



Australian Government

Assessment Requirements for BSBSTR603 Develop business continuity plans

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a business continuity plan for an organisation or work area on at least one occasion, including:
 - developing business continuity management framework
 - developing business impact assessment
 - developing risk treatments strategies and plan
 - developing new or updating existing disaster recovery plan
 - coordinating organisation's emergency response, continuity and recovery strategies
 - managing and recording staff learning and develop on organisation's knowledge management system.

In the course of the above, the candidate must:

- communicate effectively with stakeholders to promote an understanding of business continuity frameworks.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- policies and procedures impacting business continuity, including business continuity strategies
- overall operations of the organisation, including:
 - existing data and information systems
 - paper and digital recordkeeping systems
- organisation's resources
- critical business functions, including:
 - dependencies and interdependencies

- risk and disruption scenarios
- methods for developing business continuity management framework
- methods for conducting business impact assessment
- key elements of business continuity plan
- regulations, standards, industry practice and geographical dispersion
- key elements of risk treatments strategies and plan
- key elements of disaster recovery plan
- organisation's emergency response, continuity and recovery strategies
- key features of organisation's knowledge management system
- past and current internal, external and industry disruptions.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant policies and procedures, legislation, regulations, standards and codes of practice
- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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