



Australian Government

BSBSTR803 Establish business continuity management strategies

Release: 1

BSBSTR803 Establish business continuity management strategies

Modification History

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

Application

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

The unit 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.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

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. Create business continuity management framework	1.1 Identify organisational scope, critical business operations and resources, and risks and disruption scenarios 1.2 Develop risk management strategy 1.3 Conduct a business impact analysis 1.4 Develop business continuity management framework according to identified potential risks and interruption to critical business operations 1.5 Demonstrate sponsorship, responsibility and accountability for business continuity management framework 1.6 Consult with stakeholders to establish governance structures for the business continuity management framework, according to size of organisation

ELEMENT	PERFORMANCE CRITERIA
	1.7 Determine and seek approval from relevant stakeholders on resources for implementation of business continuity management framework 1.8 Support stakeholders to implement business continuity management framework
2. Monitor business continuity management framework and strategies	2.1 Develop a cyclical review process for monitoring business continuity management framework 2.2 Communicate and provide to relevant stakeholders information relating to cyclical review process 2.3 Develop and seek approval of tools that verify and validate business continuity management framework activities, processes and plans 2.4 Consult with relevant stakeholders implementation of business continuity management framework 2.5 Manage business continuity management framework learning, development and exercises across organisation 2.6 Implement and conduct business continuity management program audits
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 relevant changes 3.3 Review and update 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 and identify dependencies and interdependencies, as required 3.5 Seek feedback from and respond to relevant stakeholders on business continuity management framework and strategies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	Interprets and analyses a vast range of textual information to review organisational agendas and policies
Writing	Develops detailed workplace documentation clarifying complex ideas

SKILL	DESCRIPTION
	using relevant language and structure according to context and audience
Oral communication	• Uses clear language, appropriate tone and syntax to address key stakeholders and disseminate information
Numeracy	• Analyses numerical information to determine budgetary requirements
Self-management	• Takes responsibility and ownership 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 • Recognises the critical importance of clarifying, focusing and aligning goals and expectations to achieve outcomes
Teamwork	• 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
Problem solving	• 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
Initiative and enterprise	• Uses active listening, observational and questioning techniques to identify different perspectives and confirm, clarify or revise understanding

Unit Mapping Information

Supersedes and is equivalent to BSBCON801 Establish and review the business continuity management framework and strategies.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBSTR803 Establish business continuity management strategies

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:

- establish, monitor and review the formal and informal business continuity management framework and strategies for an organisation or work area, including:
 - consulting with relevant stakeholders to establish and implement a business continuity framework and system
 - developing and implementing a process to review a business continuity management framework in consultation with others
 - analysing, evaluating and updating a business continuity management framework
 - demonstrating leadership and authority for embedding business continuity management into corporate and organisational levels of a business.

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:

- risk management strategy
- business impact analysis
- potential risks and interruption to critical business operations
- governance structures
- cyclical review process
- tools that verify and validate business continuity management framework activities, processes and plans
- internal and external dependencies and interdependencies
- current organisation functions, including existing data and information systems
- organisational policies and procedures relevant to the business continuity management framework
- internal, external and industry disruptions

- relationship of the business continuity management framework to other business processes.

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:

- workplace documents, including risk management documentation
- organisational and industry information and data
- organisational policies and procedures
- workplace equipment and materials.

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>