



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

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	Interprets and analyses a vast range of textual information to review organisational agendas and policies
Writing	1.7, 2.2, 2.3	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	- 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	Analyses numerical information to determine budgetary requirements
Navigate the world of work	1.2, 3.2, 3.3	- 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	- 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	- 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>

Assessment Requirements for BSBCON801 Establish and review the business continuity management framework and strategies

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Performance Evidence

Evidence of the ability to:

- consult with others to establish and implement a business continuity framework and system
- develop and implement a process to review a business continuity management framework in consultation with others
- analyse, evaluate and update a business continuity management framework
- demonstrate leadership and authority for embedding business continuity management into corporate and organisational levels of a business.

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:

- identify circumstances, barriers and/or interruptions that will disrupt, damage or inhibit the continuation of critical business functions and explain how these can be minimised
- describe the organisation's current functionality, including existing data and information systems
- describe the organisation's internal and external dependencies and interdependencies
- outline the organisation's policies and procedures relevant to the business continuity management framework, including risk management strategy
- identify and describe past and current internal, external and industry disruptions
- explain the relationship of the business continuity management framework to other business processes.

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:

- risk management documentation
- interaction with others
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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