



The Business Continuity Institute

10-11 Southview Park, Marsack Street, Caversham, Berkshire RG4 5AF United Kingdom

Applicant Information for membership of the Business Continuity Institute at the Grade of:

Member

Applicants for this senior professional grade must hold the BCI Certificate (CBCI) at "Pass with Merit", be currently working in business continuity management, have a minimum of 3 years working experience within the discipline and knowledge across all 6 BCI Certification Standards. Members within this grade of membership of the BCI are entitled to use the post-nominal designation of MBCI.

Within this form you will find an Application Guidance Document. This should be used in conjunction with your application to ensure you fulfil the criteria and complete the form consistently. Please remember that you will be assessed on the evidence you supply within this form.

Applicants for Member need to complete Section 1, the General Application Form (GAF), Section 2, the Professional Application Form (PAF) that is assessed by a panel of specialist assessors appointed by the BCI's Membership Committee and Section 3, the Payment Submission Form. All the necessary forms are contained within this document.

Once forms have been assessed, applicants will be advised if they are considered to have the necessary experience to be offered an MBCI. In some cases applicants are offered an alternative grade of membership and invited to reapply, after a 6 month waiting period, when they have gained more experience. If successful in their application applicants will be invoiced for their first years membership fees. Once payment has been received a welcome pack including confirmation of grade awarded, a membership certificate, a lapel pin and details on how to access the members' section of the BCI website will sent to the new member. New members will have 3 months in which to pay their first year fees and confirm their membership.

The BCI aims to comply with the data protection act of the United Kingdom in handling personal and sensitive information. Every effort is taken to protect and secure information supplied to the Institute by individuals or by organisations whilst carrying out our normal duties. If you have any queries or concerns regarding the processing of data by the organisation you should contact our nominated data protection officer, Nichola Talbot (Nichola.talbot@thebci.org) For security purposes all supporting evidence will be destroyed after assessment.

The names of all Applicants for professional membership of the Institute will be published on the BCI website for a period of 30 days to comply with the BCI's Appeals and Complaints procedures. During this period references will be applied for. A copy of the Appeals and Complaints procedure can be obtained from the BCI office at the address above.

APPLICATION GUIDANCE DOCUMENT – please read this carefully to help ensure you complete the following application forms correctly.

BCI COMPETENCY AREAS OVERVIEW – these are the 6 Certification Standards which your application will be assessed against. Applicants for MBCI need to demonstrate understanding and experience within all areas.

Subject	Title and Description
1	<p>BCM Policy and Programme Management</p> <p>a) Establishing the need for a Business Continuity Management (BCM) Process, including: resilience strategies, recovery objectives, business continuity and incident management plans, obtaining management support for such a process.</p> <p>b) Organising and managing the formulation of the function or process either in collaboration with, or as a key component of an integrated risk management initiative.</p> <p>c) Developing, co-ordinating, evaluating and creating plans and procedures to communicate with external stakeholders, including the media, during incidents.</p>
2	<p>Understanding the Organisation</p> <p>a) Business impact analysis (BIA):</p> <ul style="list-style-type: none"> • Identifying the impacts resulting from disruptions and disaster scenarios that can affect the organisation and developing techniques that can be used to quantify and qualify such impacts. • Establishing critical functions, their recovery priorities and inter-dependencies so that recovery time objectives can be set. <p>b) Risk evaluation and control:</p> <ul style="list-style-type: none"> • Determining the events and environmental surroundings that can adversely affect the organisation and its facilities with disruption and/or disaster and understanding the damage such events can cause. • Establishing the controls needed to prevent or minimise the effects of potential loss. • Providing cost-benefit analysis to justify investment in controls to mitigate risks.
3	<p>Determining Business Continuity Management Strategies</p> <p>a) Determining and guiding the selection of alternative business recovery operating strategies for continuation of business within recovery time and/or recovery point objectives, while maintaining the organisation’s critical functions.</p> <p>b) Delivering solutions for continuation of business within the recovery time and/or recovery point objectives, whilst maintaining the organisation’s critical functions.</p> <p>c) Developing, coordinating, evaluating and creating plans and procedures to</p>

