

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301RSK — Business Continuity Management

ISO Certification Programme



LAPT — London Academy of Professional Training

Address 85 Great Portland Street, W1W 7LT, London, United Kingdom

Email info@lapt.org

Telephone +44 7513 283044

Web lapt.org

Reference SSR-RSK-22301RSK • ISO Security Safety & Risk

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AT A GLANCE

REFERENCE	SSR-RSK-22301RSK
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 Strategy Development

5 chapters · 30 classes 105 marks

• 1 Understanding Business Continuity Management Principles — 6 classes

› 1.1 Define Key Concepts of Business Continuity Management

› 1.2 Identify the Importance of Business Continuity Planning

› 1.3 Analyze the Business Impact Analysis Process

› 1.4 Develop Risk Assessment Techniques for Continuity

› 1.5 Formulate Effective Business Continuity Strategies

› 1.6 Evaluate and Test Business Continuity Plans

• 2 Risk Assessment and Business Impact Analysis — 6 classes

› 2.1 Identify and Categorize Risks in Business Operations

› 2.2 Analyze the Impact of Disruptions on Key Business Functions

› 2.3 Assess the Likelihood of Risk Occurrence in Your Organization

› 2.4 Develop Risk Scenarios and Their Implications for Continuity

› 2.5 Prioritize Risks Based on Impact and Likelihood Assessment

› 2.6 Formulate Strategies to Mitigate Identified Risks and Enhance Resilience

• 3 Developing Business Continuity Strategies — 6 classes

› 3.1 Identify Key Business Functions for Continuity Planning

› 3.2 Assess Risks and Vulnerabilities to Business Operations

› 3.3 Develop Critical Business Continuity Objectives

› 3.4 Create and Evaluate Business Continuity Strategy Options

› 3.5 Implement a Business Continuity Strategy Framework

› 3.6 Test and Update Business Continuity Strategies Regularly

• 4 Implementing Business Continuity Plans — 6 classes

› 4.1 Identify Key Components of Business Continuity Plans

› 4.2 Develop Effective Communication Strategies in Plans

› 4.3 Assess Risks and Impacts to Inform Continuity Strategies

› 4.4 Establish Roles and Responsibilities for Implementation

› 4.5 Test and Validate Business Continuity Plans Through Drills

› 4.6 Review and Update Business Continuity Plans Regularly

• 5 Testing, Maintenance, and Continuous Improvement of Business Continuity Strategies — 6 classes

› 5.1 Evaluate Existing Business Continuity Strategies

› 5.2 Design Effective Testing Scenarios for Strategies

› 5.3 Conduct Simulation Exercises for Business Continuity

› 5.4 Analyze Test Results and Identify Improvement Areas

› 5.5 Implement Continuous Improvement Methods for Strategies

› 5.6 Develop a Maintenance Schedule for Business Continuity Plans

• 1 Understanding Continuous Improvement in Business Continuity Management — 6 classes

- › 1.1 Define Continuous Improvement in Business Continuity Management
- › 1.2 Identify Key Components of Effective Business Continuity Plans
- › 1.3 Analyze the Role of Leadership in Continuous Improvement
- › 1.4 Evaluate Current Business Continuity Processes for Improvement Opportunities
- › 1.5 Develop Actionable Strategies for Implementing Continuous Improvement
- › 1.6 Measure the Impact of Continuous Improvement Initiatives on Business Resilience

• 2 Key Metrics and Performance Indicators for Continuous Improvement — 6 classes

- › 2.1 Define Key Metrics for Business Continuity Management
- › 2.2 Identify Performance Indicators for Continuous Improvement
- › 2.3 Analyze Data Collection Methods for Metrics
- › 2.4 Evaluate the Relevance of Selected Metrics
- › 2.5 Implement Continuous Improvement Strategies Using Metrics
- › 2.6 Review Case Studies on Effective Metric Utilization

