right to make any amendments to the course, change the instructor, or cancel the course due to unforeseen circumstances. Course delivery may also be changed to a live online mode should government restrictions related to COVID-19 be introduced.

If the course is cancelled, the course fees will be fully refunded. A replacement is welcomed if a participant is unable to attend the course. Cancellation will carry a 30% service charge if made in writing up to 5 working days prior to the start of the course. Regrettably, no refund can be given if cancellation is made less than 5 working days prior to the start of the course, for "no show", or absence from part of the course.

Contact Information

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