



BUSINESS CONTINUITY FOUNDATION

Exam Syllabus

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Context

This course constitutes the first level of the Certified Business Continuity Officer certification track of the SECO Institute's Cyber Security & Governance Certification Program. The course material is based on ISO/IEC 22301 requirements and covers the basic concepts of business continuity. The course gives candidates a solid grounding in the most important theoretical aspects of business continuity, and equips them with the necessary knowledge to be able to continue with the Business Continuity Practitioner course.



Course objectives

In this course, you will learn what it takes to design and run a business continuity management program and to develop business continuity plans and processes. You will become familiar with all the stages of developing a business continuity program, and you will be able to participate in your organisation's business continuity efforts at the operational level.

Target audience

Anyone who is involved in or exposed to business continuity-related activities. This includes, in particular:

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

Prerequisites

There are no prerequisites for this course.

Exam information

The SECO-Institute offers its official Business Continuity Foundation courseware through 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: 40 questions
- Time allotted: 60 minutes
- Pass mark: 60% (60 points out of 100 points)

Business Continuity Foundation Exam Syllabus

- 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 Threats 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 support 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 components of a business continuity management program	1
	1.1.4	Describe historical steps in the development of business continuity management	1
	1.1.5	Recall different types of business continuity plans	1
	1.1.6	Summarise 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 types 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 the 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 main goals of preliminary research	1
	1.3.2	Recall key business processes	1
	1.3.3	Recall categories of relevant laws and regulations	1
	1.3.4	Describe the potential outcomes of preliminary research	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 how business processes can contribute to the realisation of the corporate strategy	1
	1.4.2	Describe the general structure of a business continuity management organisation	1
1.5	The candidate recognises the importance of drafting and implementing a BCM policy		
	The candidate is able to:		
	1.5.1	Recall the definition of 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 content elements of a policy	2

Requirements, specifications, testing levels			Bloom level
2.	Identifying Threats and Vulnerabilities		
2.1	The candidate can explain why and how Business Impact Analyses (BIAs) should be performed		
	The candidate is able to:		
	2.1.1	Summarise the potential outcomes of a business impact analysis	1
2.2	The candidate can explain why and how Threat and Vulnerability Analyses (TVAs) should be performed		
	The candidate is able to:		
	2.2.1	Recall the goals of a threat and vulnerability analysis	1
	2.2.2	Describe the importance of damage and duration	1
	2.2.3	Describe the factors that should be taken into account when performing 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 outcomes of a threat and vulnerability analysis	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	Describe 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 where 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 a crisis management plan	1
	3.1.7	Describe different types of business assets and explain why plans are needed for their recovery	2
3.2	The candidate knows what factors should be taken into account when developing a business continuity plan		
	The candidate is able to:		
	3.2.1	Recall what areas are addressed 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	Summarise 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 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 audits are organised	1
		4.3.2	Describe the roles involved in an audit	2
		4.3.3	Summarise the steps of an audit process	2
		4.3.4	Describe how a policy can be audited	2
		4.3.5	Describe the potential outcomes of an audit, and describe what actions the organisation should take depending on the audit report.	1

Literature

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

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 Process Model in This Training
	1.3		Slide section: The BCM Process Step by Step: Preliminary Research
	1.4		Slide section: The BCM Process Step by Step: Establishing the BCM Organisation
	1.5		Slide section: The BCM Process 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 Analysis (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

All our exams are delivered through an online examination system called ProctorU. To enrol for an exam, go to: <https://go.proctoru.com/>

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 and take your exam at your convenience. 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 all 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



The SECO-Institute and digital badge provider Acclaim have partnered to provide certification holders with a digital badge of their SECO-Institute qualification. 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 enable certification holders to convey to employers, potential employers and other interested parties the skills they have acquired to earn and maintain a specialised certification.

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