• 3 Implementing the Plan-Do-Check-Act (PDCA) Cycle — 6 classes

- › 3.1 Understand the PDCA Cycle in Business Continuity
- › 3.2 Develop Effective Planning Strategies for PDCA Implementation
- › 3.3 Execute the Plan: Best Practices for Action
- › 3.4 Monitor Effectiveness: Key Metrics in the Check Phase
- › 3.5 Analyze Results: Conducting a Comprehensive Review
- › 3.6 Drive Continuous Improvement: Integrating Lessons Learned

• 4 Conducting Effective Reviews and Audits for Improvement — 6 classes

- › 4.1 Evaluate Current Business Continuity Plans for Effectiveness
- › 4.2 Identify Key Performance Indicators for Continuous Improvement
- › 4.3 Develop a Structured Review Process for Business Continuity Audits
- › 4.4 Implement Stakeholder Feedback Mechanisms for Review Processes
- › 4.5 Analyze Audit Findings to Identify Areas for Improvement
- › 4.6 Formulate Action Plans Based on Review Outcomes for Enhanced Resilience

• 5 Integrating Continuous Improvement into Organizational Culture — 6 classes

- › 5.1 Assessing Current Organizational Culture for Continuous Improvement
- › 5.2 Identifying Key Stakeholders in Business Continuity
- › 5.3 Developing Continuous Improvement Strategies for Business Continuity
- › 5.4 Implementing Communication Plans to Foster Continuous Improvement
- › 5.5 Measuring Impact: Key Performance Indicators for Continuous Improvement
- › 5.6 Creating a Sustainable Framework for Continuous Improvement Initiatives

• 1 Understanding Business Continuity Concepts and Frameworks — 6 classes

- › 1.1 Define Key Concepts in Business Continuity
- › 1.2 Identify the Importance of Business Continuity Planning
- › 1.3 Explore Business Continuity Frameworks and Standards
- › 1.4 Analyze Risk Assessment in the Context of Business Continuity
- › 1.5 Develop a Basic Business Continuity Plan Outline
- › 1.6 Implement Strategies for Continuous Improvement in Business Continuity

• 2 Risk Assessment and Business Impact Analysis — 6 classes

- › 2.1 Identify Key Risks in Business Operations
- › 2.2 Analyze the Likelihood and Impact of Risks
- › 2.3 Develop a Comprehensive Risk Assessment Framework
- › 2.4 Conduct a Business Impact Analysis (BIA) Process
- › 2.5 Evaluate Critical Business Functions and Dependencies
- › 2.6 Create a Risk Mitigation Strategy Based on Findings

• 3 Developing Business Continuity Plans and Strategies — 6 classes

- › 3.1 Identify Key Components of a Business Continuity Plan
- › 3.2 Assess Risks and Impacts on Business Operations
- › 3.3 Establish Business Continuity Objectives and Goals
- › 3.4 Develop Recovery Strategies for Critical Functions
- › 3.5 Create a Comprehensive Business Continuity Document
- › 3.6 Test and Evaluate Business Continuity Plans Effectively

• 4 Implementing and Communicating Continuity Plans — 6 classes

- › 4.1 Identify Key Components of a Continuity Plan
- › 4.2 Develop Clear Communication Strategies for Continuity Plans
- › 4.3 Design Effective Training Sessions for Staff on Continuity Plans
- › 4.4 Conduct Scenario-Based Drills to Test Continuity Plans
- › 4.5 Evaluate and Update Continuity Plans Based on Feedback
- › 4.6 Communicate Business Continuity Plans to Stakeholders Effectively

• 5 Testing, Maintenance, and Continuous Improvement of Business Continuity — 6 classes

