

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301ADC — Business Continuity Management Systems

ISO Certification Programme



LAPT — London Academy of Professional Training

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AT A GLANCE

REFERENCE	SSR-ADC-22301ADC
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 Principles

5 chapters · 30 classes 85 marks

• 1 Understanding Business Continuity Management Fundamentals

— 6 classes

› 1.1 Define Business Continuity Management Concepts

› 1.2 Identify Key Components of Business Continuity Plans

› 1.3 Analyze the Importance of Risk Assessment in Business Continuity

› 1.4 Evaluate Business Continuity Frameworks and Standards

› 1.5 Develop Strategies for Effective Business Continuity Implementation

› 1.6 Create a Personal Action Plan for Business Continuity Awareness

• 2 Risk Assessment and Business Impact Analysis

— 6 classes

› 2.1 Identify Key Components of Risk Assessment

› 2.2 Analyze Types of Risks in Business Continuity

› 2.3 Evaluate the Importance of Business Impact Analysis

› 2.4 Develop Risk Assessment Methodologies

› 2.5 Facilitate Effective Business Impact Analysis Workshops

› 2.6 Integrate Risk Assessment Outcomes into Business Continuity Plans

• 3 Developing a Business Continuity Plan

— 6 classes

› 3.1 Identify Key Business Functions for Continuity Planning

› 3.2 Assess Risks and Impacts on Business Continuity

› 3.3 Define Objectives and Strategies for Continuity

› 3.4 Develop and Document the Business Continuity Plan Framework

› 3.5 Implement Training and Awareness Programs for Staff

› 3.6 Establish Review and Maintenance Processes for the Plan

• 4 Implementing and Testing the Business Continuity Plan

— 6 classes

› 4.1 Identify Key Components of a Business Continuity Plan

› 4.2 Develop Strategies for Plan Implementation

› 4.3 Allocate Resources for Effective Implementation

› 4.4 Design Testing Scenarios for the Business Continuity Plan

› 4.5 Execute and Monitor Testing Procedures

› 4.6 Evaluate Test Results and Update the Business Continuity Plan

• 5 Continuous Improvement in Business Continuity Management

— 6 classes

› 5.1 Understand the Importance of Continuous Improvement in Business Continuity

› 5.2 Identify Key Metrics for Measuring Business Continuity Effectiveness

› 5.3 Analyze Past Business Continuity Incidents for Improvement Opportunities

› 5.4 Implement Best Practices for Ongoing Business Continuity Planning

› 5.5 Develop an Effective Review Process for Business Continuity Plans

› 5.6 Create an Action Plan to Foster a Culture of Continuous Improvement

• 1 Understanding Business Continuity: Core Concepts and Definitions — 6 classes

- › 1.1 Define Business Continuity and Its Importance
- › 1.2 Identify Key Components of Business Continuity Planning
- › 1.3 Explore Relevant Standards and Frameworks in Business Continuity
- › 1.4 Assess Risks and Threats to Business Continuity
- › 1.5 Develop Business Continuity Objectives and Strategies
- › 1.6 Evaluate Business Continuity Plans Through Scenario Testing

• 2 Risk Assessment: Identifying Threats and Vulnerabilities — 6 classes

- › 2.1 Define and Explain Business Continuity Risks
- › 2.2 Identify Internal Threats Impacting Business Operations
- › 2.3 Analyze External Vulnerabilities Facing Organizations
- › 2.4 Conduct a Risk Assessment Workshop
- › 2.5 Prioritize Threats Based on Impact and Likelihood
- › 2.6 Develop Strategies to Mitigate Identified Risks

• 3 Developing Business Continuity Strategies and Plans — 6 classes

- › 3.1 Analyze Business Impact to Identify Critical Functions
- › 3.2 Assess Risks to Determine Vulnerabilities
- › 3.3 Develop Mitigation Strategies for Identified Risks
- › 3.4 Formulate Recovery Strategies for Business Operations
- › 3.5 Create a Comprehensive Business Continuity Plan
- › 3.6 Implement and Test Business Continuity Strategies

• 4 Implementing Business Continuity Plans: Best Practices — 6 classes

- › 4.1 Assess Current Business Continuity Needs and Gaps
- › 4.2 Develop Comprehensive Business Continuity Plans
- › 4.3 Engage Stakeholders in Business Continuity Strategy
- › 4.4 Implement Risk Assessments for Business Continuity
- › 4.5 Test and Validate Business Continuity Plans Effectively
- › 4.6 Review and Update Business Continuity Plans Regularly

• 5 Testing and Reviewing Business Continuity Plans for Continuous Improvement — 6 classes

- › 5.1 Identify Key Components of Business Continuity Plans
- › 5.2 Develop Testing Scenarios for Business Continuity Plans
- › 5.3 Conduct Effective Simulations and Exercises
- › 5.4 Analyze Test Results for Gaps and Improvements
- › 5.5 Implement Updates and Adjustments to Plans
- › 5.6 Establish a Cycle of Continuous Review and Improvement