	<p>communicate with internal stakeholders during incidents.</p> <p>d) The provision of post-incident support and guidance for employees and their families.</p>
4	<p>Developing and Implementing a BCM Response</p> <p>a) Developing and implementing emergency response procedures for responding to and stabilising the situation following an incident or event.</p> <p>b) Establishing and managing an Emergency Operations Centre to be used as a command centre during the emergency.</p> <p>c) Practical experience in handling incidents/emergencies.</p> <p>d) Designing, developing and implementing business continuity and incident management plans that provide continuity within recovery time and/or recovery point objectives.</p>
5	<p>Exercising, Maintenance and Review</p> <p>a) Pre-planning and coordinating plan walkthroughs/exercises.</p> <p>b) Evaluating, updating, improving and documenting the results of exercises.</p> <p>c) Developing processes to maintain the currency of continuity capabilities, business continuity and incident management plans in accordance with the organisation's strategic direction.</p> <p>d) Establishing appropriate policies and procedures for coordinating incidents, continuity and restoration activities with external agencies whilst ensuring compliance with applicable statutes and/or regulations.</p> <p>e) Practical experience in dealing with external agencies.</p>
6	<p>Embedding Business Continuity Management within the Organisation's Culture</p> <p>a) Preparing a programme to create and maintain corporate awareness and enhance the skills required to develop and implement the business continuity management programme or process and its supporting activities.</p>

BCI Competency Area

Each of the 6 competencies listed above are broken down into the component parts. Each component is then considered to reflect its importance with regard to the 6 core disciplines of the profession.

Years of Service

This represents the number of years which the candidate has been active in each specific competency area. It is assumed that not everyone will be able to claim to have been actively employed in all of the six skill areas equally for each year.

Specific Achievements

Candidates are invited to indicate areas where they have actually carried out the work cited in the skill area. For example, a candidate may have been employed for three years in the area of BCM but never initiated a new project, yet they may have set up and monitored several trials. *Such a candidate should claim the number of specific achievements accordingly.*

Higher Education

This is to record the successful completion of higher education studies, e.g. BSc, MBA, in the relevant subjects. It is expected that the courses which qualify for inclusion at this level will be run by a University or similar organisation, where the quality assessment of the course material is under that University's control.

Formally Assessed Training

This is to record the successful completion of training courses where the quality controls have been independently assessed. The BCI has developed an accreditation scheme for training courses. Extra value will be given to BCI accredited training courses.

Unassessed Training

Unassessed training is applied to all commercial courses where there is no formal requirement for the candidate to demonstrate the amount of benefit achieved from the course, i.e. attendance only.

Continuous Professional Development (CPD)

Continuous Professional Development is the term applied to attendance at conferences and short seminars where the delegate might spend time ensuring that they stay up to date with developments in the industry.

Scoring Mechanism

The BCI assessment panel will carefully consider the evidence supplied by the candidate and allocate an appropriate membership grade based on evidence supplied within the form and supporting documentation. The Assessors are not permitted to research an individual.

Appeals Procedure

Following a scored assessment, the applicant will be notified of the grade awarded, based on information submitted within their application. Any comments made by the assessor in response to the application will be passed on to the applicant.

Each application is allowed 2 assessments. If following 2 assessments the required grade is not awarded, the applicant has the right to ask for their application to be assessed under appeal. A request for appeal should be sent to the Secretariat in writing. The secretariat will then confirm receipt in writing. The applicant may submit further evidence to support the application, but this should be submitted within 30 days of the appeal request being received at the Secretariat. If no formal notice for appeal is received at the Secretariat within 30 days then the application will be closed. If an appeal is received the Secretariat will then send the application complete to the Membership Audit Review Group. The application will then be re-assessed and a result given based on all information submitted. This second assessment takes between 4-6 weeks.

The secretariat will then notify the applicant by email the results of the Appeal and a formal letter confirming the findings will be posted. The findings of appeal are final and the Secretariat will not enter into any further correspondence after appeal.

