



**Australian Government**

# **Assessment Requirements for BSBCON601 Develop and maintain business continuity plans**

**Release: 2**

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## Modification History

| Release   | Comments                                                                                                                                         |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Release 2 | This version first released with BSB Business Services Training Package Version 1.1.<br><br>Version created to correct mapping table information |
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0.                                                             |

## Performance Evidence

Evidence of the ability to:

- develop and implement a business continuity plan that includes appropriate links to emergency response, disaster recovery plans and detailed continuity and recovery strategies
- communicate effectively with relevant personnel to promote an understanding of business continuity frameworks.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain relevant policies and procedures impacting business continuity, including business continuity strategies
- summarise the overall operations of the organisation, including existing data and information systems, paper and digital recordkeeping systems
- describe past and current internal, external and industry disruptions.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – continuity field of work and include access to:

- business continuity documentation
- interaction with others
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

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