



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

Specialist

Please read the following carefully to ensure you are applying for the correct membership grade.

The Specialist grade is an award made for those professionals who can demonstrate a deep skill, knowledge and understanding in a particular area of Business Continuity Management. The SBCI grade is not senior to AMBCI or below MBCI and it is important that in applying for this award applicants should clearly understand that they are a specialist practitioner.

To qualify for SBCI applicants must have;

1. Passed the BCI certificate at "Pass" or "Pass with Merit"
2. Be able to demonstrate two years full time experience as a specialist business continuity practitioner or in a discipline that relates to one of the specialist categories
3. Demonstrate their current professional membership or certification (by a relevant professional body) in an associated discipline that relates to one of the specialist categories
4. Provide two referees who will testify to your practical experience and specialist discipline
5. Provide a current curriculum vitae / resume.

Successful applicants are entitled to use the post-nominal designation SBCI.

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 Specialist need to complete;

- **Section 1, the Faculty Application Form**
- **Section 2 - Part A the General Application Form (GAF)**
- **Section 2 - Part B Request for Referees**
- **Section 2 - Part C Professional Membership of Other Professional Bodies**
- **Section 3, the Payment Submission Form.**
- **A current curriculum vitae / resume**

All the necessary forms are contained within this document.

Once the application has been assessed, applicants will be advised if they have been successful and are to be offered an SBCI including the Faculty they have been elected to.

In some cases applicants may be 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 organisations 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 AREA OVERVIEW

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 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 in this document is broken down to the component parts as described more fully below. Each component is then considered to reflect its importance with regard to the 6 core disciplines of the profession.

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.

Should the grade awarded not comply with the level of membership applied for, 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 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 is made up of two or more sitting members of the Membership Committee, who do not serve as current Assessors, but have a working knowledge of the Assessment process. 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

NB In the event of an appeal additional references may be taken up.

Section 1

Application for the grade of Specialist - SBCI

Applicant name	
Membership Number (if upgrading)	
Application date	
Faculty applying for	

Specialist Faculties

Policy and Management - Policy & Programme Management

Typical applicants might come from: Facilities Managers; ITSCM Analysts & Managers; IT DR Analysts & Managers; IT Security Analysts & Managers; Physical Security Managers; Data Centre Managers

Analyst - Understanding the Organisation

Typical applicants might come from: ITSCM Analysts & Managers; IT DR Analysts & Managers; Risk Analysts & Managers; Auditors; Insurance Analysts & Managers

Strategic Services - Determining Business Continuity Management Strategies

Typical applicants: Crisis Managers; Facilities Managers; Security Managers; Emergency Services; PR/Media Managers; IT DR Managers; ITSCM Managers; Counsellors

Response, Planning & Support - Developing and Implementing a BCM Response

Typical applicants: Crisis Managers; Facilities Managers; IT DR Managers; HR; Emergency Services

Exercising & Auditing - Exercising, Maintenance and Review

Typical applicants: Crisis Managers; Certified Trainers; Emergency Services; IT DR Managers; exercise co-ordinators; auditors

Education & Training - Embedding Business Continuity Management within the Organisation's Culture

Typical applicants: Certified Trainers; Academics

Section 2 – 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, 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 2 - 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 - PART C

Professional Membership of Other Professional Bodies

Please indicate in the space below professional membership of or certification, by a relevant professional body in an associated discipline. Examples would be: IRM, CISSP, CIPD, CIPR*

** ie where there is an entry requirement based on assessable skill*

Skill Area	Relevant Professional Membership
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 providing proof of membership and/or certification should be provided where..

Section 3

PAYMENT SUBMISSION FORM

BCI Membership and Upgrade Fees

The Application Fee of £50 for the SBCI assessment is deemed to be included within the examination fee for the BCI Certificate (CBCI). If this form is received after 3 months of passing the certification examination, the fee of £50 is required. This fee is non-refundable. **Payment must accompany this application form.** * *NB applications will not be processed until payment has been received*

The card number below will be used to take the first year's annual subscription fees for this grade or the balance on annual fees if upgrading membership, which are due on processing. Once the item is paid the membership can be activated and your certificate and formal letter of membership can be sent to you. If annual membership fees are not paid within 3 months of award, the membership will be lapsed and it will be necessary to apply once again.

Method of Payment for Professional Assessment Process

Cheque enclosed for £50, made payable to the **BCI Forum Ltd**

Please debit my AMEX/VISA/MasterCard/ Switch/Delta card with £ 50 (delete as appropriate)

Card No

If using Debit Card please quote Issue No Expiry Date

Security Code

NB The BCI will debit cards in £ Sterling. We can accept payment in other currencies by cheque- please contact accounts@thebci.org to agree a conversion rate. For more information on fees and conversion rates please download the full document at <http://www.thebci.org/fees.htm>

Name.....

Signed.....

Date

No application can be processed without the following: General Application

Supporting Evidence

Current CV/Resume

Two referees

Application Fee

Please email completed application form AND current C.V./RESUME to
nichola.talbot@thebci.org