

# ISO 22301, Foundation: Certification

Hands-on course of 2 days - 14h

Ref.: FUN - Price 2024: €2 190 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Know the challenges of a Business Continuity Management System (BCMS)

Use the ISO 22301 standard

Understand the PDCA approach in implementing a BCMS

Prepare for the ISO 22301 Foundation exam

## TEACHING METHODS

Numerous exercises will provide you with optimal preparation in order to take the official exam at the end of the training. Examples taken from real cases.

## CERTIFICATION

Examen de certification officiel, accrédité par PECB. 1 heure, à livre ouvert.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2021

### 1) BCMS concept

- Overview of the ISO 22301 standard. Comparison with BS 25999 and ISO 27001.
- Management systems, business continuity, and process approach.
- Why a BCMS (Business Continuity Management System)?
- Getting your BCMS certified by an independent body?
- BCMS and PDCA (Plan-Do-Check-Act). What do you put in the PDCA?

### 2) The ISO 22301 standard.

- Overview of clauses 4 to 10 of ISO 22301.
- Clause 4 (Context of the organization): Organization, legal requirements, scope.
- Clause 5 (Leadership): Management commitment, continuity policy, roles and responsibilities.
- Clause 6 (Planning): Actions to address risks, continuity objectives and plans.
- Clause 7 (Support): Resources, awareness, communication, and documented information.
- Clause 8 (Operation): Impact and risk analysis (BIA), protection, continuity plans.
- Clause 9 (Performance evaluation): Measurement, analysis, auditing, management review.
- Clause 10 (Improvement): Handling nonconformity and corrective actions.

### 3) Implementing a BCMS in accordance with ISO 22301

- Implementation phases of the ISO 22301 framework.
- Impact analysis and risk assessment. Protective and mitigating measures.
- Designing continuity plans and writing procedures.
- ISO 22301 certification audit.

*Hands-on work* : Scenarios based on case studies.

### 4) Overview of PDCA

- Context of the company. Commitment. Planning. Operation.
- Performance evaluation. Improvement. Risk analysis. Continuity strategy.
- Incident response. Crisis management system.
- Testing, keeping the continuity plan in good condition. Control and auditing.

## 5) Exam

- Areas of skill covered by the exam. Principles and fundamental concepts. BCMS.
- The certificate issued to attendees grants 14 CPD (Continuing Professional Development) credits.
- The exam meets the requirements of the PECB certification program (ECP Examination and Certification Program).

*cer* : Taking the exam (takes 1 hour).

## DATES

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### REMOTE CLASS

2024 : 01 Jul, 07 Oct