Section 1 – PART A

General Information – please complete as fully as possible

In addition to completing this general application form you need to complete the Professional Application Form (Section 2), which will form the basis of your assessment and determine which membership grade you are awarded. **Also please provide a personal CV/resume of your career to date.**

Your personal details		
Full Name		
Title	Mr, Mrs, Ms, Miss, Dr (delete as appropriate)	
Date of Birth		
Country of Residence		
Home Address		
Telephone Number		
Fax Number		
Mobile/Cell Number		
Email Address		
Your current employment details		
Company Name		
Company Address		
Telephone Number		
Fax Number		
Mobile/Cell Number		
Email Address		
Position in Company		
Indicate correspondence address	Home	Work
BCI Details		
Length of service in BC Industry		
Membership Number: if upgrading		

Section 1 – PART B

Please give details of two Referees who will be able to supply a reference to the BCI regarding your professional expertise and competence. At least one of these Referees should be your current direct line manager, employer or director or a recent client for whom you currently work or a BCI member who can support your claims.

The BCI will only contact these referees once the candidate has successfully passed the BC Certificate. Contact will be by email asking them to verify your experience and competence.

Details of Referee 1	
Name	
Position/Job Title	
Company Name	
Company Address	
Telephone Number	
Email Address	
Details of Referee 2	
Name	
Position/Job Title	
Company Name	
Company Address	
Telephone Number	
Email Address	

Section 2

PROFESSIONAL APPLICATION FORM (PAF)

For the grade of Member

Applicant name	
Membership Number (if upgrading)	
Application date	

Please answer the following questions as comprehensively as possible providing additional information to support your application if necessary. **This form and any supporting documentation will form the basis of your assessment.** The outcome of your assessment will determine which grade of membership you will be offered. Remember that you should record your expertise in **each** of the six separate BCI Competency Areas to establish the most comprehensive skill profile, listing any specific achievements you wish to claim, stating both quantity and quality.

Guidance on how to complete this form can be found in the Application Guidance Document at the front of this application form.

Question 1: Years employed in the BCM Industry

*Please indicate the number of year's experience that you have in **each** of the six BCI Competency Areas. Please remember you will need to have achieved at least 3 years in each skill area and be able to fully demonstrate this experience in question 2.*

Skill Area	Years of service
1. BCM Policy and Programme Management	
2. Understanding the Organisation	
3. Determining Business Continuity Management Strategies	
4. Developing and Implementing a BCM Response	
5. Exercising, Maintenance and Review	
6. Embedding Business Continuity Management within the Organisation's Culture	

Question 2: Specific Achievements

Please indicate the specific achievements you wish to demonstrate as well as your knowledge and experience in each BCI Competency Area. For example, state how many plans you have produced, how many invocations or exercises, etc. you have been involved with. It is important to indicate the quality and the intricacy of plans etc. developed as well as the quantity. We are looking for you to demonstrate your understanding of each competency area. You may use separate sheets if more room is required.

BCM Policy and Programme Management

Please provide the following:

Information relating to how and where you have helped influence and implement BCM policy, how many BCM programmes you initiated and managed. Describe the process adopted, how you have been able to obtain business support and what has been the scope of the programmes.

Also, any challenges and how these were overcome, should be detailed. If you are part of a team and have only participated in these activities, please detail your involvement.

Understanding the Organisation

Please provide the following:

The number of BIA's you have undertaken. Describe the approach adopted and provide examples of the tools used (i.e. Questionnaires/Spreadsheets etc.) Describe the type of information obtained and what the information was to be used for. If possible provide documentary evidence of completed BIA's.

Please provide the following:

Evidence of your experience and knowledge of risk evaluation and control and how you have determined events and the environmental surroundings that can adversely affect organisations. Provide evidence of the tools used (i.e. Questionnaires, Spreadsheets, local knowledge, the internet, external agencies etc)

Describe the type of information obtained and what the information was to be used for. If possible provide some form of documentary evidence.

Please provide the following:

The number of risk/threat assessments you have undertaken and provide information on how these were undertaken. Please give examples of the mitigation strategies emanating from the evaluations and any control measures introduced as a result. If possible, please provide documentary evidence of the Risk/threat assessment Reports.

Determining Business Continuity Management Strategies

Please provide the following:

Evidence of how you have determined and guided the selection of alternative recovery operating strategies and solutions for continuation of business within agreed recovery objectives, whilst maintaining the organisation's critical functions. Please give examples of the strategies used and how these solutions were implemented.

