BUSINESS CONTINUITY

FOUNDATION

Exam syllabus

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Exam Syllabus: Business Continuity Foundation

In a world of enhanced exposure, everyone should be aware of the Business and its Continuity. Improving resilience is key to protect the organisation's reputation and value-creating activities.

Context

The Business Continuity Foundation certificate constitutes the first level of the SECO-Institute's Business Continuity Certification Track within the Cyber Security & Governance Certification Program. The course material is based on ISO/IEC 22301 requirements and covers the basic concepts of business continuity. The foundation level is followed by a practitioner and an expert level (S-BCP Business Continuity Practitioner and S-BCME Business Continuity Management Expert). Another certification in this track is ISO 22301 Certified Implementer.

The S-BCF certificate demonstrates that you have acquired a solid grounding in the most important theoretical and practical aspects of business continuity.

Course objectives

During this course, you will learn what it takes to run a BCM Program and develop BCM plans, together with the relevant processes. You will be able to recognise all stages of the program and be able to participate in them at an operational level.

Target audience

Anyone who is involved in or exposed to business continuity management. And especially:

- Business users, asset owners and managers
- Facility managers
- Security managers
- Security managers
- Information managers
- Service level managers
- Marketing managers
- Legal and commercial department staff
- Supply chain managers

Prerequisites

None. However, attending an accredited business continuity foundation course is recommended.

Exam information

SECO-Institute provides the official business continuity foundation courseware to accredited training centres where candidates are trained by accredited instructors. Candidates can take their exams at an accredited exam centre or directly with the SECO-Institute.

Examination details

- Computer-based
- Multiple choice with 40 questions
- Time allotted: 60 minutes
- Pass mark: 60% (out of 100)
- Open book/notes: no
- Electronic equipment permitted: no

The Rules and Regulations for SECO-Institute examinations apply to this exam.

Exam requirements

The following tables list the exam requirements and exam specifications.

Business Continuity Foundation									
Requirements	1. Developing a Business Continuity Program 2. Identifying Threaths and Vulnerabilities 3. Developing and Implementing a Business Continuity Plan 4. Testing and Maintaining Business Continuity								
Required prior knowledge	None								
Learning levels	x	Know	x	Understand		Apply		Analyse, Synthesise		Create

Exam specifications

	Requirements, specifications, testing levels		Bloom level
1.	**Developing a Business Continuity Program**		
	1.1	The candidate understands the position of BCM as a supporting business process	
		The candidate is able to:	
		1.1.1	Recall the definition of business continuity management	1
		1.1.2	Describe the difference between business continuity management as a business process and a business continuity management program	2
		1.1.3	Recall the key ingredients of a business continuity management program	1
		1.1.4	Describe the historical steps in the development of business continuity management	1
		1.1.5	Recall different types of business continuity plans	1
		1.1.6	Reproduce the added value of BCM for an organisation	1
	1.2	The candidate understands what Business continuity management standards are	
		The candidate is able to:	
		1.2.1	Recall different categories of standards	1
		1.2.2	Describe the general purpose of standards related to business continuity management	1
		1.2.3	Recall standards directly related to business continuity management	1
	1.3	The candidate can interpret what the status of BCM process is in their organisation and what steps they can take to improve the process	
		The candidate is able to:	
		1.3.1	Recall the goal of the program stage preliminary research	1
		1.3.2	Recall the high-level types of business processes	1
		1.3.3	Recall the types of legislation and regulations that may apply to the organisation	1
		1.3.4	Describe the possible findings of the preliminary research stage	1
	1.4	The candidate can describe how a BCM process is designed from an organisational point of view	
		The candidate is able to:	
		1.4.1	Describe the components of a business process that contribute to the realisation of the strategy	1
		1.4.2	Describe the general structure of a business continuity management organisation	1
	1.5	The candidate can explain what the BCM policy entails and how this is set out in a policy document	
		The candidate is able to:	
		1.5.1	Recall the definition of an organisational policy	1

		1.5.2	Recall the purpose and importance of an organisational policy	1
		1.5.3	Describe how a policy is created	1
		1.5.4	Describe the ingredients of a policy	2

		Requirements, specifications, testing levels	Bloom level
2.	**Identifying Threats and Vulnerabilities**		
	2.1	The candidate can explain the methods and techniques of the Business Impact Analysis (BIA)	
		2.1.1 Recall the possible results of a business impact analysis	1
	2.2	The candidate can explain the methods and techniques of the Threat and Vulnerability Assessment (TVA)	
		The candidate is able to:	
		2.2.1 Recall the goal of a threat and vulnerability assessment	1
		2.2.2 Describe the relation between damage and duration	1
		2.2.3 Describe the parts of a threat and vulnerability analysis	1
		2.2.4 Describe the difference between a quantitative and a qualitative analysis	2
		2.2.5 Recall the possible results of a threat and vulnerability assessment	1

		Requirements, specifications, testing levels	Bloom level
3.	**Developing and Implementing a Business Continuity Plan**		
	3.1	The candidate understands the costs and benefits of a business continuity plan	
		The candidate is able to:	
		3.1.1 Reproduce the purpose of a Cost-Benefit Analysis	1
		3.1.2 Describe the difference between direct and indirect costs	2
		3.1.3 Recall the purpose of preventive measures	1
		3.1.4 Explain how a heatmap can help determine if preventive measures are necessary	2
		3.1.5 Recall the purpose of repressive measures	1
		3.1.6 Describe the costs and benefits of an occupational safety and health plan and crisis management plan	1
		3.1.7 Describe the different types of business assets and why plans are needed for their recovery	2
	3.2	The candidate knows what it takes to develop a business continuity plan	
		The candidate is able to:	
		3.2.1 Recall what areas are included in a business continuity plan	1

