LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301BNK — Business Continuity for Financial Institutions

ISO Certification Programme

LAPT — London Academy of Professional Training

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Reference MGT-BNK-22301BNK • ISO Management & Services

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6	30	180	430	60%	Lifetime
SUBJECTS	CHAPTERS	CLASSES	TOTAL MARKS	PASS MARK	VALIDITY

AT A GLANCE

REFERENCE	**MGT-BNK-22301BNK**
AWARD	**Certificate**
ASSESSMENT	**430 marks — 258 to pass (60%)**
PREREQUISITES	**None**
VALIDITY	**Lifetime**
AWARDING BODY	**LAPT — London Academy of Professional Training**

CURRICULUM

1 Business Continuity Management Fundamentals

5 chapters · 30 classes **85 marks**

- **1 Understanding Business Continuity Management Concepts** — 6 classes
  - 1.1 Define Business Continuity Management and Its Importance
  - 1.2 Identify Key Concepts and Terminology in Business Continuity
  - 1.3 Explain the Business Continuity Management Lifecycle
  - 1.4 Differentiate Between Business Continuity and Disaster Recovery
  - 1.5 Assess the Role of Risk Management in Business Continuity Planning
  - 1.6 Apply Business Continuity Concepts to Real-world Financial Scenarios
- **2 Risk Assessment and Business Impact Analysis** — 6 classes
  - 2.1 Identify Key Risks in Financial Operations
  - 2.2 Analyze Vulnerabilities in Business Processes
  - 2.3 Evaluate the Impact of Disruptions on Services
  - 2.4 Prioritize Risks Based on Business Impact
  - 2.5 Develop Response Strategies for Key Threats
  - 2.6 Implement Continuous Monitoring for Risk Management
- **3 Developing a Business Continuity Plan** — 6 classes
  - 3.1 Identify Key Business Functions and Services
  - 3.2 Assess Risks and Vulnerabilities in Operations
  - 3.3 Establish Business Continuity Objectives and Priorities
  - 3.4 Develop Response and Recovery Strategies
  - 3.5 Create and Document the Business Continuity Plan
  - 3.6 Test, Review, and Update the Business Continuity Plan
- **4 Implementing and Testing BCM Strategies** — 6 classes
  - 4.1 Develop Business Continuity Strategies for Financial Institutions
  - 4.2 Identify Key Stakeholders in Business Continuity Planning
  - 4.3 Conduct a Business Impact Analysis to Inform Strategies
  - 4.4 Design Effective Testing Procedures for BCM Strategies
  - 4.5 Evaluate and Adjust BCM Strategies Based on Testing Outcomes
  - 4.6 Communicate and Train Teams on BCM Implementation
- **5 Continuous Improvement and Compliance Frameworks** — 6 classes
  - 5.1 Analyze Continuous Improvement Principles in Business Continuity
  - 5.2 Identify Key Compliance Frameworks Relevant to Financial Institutions
  - 5.3 Explore the Relationship Between Business Continuity and Compliance
  - 5.4 Assess Current Practices Against ISO 22301 Standards
  - 5.5 Develop a Plan for Implementing Continuous Improvement Initiatives
  - 5.6 Evaluate the Impact of Continuous Improvement on Business Resilience