• 1 Understanding Crisis Management Principles — 6 classes

- › 1.1 Define Crisis Management and Its Importance
- › 1.2 Identify Types of Crises and Their Impacts
- › 1.3 Explore Key Principles of Effective Crisis Management
- › 1.4 Assess the Role of Leadership in Crisis Situations
- › 1.5 Develop a Framework for Crisis Response Planning
- › 1.6 Evaluate Real-World Crisis Management Case Studies

• 2 Risk Assessment and Crisis Identification — 6 classes

- › 2.1 Define Key Concepts of Risk Assessment in Crisis Management
- › 2.2 Identify Common Types of Crises Impacting Organizations
- › 2.3 Conduct a Preliminary Risk Assessment for Potential Crises
- › 2.4 Analyze the Impact of Identified Risks on Business Operations
- › 2.5 Prioritize Risks Based on Likelihood and Consequence
- › 2.6 Develop an Initial Crisis Identification Framework for Response Planning

• 3 Crisis Communication Strategies — 6 classes

- › 3.1 Identify Key Stakeholders in Crisis Communication
- › 3.2 Develop Effective Messaging for Crisis Scenarios
- › 3.3 Establish Channels for Timely Communication
- › 3.4 Implement Communication Strategies During a Crisis
- › 3.5 Evaluate the Effectiveness of Crisis Communication
- › 3.6 Create a Crisis Communication Plan Template

• 4 Crisis Response Planning and Coordination — 6 classes

- › 4.1 Identify Key Stakeholders in Crisis Response
- › 4.2 Assess Potential Crisis Scenarios and Impacts
- › 4.3 Develop a Crisis Response Team Structure
- › 4.4 Create a Comprehensive Crisis Response Plan
- › 4.5 Establish Communication Protocols During Crises
- › 4.6 Conduct Crisis Response Simulations for Readiness

• 5 Crisis Recovery and Evaluation Techniques — 6 classes

- › 5.1 Analyze Crisis Scenarios for Effective Recovery
- › 5.2 Create a Step-by-Step Recovery Plan Template
- › 5.3 Implement Strategies for Business Continuity Post-Crisis
- › 5.4 Evaluate Recovery Plan Effectiveness Using Key Metrics
- › 5.5 Conduct a Simulation Exercise for Crisis Recovery
- › 5.6 Develop Recommendations for Future Crisis Management Improvements

• 1 Understanding Performance Measurement Frameworks in Business Continuity — 6 classes

- › 1.1 Define Key Concepts in Performance Measurement for Business Continuity
- › 1.2 Identify Components of a Performance Measurement Framework
- › 1.3 Analyze Metrics Used in Business Continuity Performance Measurement
- › 1.4 Evaluate Current Performance Against Benchmarks and Standards
- › 1.5 Develop Strategies for Performance Improvement in Business Continuity
- › 1.6 Implement a Performance Measurement System and Review Process

• 2 Key Performance Indicators (KPIs) for Business Continuity — 6 classes

- › 2.1 Define Key Performance Indicators (KPIs) in Business Continuity
- › 2.2 Identify Essential Components of Effective KPIs
- › 2.3 Analyze Examples of KPIs for Business Continuity
- › 2.4 Develop SMART Criteria for Business Continuity KPIs
- › 2.5 Implement a KPI Monitoring Framework for Business Continuity
- › 2.6 Evaluate and Enhance Business Continuity KPIs Based on Performance Data

• 3 Data Collection Methods for Performance Measurement — 6 classes

- › 3.1 Identify Key Performance Indicators for Business Continuity
- › 3.2 Explore Qualitative Data Collection Techniques
- › 3.3 Examine Quantitative Data Collection Methods
- › 3.4 Assess Data Sources and Their Reliability
- › 3.5 Apply Data Analysis Techniques to Performance Metrics
- › 3.6 Develop Action Plans Based on Collected Performance Data

• 4 Analyzing Performance Measurement Data — 6 classes

- › 4.1 Define Key Performance Indicators (KPIs) for Business Continuity
- › 4.2 Collect and Organize Performance Measurement Data Effectively
- › 4.3 Analyze Data Trends to Identify Improvement Opportunities
- › 4.4 Utilize Statistical Techniques for Performance Evaluation
- › 4.5 Generate Insights from Performance Analysis for Strategic Decision-Making
- › 4.6 Develop Action Plans Based on Performance Measurement Outcomes

• 5 Strategies for Continuous Improvement in Business Continuity Practices — 6 classes

- › 5.1 Identify Key Performance Indicators for Business Continuity
- › 5.2 Analyze Current Business Continuity Practices Using Benchmarking
- › 5.3 Develop a Continuous Improvement Framework for Business Continuity
- › 5.4 Implement Feedback Loops to Enhance Business Continuity Strategies
- › 5.5 Evaluate the Effectiveness of Business Continuity Interventions
- › 5.6 Create an Action Plan for Sustaining Continuous Improvement