		3.2.2	Describe why organisations need to have an occupational safety and health Plan	2
		3.2.3	Describe what is required of crisis team members	1
		3.2.4	Describe the concepts of Recovery Time Objective (RTO) and Recovery Point Objective (RPO)	2

		Requirements, specifications, testing levels		Bloom level
4.		Testing and Maintaining Business Continuity		
	4.1		The candidate understands the importance of testing the business continuity plan	
			The candidate is able to:	
		4.1.1	Recall at what stage of the business continuity lifecycle we need to test the business continuity plan	1
		4.1.2	Explain why a test calendar is a necessary component of the testing process	2
		4.1.3	Describe the different levels of BCP testing	1
		4.1.4	Describe the different types of BCP tests	2
		4.1.5	Describe the different stages of a BCP test	2
	4.2		The candidate understands how the BCM processes are controlled and maintained	
			The candidate is able to:	
		4.2.1	Recall the goal and importance of process control	1
		4.2.2	Describe factors that can influence the business continuity management environment	2
	4.3	The candidate understands how process audits can contribute to the control and maintenance of business continuity management		
		The candidate is able to:		
		4.3.1	Outline how audit can be positioned in relationship to the organisation	1
		4.3.2	Describe the different roles involved in an audit	2
		4.3.3	Explain the function of the different steps in the audit process	2
		4.3.4	Describe how a policy can be audited	2
		4.3.5	Describe the different types of outcomes an audit can generate, and what action needs to be taken in each case	1

Literature

A	Course material (Module 1-4)
Optional	Hiles, Andrew. 2014. *Business Continuity Management: Global Best Practices*. Brookfield: Rothstein Publishing. Drewitt, Tony. 2012. *Everything you want to know about Business Continuity*. Cambridgeshire: IT Governance Publishing. Wong, Wei Ning Zechariah. 2015. *Business Continuity Management System: A Complete Guide to Implementing ISO22301*. London: Kogan Page. Kildow, Betty A. 2011. *A Supply Chain Management Guide to Business Continuity*. New York: AMACOM. Snedaker, Susan. 2013. *Business Continuity & Disaster Recovery for IT professionals*. Waltham: Syngress Engemann, Kurt J. et al. 2012. *Business Continuity and Risk Management.* Brookfield: Rothstein Associates Inc. Cardoza, Barry. 2006. *Building a Business Impact Analysis (BIA) Process: A Hands-on Blueprint*. CRC Press.

Exam-literature matrix

Exam requirement	Exam specification	Literature	Chapter reference(s)
1	1.1	**Module 1**	Slide section: Introduction to Business Continuity Management
	1.2		Slide sections: BCM Standards and BCM Program Model in This Training
	1.3		Slide section: The BCM Program Step by Step: Preliminary Research
	1.4		Slide section: The BCM Program Step by Step: Establishing the BCM Organisation
	1.5		Slide section: The BCM Program Step by Step: Policy
2	2.1	**Module 2**	Slide section: The BCM Process Step by Step: Business Impact Analysis (BIA)
	2.2		Slide section: The BCM Process Step by Step: Threat and Vulnerability Assessment (TVA)
3	3.1	**Module 3**	Slide section: Cost-Benefit Analysis
	3.2		Slide section: Business Continuity Plan (BCP)
4	4.1	**Module 4**	Slide section: Testing the Business Continuity Plan
	4.2		Slide section: BCM Process Control and Maintenance
	4.3		Slide section: Process Audits

How to book your exam

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Make sure you are fully prepared. Use the ProctorU Preparation checklist to assess whether you are ready to take the exam.

If you are a new user, select Test Taker. Select "SECO-Institute" as the institution and fill in all the necessary information. See the instructions for more information. Once you have scheduled your exam, you will be asked to pay the exam fee. If you have an exam voucher, please fill in the access code.

Our online examination system allows you to book your exam and take it at any place convenient to you. Do you prefer your kitchen table, your home desk or your office? Would you rather take a test in the day or at night? It is up to you!

System requirements

To ensure the quality and security of the examination, you will have to meet specific requirements regarding your computer configuration, your exam environment and your behaviour during the exam. Click here to see the requirements.

The exam will be taken with special proctor software. To enable webcam and audio recording during the exam, you have to install software that monitors your activities.

Your exam will be recorded through your webcam and microphone. The recordings will be reviewed by multiple proctors after you have completed the exam. The proctors will check if you comply with all the requirements for the examination.

Results

If no non-conformities are detected by the proctors, you will receive the final result by email one month after you complete the test. The email will also contain information on how to claim your certificate and digital badge as well as how to use your title.

Digital badges

SECO-Institute and digital badge provider Acclaim have partnered to provide certification holders with a digital badge of their SECO-Institute certification. Digital badges can be used in email signatures as well as on personal websites, social media sites such as LinkedIn and Twitter, and electronic copies of resumes. Digital badges help certification holders convey employers, potential employers and interested parties the skills they have acquired to earn and maintain a specialised certification.

Claim your title at: https://www.seco-institute.org/claim-your-title

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