- › 5.1 Evaluate Current Business Continuity Plans Effectiveness
- › 5.2 Design and Conduct Business Continuity Testing Scenarios
- › 5.3 Analyze Test Results and Identify Areas for Improvement
- › 5.4 Update Business Continuity Plans Based on Findings
- › 5.5 Establish a Maintenance Schedule for Business Continuity Plans
- › 5.6 Foster a Culture of Continuous Improvement in Business Continuity

• 1 Understanding Business Continuity Plans: Foundations and Frameworks — 6 classes

- › 1.1 Define Business Continuity: Key Concepts and Importance
- › 1.2 Identify Core Components of a Business Continuity Plan
- › 1.3 Explore Business Continuity Frameworks: Best Practices
- › 1.4 Assess Risks: Understanding Business Impact Analysis
- › 1.5 Develop Communication Strategies within Business Continuity Plans
- › 1.6 Implement and Review Business Continuity Plans: Tools and Techniques

• 2 Risk Assessment and Impact Analysis in Planning — 6 classes

- › 2.1 Identify and Classify Risks in Business Continuity Planning
- › 2.2 Conduct Qualitative Risk Assessments for Effective Planning
- › 2.3 Analyze Quantitative Impact Metrics for Risk Management
- › 2.4 Evaluate Threat Scenarios and Their Potential Impacts
- › 2.5 Develop Risk Mitigation Strategies Based on Analysis
- › 2.6 Implement Continuous Monitoring and Review of Risk Assessments

• 3 Developing and Documenting the Business Continuity Plan — 6 classes

- › 3.1 Identify Key Components of a Business Continuity Plan
- › 3.2 Assess Risks and Impacts to Inform Planning
- › 3.3 Define Recovery Strategies and Objectives
- › 3.4 Create and Structure the Business Continuity Documentation
- › 3.5 Develop Training and Awareness Programs for Stakeholders
- › 3.6 Implement and Review the Business Continuity Plan Regularly

• 4 Implementing the Business Continuity Plan: Best Practices — 6 classes

- › 4.1 Assessing Organizational Readiness for Business Continuity Implementation
- › 4.2 Defining Roles and Responsibilities in the Business Continuity Plan
- › 4.3 Developing Effective Communication Strategies for Crisis Management
- › 4.4 Conducting Training and Drills for Business Continuity Teams
- › 4.5 Monitoring and Reviewing Business Continuity Plan Effectiveness
- › 4.6 Integrating Lessons Learned into Future Business Continuity Plans

• 5 Monitoring, Reviewing, and Continual Improvement of the Plan — 6 classes

- › 5.1 Establish Key Performance Indicators for Business Continuity
- › 5.2 Develop a Monitoring Schedule for Plan Effectiveness
- › 5.3 Conduct Regular Reviews of the Business Continuity Plan
- › 5.4 Gather and Analyze Feedback from Plan Users
- › 5.5 Identify Areas for Improvement in the Business Continuity Plan
- › 5.6 Implement Changes and Update the Business Continuity Plan

• 1 Fundamentals of Risk Assessment Concepts — 6 classes

- › 1.1 Define Key Terms in Risk Assessment Concepts
- › 1.2 Identify Different Types of Risks in Business Context
- › 1.3 Analyze the Importance of Risk Assessment in Business Continuity
- › 1.4 Explore Risk Assessment Frameworks and Standards
- › 1.5 Evaluate Risk Assessment Tools and Techniques
- › 1.6 Apply Risk Assessment Concepts to Real-World Scenarios

• 2 Identifying and Evaluating Risks — 6 classes

- › 2.1 Define Key Concepts in Risk Identification
- › 2.2 Conduct a Brainstorming Session for Potential Risks
- › 2.3 Categorize Identified Risks Using a Risk Matrix
- › 2.4 Assess the Likelihood and Impact of Each Risk
- › 2.5 Prioritize Risks Based on Assessment Findings
- › 2.6 Develop a Risk Evaluation Summary for Decision-Making