2 Business Impact Analysis

5 chapters · 30 classes **65 marks**

- **1 Introduction to Business Impact Analysis in Financial Institutions** — 6 classes
  - 1.1 Define Business Impact Analysis in Financial Institutions
  - 1.2 Identify the Objectives of Business Impact Analysis
  - 1.3 Describe Key Components of Business Impact Analysis
  - 1.4 Assess the Importance of Business Impact Analysis in Risk Management
  - 1.5 Explore Tools and Techniques for Conducting Business Impact Analysis
  - 1.6 Develop a Business Impact Analysis Framework for Financial Institutions
- **2 Identifying Critical Business Functions and Assets** — 6 classes
  - 2.1 Define Critical Business Functions in Financial Institutions
  - 2.2 Assess the Impact of Disruption on Business Operations
  - 2.3 Identify Key Assets and Resources Supporting Critical Functions
  - 2.4 Prioritize Business Functions Based on Impact Assessment
  - 2.5 Develop Metrics for Measuring Function Criticality
  - 2.6 Create a Framework for Continuous Review of Critical Functions
- **3 Assessing Risks and Potential Impacts on Operations** — 6 classes
  - 3.1 Identify Critical Business Functions and Services
  - 3.2 Evaluate Internal and External Risks to Operations
  - 3.3 Analyze Potential Impacts of Disruptions on Operations
  - 3.4 Prioritize Risks Based on Impact and Probability
  - 3.5 Develop Risk Mitigation Strategies for High-Priority Areas
  - 3.6 Document Findings and Prepare for Stakeholder Review
- **4 Developing Recovery Strategies Based on BIA Findings** — 6 classes
  - 4.1 Analyze BIA Findings to Identify Key Recovery Requirements
  - 4.2 Evaluate Potential Recovery Strategies for Business Functions
  - 4.3 Prioritize Recovery Actions Based on Impact Severity
  - 4.4 Develop Communication Plans to Support Recovery Strategies
  - 4.5 Implement Testing Procedures for Recovery Strategies
  - 4.6 Review and Adjust Recovery Strategies Based on Feedback
- **5 Implementing and Maintaining BIA Processes** — 6 classes
  - 5.1 Define Key Components of Business Impact Analysis
  - 5.2 Identify Stakeholders for BIA Process
  - 5.3 Develop Data Collection Strategies for BIA
  - 5.4 Analyze Collected Data to Determine Business Impacts
  - 5.5 Prioritize Business Functions Based on Impact Analysis
  - 5.6 Establish Ongoing Review and Maintenance Processes for BIA

3 Crisis Management Strategies

5 chapters · 30 classes **65 marks**

- **1 Understanding Crisis Management in Financial Institutions** — 6 classes
  - 1.1 Define Crisis Management and Its Importance in Financial Institutions
  - 1.2 Identify Common Types of Crises Faced by Financial Institutions
  - 1.3 Analyze Key Components of an Effective Crisis Management Plan
  - 1.4 Evaluate Risk Assessment Techniques for Financial Institutions
  - 1.5 Develop Communication Strategies During a Crisis
  - 1.6 Implement Crisis Simulations to Test Preparedness in Financial Institutions
- **2 Risk Assessment and Analysis for Crisis Preparedness** — 6 classes
  - 2.1 Identify Key Risks in Financial Institutions
  - 2.2 Analyze the Impact of Risks on Business Continuity
  - 2.3 Evaluate Existing Mitigation Strategies
  - 2.4 Conduct a Comprehensive Risk Assessment
  - 2.5 Develop an Effective Risk Management Plan
  - 2.6 Review and Update Risk Assessment Processes
- **3 Crisis Communication Strategies for Leaders** — 6 classes
  - 3.1 Identify Key Stakeholders in Crisis Communication
  - 3.2 Analyze Effective Messaging Techniques for Leaders
  - 3.3 Develop a Crisis Communication Plan Framework
  - 3.4 Evaluate Real-World Crisis Communication Case Studies
  - 3.5 Implement Digital Tools for Crisis Communication Management
  - 3.6 Conduct a Crisis Communication Role-Playing Exercise
- **4 Developing and Implementing Business Continuity Plans** — 6 classes
  - 4.1 Identify Key Business Functions and Requirements
  - 4.2 Assess Risks and Vulnerabilities in Operations
  - 4.3 Develop Comprehensive Business Continuity Strategies
  - 4.4 Create Detailed Business Continuity Plans
  - 4.5 Test and Validate Business Continuity Plans through Simulations
  - 4.6 Review and Update Business Continuity Plans Regularly
- **5 Post-Crisis Evaluation and Continuous Improvement** — 6 classes
  - 5.1 Analyze Post-Crisis Performance Metrics
  - 5.2 Identify Strengths and Weaknesses in Response Strategies
  - 5.3 Gather Stakeholder Feedback for Comprehensive Review
  - 5.4 Develop Action Plans for Addressing Gaps
  - 5.5 Implement Continuous Improvement Processes
  - 5.6 Conduct Training Sessions to Enhance Crisis Responses

