



Australian Government

BSBCON801 Establish and review the business continuity management framework and strategies

Release: 1

BSBCON801 Establish and review the business continuity management framework and strategies

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes skills and knowledge required to establish, monitor and review the formal and/or informal business continuity management framework and strategies for an organisation.

It applies to individuals working in positions of authority who have the responsibility for embedding business continuity management into corporate or organisational levels of a business.

The framework is important as it provides the processes and resources to ensure continued achievement of critical business objectives in the event of a disruption (even at diminished capacity) until full functionality is restored.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Industry Capability – Continuity

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1 Establish business continuity management framework | 1.1 Gain support for the business continuity management framework from relevant personnel 1.2 Demonstrate clear sponsorship, responsibility and accountability for business continuity management framework 1.3 In consultation with others, establish governance structures for business continuity management framework, in line with size of |

| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| | <p>organisation</p> <p>1.4 Determine and seek approval for resources required to implement business continuity management framework</p> <p>1.5 Support relevant personnel to implement business continuity management framework</p> <p>1.6 Establish a management system for organisation's business continuity management program</p> <p>1.7 Seek management approval of organisation's business continuity management framework</p> |
| <p>2 Monitor business continuity management framework and strategies</p> | <p>2.1 Develop an appropriate cyclical review process for monitoring business continuity management framework</p> <p>2.2 Provide relevant personnel with information relating to cyclical review process for business continuity management framework</p> <p>2.3 Develop and seek approval of tools to verify and validate business continuity management framework activities, processes and plans, appropriate to the organisation</p> <p>2.4 Consult with relevant personnel about the implementation of business continuity management framework</p> <p>2.5 Monitor business continuity management framework learning, development and exercises across organisation</p> |
| <p>3 Review and evaluate business continuity management framework and strategies</p> | <p>3.1 Review and analyse reports on business continuity management framework learning and development exercises</p> <p>3.2 Review and analyse the organisation's communication strategy and implement changes</p> <p>3.3 Review and update the overall business continuity management framework activities, processes, plans and resources according to results pre- and post-activation</p> <p>3.4 Analyse and integrate organisation's business impact assessment/s and identify dependencies and interdependencies if applicable</p> <p>3.5 Implement and conduct business continuity management program audits</p> |

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

| Skill | Performance Criteria | Description |
|----------------------------|----------------------------------|--|
| Reading | 3.1-3.4 | <ul style="list-style-type: none"> Interprets and analyses a vast range of textual information to review organisational agendas and policies |
| Writing | 1.7, 2.2, 2.3 | <ul style="list-style-type: none"> Develops detailed workplace documentation clarifying complex ideas using relevant language and structure according to context and audience |
| Oral Communication | 1.1, 1.3, 2.3, 2.4 | <ul style="list-style-type: none"> Uses clear language, appropriate tone and syntax to address key personnel and disseminate information Uses active listening, observational and questioning techniques to identify different perspectives and confirm, clarify or revise understanding |
| Numeracy | 1.4 | <ul style="list-style-type: none"> Analyses numerical information to determine budgetary requirements |
| Navigate the world of work | 1.2, 3.2, 3.3 | <ul style="list-style-type: none"> Takes responsibility and ownership for most or all aspects of own work, intuitively recognising and managing factors that may affect achievement of outcomes Recognises, understands and applies organisational requirements in undertaking own tasks and achieving expectations |
| Interact with others | 1.1, 1.3-1.5, 1.7, 2.2, 2.4 | <ul style="list-style-type: none"> Pays close attention to the ways information is communicated, recognising ways they may influence interpretation of a message and appreciating the subtleties Actively builds formal and informal networks to include key people with expert skills, knowledge, connections and decision-making power |
| Get the work done | 1.6, 1.7, 2.1, 2.3, 2.5, 3.3-3.5 | <ul style="list-style-type: none"> Recognises the critical importance of clarifying, focusing and aligning goals and expectations to achieve outcomes Uses formal decision making processes as scaffolding for thinking, seeking input, advice, feedback and specialist advice as required Uses experience, analysis and intuition to decide whether an idea is worth developing and implementing |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|--|--------------------|
| BSBCON801 Establish and review the business continuity management framework and strategies | BSBCON701A Establish and review the business continuity management framework and strategies | Updated to meet Standards for Training Packages Recoded to meet AQF requirements | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>