• 3 Quantitative and Qualitative Risk Analysis Techniques — 6 classes

- › 3.1 Introduce Quantitative Risk Analysis Techniques
- › 3.2 Explore Qualitative Risk Analysis Methods
- › 3.3 Compare Quantitative and Qualitative Approaches
- › 3.4 Apply Quantitative Risk Assessment Tools
- › 3.5 Implement Qualitative Risk Evaluation Strategies
- › 3.6 Synthesize Findings: Combining Quantitative and Qualitative Insights

• 4 Developing Risk Mitigation Strategies — 6 classes

- › 4.1 Identify Key Risks and Threats in Business Operations
- › 4.2 Analyze Impact Severity of Identified Risks
- › 4.3 Determine Risk Tolerance Levels for the Organization
- › 4.4 Develop Tailored Mitigation Strategies for High-Risk Areas
- › 4.5 Create an Action Plan for Implementing Mitigation Strategies
- › 4.6 Evaluate and Adjust Mitigation Strategies Based on Feedback

• 5 Monitoring and Reviewing Risk Assessment Processes — 6 classes

- › 5.1 Define Key Performance Indicators for Risk Assessment
- › 5.2 Develop a Risk Monitoring Framework
- › 5.3 Implement Continuous Risk Review Techniques
- › 5.4 Analyze Data for Risk Trends and Patterns
- › 5.5 Conduct Stakeholder Feedback Sessions on Risk Findings
- › 5.6 Document and Communicate Risk Assessment Updates

• 1 Understanding the Importance of Testing in Business Continuity Management — 6 classes

- › 1.1 Define the Role of Testing in Business Continuity Management
- › 1.2 Identify Key Components of Effective Testing Strategies
- › 1.3 Analyze Different Types of Testing Methods for Business Continuity
- › 1.4 Evaluate the Benefits of Regular Testing and Exercising Plans
- › 1.5 Develop a Testing Plan for Business Continuity Scenarios
- › 1.6 Implement and Review Testing Outcomes to Enhance Business Resilience

• 2 Types of Tests and Exercises for Business Continuity Plans — 6 classes

- › 2.1 Define and Differentiate Types of Business Continuity Tests
- › 2.2 Explore Tabletop Exercises and Their Benefits
- › 2.3 Implementing Simulation Exercises: Best Practices
- › 2.4 Conducting Full-scale Drills: Key Considerations
- › 2.5 Evaluating Test Outcomes for Continuous Improvement
- › 2.6 Integrating Test Results into Business Continuity Planning

• 3 Designing Effective Testing Scenarios — 6 classes

- › 3.1 Identify Key Objectives for Testing Scenarios
- › 3.2 Assess Risks and Impacts for Effective Testing
- › 3.3 Develop Realistic Testing Scenarios Based on Business Needs
- › 3.4 Integrate Stakeholder Feedback into Scenario Design
- › 3.5 Create Evaluation Criteria for Testing Effectiveness
- › 3.6 Conduct a Mock Test and Analyze Outcomes

• 4 Conducting Tests and Documenting Results — 6 classes

- › 4.1 Identify Objectives for Testing Business Continuity Plans
- › 4.2 Design Effective Testing Scenarios and Exercises
- › 4.3 Implement Testing Procedures for Business Continuity
- › 4.4 Observe and Document Testing Processes in Real-Time
- › 4.5 Analyze Test Results and Identify Areas for Improvement
- › 4.6 Develop a Comprehensive Report on Testing Outcomes

• 5 Analyzing Test Outcomes and Continuous Improvement — 6 classes

- › 5.1 Evaluate Test Outcomes Using Key Performance Indicators
- › 5.2 Identify Gaps in Business Continuity Plans through Analysis
- › 5.3 Discuss Lessons Learned and Best Practices from Tests
- › 5.4 Develop Actionable Recommendations for Improvement
- › 5.5 Create a Continuous Improvement Plan for Business Continuity
- › 5.6 Implement Changes and Monitor Subsequent Test Results