4 ISO 22301 Principles and Framework

5 chapters · 30 classes **85 marks**

- **1 Understanding ISO 22301: Core Concepts and Terminology** — 6 classes
  - › 1.1 Define Core Concepts of ISO 22301
  - › 1.2 Identify Key Terminology in Business Continuity
  - › 1.3 Explain the Importance of Business Continuity Management
  - › 1.4 Describe the Structure of ISO 22301 Standards
  - › 1.5 Analyze the Role of Leadership in Business Continuity
  - › 1.6 Apply ISO 22301 Principles to Real-World Scenarios
- **2 ISO 22301 Framework: Structure and Key Components** — 6 classes
  - › 2.1 Analyze the ISO 22301 Framework Structure
  - › 2.2 Identify Key Components of ISO 22301
  - › 2.3 Evaluate the Importance of Business Continuity Management
  - › 2.4 Examine Regulatory Requirements Relevant to ISO 22301
  - › 2.5 Apply Best Practices for Implementing ISO 22301
  - › 2.6 Develop a Basic Business Continuity Plan Using ISO 22301
- **3 Risk Assessment and Business Impact Analysis in Financial Institutions** — 6 classes
  - › 3.1 Identify Key Risks in Financial Institutions
  - › 3.2 Analyze Risk Impact on Business Operations
  - › 3.3 Evaluate Risk Probability and Consequences
  - › 3.4 Conduct Comprehensive Business Impact Analysis
  - › 3.5 Prioritize Risks and Develop Response Strategies
  - › 3.6 Implement Risk Mitigation Plans in Financial Settings
- **4 Developing a Business Continuity Plan: Strategies and Best Practices** — 6 classes
  - › 4.1 Identify Key Components of a Business Continuity Plan
  - › 4.2 Assess Risks and Impacts for Financial Institutions
  - › 4.3 Develop Recovery Strategies Tailored to Operational Needs
  - › 4.4 Implement Effective Communication Plans During Disruption
  - › 4.5 Establish a Training and Awareness Program for Staff
  - › 4.6 Test and Revise the Business Continuity Plan Through Drills
- **5 Monitoring, Testing, and Continuous Improvement of Business Continuity** — 6 classes
  - › 5.1 Establish Evaluation Criteria for Business Continuity Monitoring
  - › 5.2 Implement Effective Testing Strategies for Business Continuity Plans
  - › 5.3 Analyze Test Results to Identify Gaps in Business Continuity
  - › 5.4 Develop Action Plans for Addressing Weaknesses in Business Continuity
  - › 5.5 Create a Continuous Improvement Framework for Business Continuity Practices
  - › 5.6 Communicate Findings and Enhance Stakeholder Engagement in Business Continuity