Please provide the following:

Evidence of how you have participated in the development, coordination and evaluation of Organisations' strategies for communication and welfare with internal stakeholders, employees etc during incidents. Please provide examples of strategies used. Plans, documents etc created.

Developing and Implementing a BCM Response

Please provide the following:

Details of practical experience in responding to an emergency and any strategies implemented by your self, including the setting up of emergency control centres, Include as much detail as possible in relation to the types of Emergency Response plans and procedures you have developed and also provide documentary evidence if practical. If you are part of a Team, please describe your involvement.

Please provide the following:

Details of the different types and number of business continuity plans, Disaster Recovery Plans etc. you have designed, developed, implemented and what aspects these covered. Examples of these should be provided if possible. If you are part of a Team, please describe your involvement.

Exercising, Maintenance and Review

Please provide the following:

Detail the number of exercises you have undertaken and what type of exercises these have been. If you are able, please provide evidence of approaches and reports on exercises. If you are part of a Team, please describe your involvement.

Please provide the following:

Indicate the process or processes you have adopted for maintaining the currency of continuity and incident management plans and procedures.

Please provide the following:

Indicate the process or processes you have adopted for reviewing and testing the validity of continuity and incident management plans and procedures both within the organisation's you have worked and with external agencies.

Embedding Business Continuity Management within the Organisation's Culture

Please provide the following:

Indicate how you have approached awareness and training in the organisations for which you have worked. Please provide practical training material you have used if appropriate. If you are part of a Team, please describe your involvement.

Please use additional pages where necessary to describe any specific achievement(s) which you may wish to demonstrate.

Question 3: Higher Education

Please indicate those Higher Education qualifications that you wish to demonstrate in each BCI Competency Area.

Examples would be: The BCM Diploma from Coventry University or an MBA.

Skill Area	Higher Education Qualification
1. BCM Policy and Programme Management	
2. Understanding the Organisation	
3. Determining Business Continuity Management Strategies	
4. Developing and Implementing a BCM Response	
5. Exercising, Maintenance and Review	
6. Embedding Business Continuity Management within the Organisation's Culture	

Photocopies of degree certificates or diplomas should be provided where appropriate.

Question 4: Formally Assessed Training

Please indicate any formally assessed training courses that you wish to demonstrate in each BCI Competency Area.

Examples would be: PRINCE2 for Project Management, DRII's CBCP, CISSP, ITIL.

Skill Area	Formally Assessed Qualification
1. BCM Policy and Programme Management	
2. Understanding the Organisation	
3. Determining Business Continuity Management Strategies	
4. Developing and Implementing a BCM Response	
5. Exercising, Maintenance and Review	
6. Embedding Business Continuity Management within the Organisation's Culture	

Photocopies of certificates or diplomas should be provided where appropriate.

Please use additional pages where necessary to describe any specific achievement(s) which you may wish to claim.

Question 5: Un-assessed Training

Please indicate any un-assessed training courses that you wish to demonstrate in each BCI Competency Area.

Examples include BCI Endorsed Courses or other Supplier Courses.

Skill Area	Un-assessed Courses Attended
1. BCM Policy and Programme Management	
2. Understanding the Organisation	
3. Determining Business Continuity Management Strategies	
4. Developing and Implementing a BCM Response	
5. Exercising, Maintenance and Review	
6. Embedding Business Continuity Management within the Organisation's Culture	

Evidence of attendance should be provided where possible.

Question 6: Continuous Professional Development

Please indicate any CPD events that you wish to demonstrate in each BCI Competency Area.

Examples would include: Attendance at BCI Symposium or other BC/DR Conferences

Skill Area	CPD Events Attended
1. BCM Policy and Programme Management	
2. Understanding the Organisation	
3. Determining Business Continuity Management Strategies	
4. Developing and Implementing a BCM Response	
5. Exercising, Maintenance and Review	
6. Embedding Business Continuity Management within the Organisation's Culture	

Evidence of attendance should be provided where appropriate.

Please use additional pages where necessary to describe any specific achievement(s) which you may wish to claim.