• 1 Foundations of Risk Assessment in Business Continuity — 6 classes

- › 1.1 Define Key Concepts of Risk Assessment in Business Continuity
- › 1.2 Identify Types of Risks Affecting Business Operations
- › 1.3 Analyze the Importance of Risk Assessment in Business Continuity Planning
- › 1.4 Explore Methods for Conducting Risk Assessments
- › 1.5 Evaluate the Impact of Risks on Business Objectives and Functions
- › 1.6 Develop a Basic Risk Assessment Framework for an Organization

• 2 Identifying and Analyzing Risks — 6 classes

- › 2.1 Define and Categorize Risks in Business Operations
- › 2.2 Identify Internal and External Risk Sources
- › 2.3 Conduct a Preliminary Risk Assessment Workshop
- › 2.4 Analyze the Potential Impact of Identified Risks
- › 2.5 Develop Risk Scenarios for Business Continuity Planning
- › 2.6 Prioritize Risks for Effective Mitigation Strategies

• 3 Conducting Business Impact Analysis (BIA) — 6 classes

- › 3.1 Define the Purpose of Business Impact Analysis
- › 3.2 Identify Key Business Functions and Processes
- › 3.3 Assess Potential Disruptions and Risks
- › 3.4 Evaluate Impact of Interruption on Business Operations
- › 3.5 Prioritize Business Functions Based on Impact Analysis
- › 3.6 Develop Recommendations for Business Continuity Strategies

• 4 Quantitative vs. Qualitative Risk Assessment Techniques — 6 classes

- › 4.1 Define Quantitative and Qualitative Risk Assessment Techniques
- › 4.2 Identify Key Differences Between Quantitative and Qualitative Methods
- › 4.3 Explore Advantages and Disadvantages of Each Technique
- › 4.4 Illustrate Quantitative Risk Assessment Through Real-World Examples
- › 4.5 Conduct a Qualitative Risk Assessment Using Case Studies
- › 4.6 Apply Mixed Methods in Risk Assessment for Comprehensive Analysis

• 5 Integrating Risk Findings into Business Continuity Planning — 6 classes

- › 5.1 Identify Key Risks Impacting Business Operations
- › 5.2 Evaluate Risk Severity and Likelihood for Critical Processes
- › 5.3 Conduct Business Impact Analysis to Determine Priorities
- › 5.4 Develop Mitigation Strategies Based on Risk Assessment
- › 5.5 Integrate Risk Findings into Business Continuity Plans
- › 5.6 Communicate and Train Teams on Integrated Continuity Strategies

• 1 Understanding the Foundations of Business Continuity Training

— 6 classes

- › 1.1 Define Key Concepts in Business Continuity Management
- › 1.2 Identify Essential Components of Effective Training Programs
- › 1.3 Analyze Different Training Methods for Business Continuity
- › 1.4 Develop Communication Strategies for Engaging Stakeholders
- › 1.5 Evaluate Training Needs Through Risk Assessment
- › 1.6 Create a Practical Business Continuity Training Plan

• 2 Identifying Audience Needs and Communication Styles — 6 classes

- › 2.1 Assess Audience Demographics to Tailor Communication
- › 2.2 Analyze Communication Preferences Across Different Groups
- › 2.3 Identify Key Stakeholders and Their Information Needs
- › 2.4 Explore Various Communication Styles for Effective Engagement
- › 2.5 Develop Audience-Specific Messaging Strategies
- › 2.6 Implement Feedback Mechanisms to Adjust Communication Effectively

• 3 Developing Effective Training Programs for Business Continuity

— 6 classes

- › 3.1 Define Key Concepts in Business Continuity Training
- › 3.2 Assess Training Needs for Business Continuity Teams
- › 3.3 Design Interactive Training Modules for Engagement
- › 3.4 Develop Assessment Tools to Measure Training Effectiveness
- › 3.5 Create Communication Strategies for Continuous Improvement
- › 3.6 Implement Training Programs and Gather Feedback

• 4 Utilizing Technology for Enhanced Training and Communication

— 6 classes

- › 4.1 Analyze the Role of Technology in Business Continuity Training
- › 4.2 Identify Effective Digital Tools for Communication in Crisis Situations
- › 4.3 Develop Interactive E-Learning Modules for Business Continuity Awareness
- › 4.4 Implement Virtual Simulations to Enhance Training Effectiveness
- › 4.5 Evaluate the Impact of Mobile Technology on Crisis Communication
- › 4.6 Create a Strategic Plan for Integrating Technology in Training Programs

• 5 Evaluating Training Effectiveness and Continuous Improvement

— 6 classes

- › 5.1 Assess Training Needs for Continuous Improvement
- › 5.2 Develop Key Performance Indicators for Training Effectiveness
- › 5.3 Collect and Analyze Feedback from Trainees
- › 5.4 Apply Evaluation Methods to Measure Training Impact
- › 5.5 Identify Areas for Improvement in Training Programs
- › 5.6 Create a Continuous Improvement Plan for Training Strategies