5 Leadership and Communication in Business Continuity

5 chapters · 30 classes **65 marks**

- **1 Understanding Leadership Roles in Business Continuity** — 6 classes
  - › 1.1 Identify Key Leadership Roles in Business Continuity
  - › 1.2 Analyze the Impact of Leadership on Business Continuity Outcomes
  - › 1.3 Explore Communication Strategies for Effective Leadership in Crisis
  - › 1.4 Develop a Leadership Action Plan for Business Continuity Management
  - › 1.5 Assess Leadership Styles and Their Effectiveness in Emergencies
  - › 1.6 Implement Leadership Best Practices for Business Continuity Success
- **2 Effective Communication Strategies for Crisis Management** — 6 classes
  - › 2.1 Identify Key Stakeholders in Crisis Communication
  - › 2.2 Develop Clear Messaging for Emergency Situations
  - › 2.3 Utilize Different Communication Channels Effectively
  - › 2.4 Create a Crisis Communication Plan Template
  - › 2.5 Conduct Role-Playing Exercises for Crisis Scenarios
  - › 2.6 Evaluate and Improve Crisis Communication Strategies
- **3 Building a Resilient Organizational Culture** — 6 classes
  - › 3.1 Define Organizational Resilience and Its Importance
  - › 3.2 Assess Current Organizational Culture and Identify Gaps
  - › 3.3 Develop Leadership Skills for Promoting Cultural Change
  - › 3.4 Implement Effective Communication Strategies in Crisis
  - › 3.5 Foster Employee Engagement and Ownership in Resilience
  - › 3.6 Evaluate and Adapt Organizational Culture for Continuous Improvement
- **4 Stakeholder Engagement in Business Continuity Planning** — 6 classes
  - › 4.1 Identify Key Stakeholders in Business Continuity Planning
  - › 4.2 Analyze Stakeholder Needs and Expectations
  - › 4.3 Develop Effective Communication Strategies for Stakeholders
  - › 4.4 Facilitate Stakeholder Engagement Workshops
  - › 4.5 Evaluate Stakeholder Feedback on Continuity Plans
  - › 4.6 Implement Strategies for Ongoing Stakeholder Collaboration
- **5 Monitoring, Review, and Continuous Improvement in Leadership** — 6 classes
  - › 5.1 Assess Current Monitoring Practices in Business Continuity
  - › 5.2 Identify Key Performance Indicators for Effective Leadership
  - › 5.3 Conduct Comprehensive Reviews of Business Continuity Plans
  - › 5.4 Engage Stakeholders in Feedback Loops for Continuous Improvement
  - › 5.5 Implement Changes Based on Review Outcomes and Best Practices
  - › 5.6 Foster a Culture of Continuous Improvement in Financial Institutions

6 Risk Assessment and Management

5 chapters · 30 classes **65 marks**

- **1 Understanding Risk Concepts in Financial Institutions** — 6 classes
  - 1.1 Define Key Risk Terminology in Financial Contexts
  - 1.2 Identify Types of Risks Faced by Financial Institutions
  - 1.3 Analyze the Impact of Risk on Financial Operations
  - 1.4 Assess Risk Exposure and Tolerance Levels
  - 1.5 Explore Risk Management Strategies for Financial Institutions
  - 1.6 Develop a Risk Assessment Framework for Implementation
- **2 Identification and Evaluation of Risks** — 6 classes
  - 2.1 Identify Key Risks in Financial Institutions
  - 2.2 Assess the Impact of Identified Risks
  - 2.3 Evaluate Likelihood of Risk Occurrence
  - 2.4 Prioritize Risks Based on Assessment Findings
  - 2.5 Develop Risk Mitigation Strategies
  - 2.6 Implement and Monitor Risk Management Plans
- **3 Risk Analysis and Prioritization Techniques** — 6 classes
  - 3.1 Identify Key Risk Factors in Financial Institutions
  - 3.2 Analyze Risk Scenarios Using Qualitative Methods
  - 3.3 Apply Quantitative Risk Assessment Techniques
  - 3.4 Evaluate Risk Impact and Likelihood for Prioritization
  - 3.5 Develop a Risk Matrix for Effective Decision-Making
  - 3.6 Implement Continuous Monitoring and Review of Risks
- **4 Developing and Implementing Risk Mitigation Strategies** — 6 classes
  - 4.1 Identify Potential Risks in Financial Institutions
  - 4.2 Analyze Impact and Likelihood of Identified Risks
  - 4.3 Develop Actionable Risk Mitigation Strategies
  - 4.4 Prioritize Risk Mitigation Strategies Based on Impact
  - 4.5 Implement Risk Mitigation Strategies in a Financial Context
  - 4.6 Evaluate the Effectiveness of Risk Mitigation Strategies
- **5 Monitoring and Reviewing Risk Management Practices** — 6 classes
  - 5.1 Identify Key Risk Indicators for Financial Institutions
  - 5.2 Establish Methods for Monitoring Risk Management Practices
  - 5.3 Analyze Data to Evaluate Risk Management Effectiveness
  - 5.4 Implement Continuous Improvement Processes in Risk Management
  - 5.5 Conduct Regular Reviews of Risk Management Policies
  - 5.6 Develop Action Plans Based on Reviewing Risk Outcomes