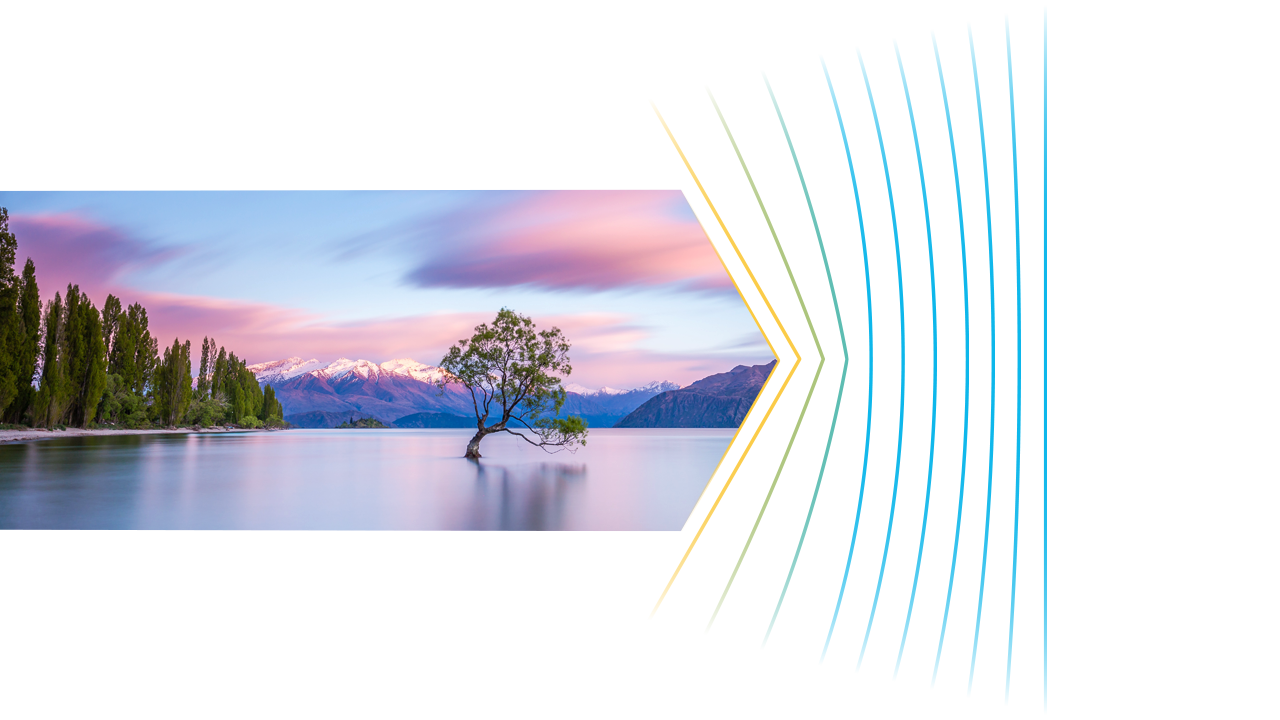
# BCI Approved Instructor Application Form

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Created By: Training and Education Team   
Date: 31st July 2020



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Introduction

The Business Continuity Institute (BCI) works with Licenced Training Partners internationally to deliver world class training to support learning for candidates sitting for the Certificate of the BCI (CBCI) examination as well as for those individuals seeking advanced business continuity skills by attending one of our professional practice training courses.

It is incumbent upon the Institute to ensure that training, given in the name of the Institute, is delivered well by competent instructors that meet the needs of their local markets. The Approved Instructor programme was introduced in January 2014 for the purpose of seeking assurance that BCI training continues to be delivered at a consistently high standard by professionals who have demonstrated their suitability.

The majority of our Licenced Training Partners have a pool of instructors they use to deliver BCI courses. The BCI holds a separate register of independent instructors, actively looking for work, that our Licenced Training Partners and the BCI Training Academy may call upon. The complete list of BCI Approved Instructors is reviewed annually.

**Requirements**

The BCI requires any instructor delivering a BCI branded course to hold BCI Approved Instructor status.

The BCI Approved Instructor status is not a credential awarded by the Institute. The BCI is not in a position to grant a training “qualification”. It should only be used for the purpose of delivering a BCI training course.

Every BCI Approved Instructor must deliver at least one BCI training course in each twelve month period which runs from 1 July to 30 June otherwise they will be removed from the BCI register.

The BCI register will be updated every 12 months on 1 July. Instructors removed from the register will be able to reapply if they have a firm booking by a BCI Training Partner or the BCI Training Academy to carry out BCI training and they still meet the BCI Approved Instructor criteria.

**Instructors must meet the following criteria:**

* Must have relevant vocational and teaching experience in Business Continuity and Resilience or a relevant related discipline(s) (eg Risk Management, IT Disaster Recovery, Information Security, Crisis Management);
* Must hold the current Certificate of the BCI (CBCI) based on the Good Practice Guidelines (2018 Edition);
* Must hold current FBCI, AFBCI or MBCI membership with the BCI and should be actively participating in the BCI CPD programme (excluding the Academic Licence and Lecturers); and
* Must be looking for work or already working with a licenced training partner or the BCI Training Academy.

There is an application fee of £125/$170USD/€150 Euro to become an BCI Approved Instructor.

\*VAT will be charged in addition to the above prices at the appropriate rate if applicable (EU Customers)

**BCI Approved Instructor Code of Conduct**

All Instructors of BCI licenced courses are Certified Members of the Institute and are expected to act within the BCI’s Code of Conduct – see here.

When delivering a BCI licenced course it is important to recognise that the Instructor is acting as a representative of the Institute and must uphold the good standing and reputation of the BCI at all times.

The Instructor is expected to support the intellectual content of the BCI’s Good Practice Guidelines (GPG), the associated course material and the Examination and not make any public statement that could potentially damage the BCI’s reputation. It is expected that Instructors maintain professionalism at all times throughout the duration of the course respecting the Instructor/Student relationship.

Should an Instructor have any questions or concerns about the GPG, course material or the Examination they must be raised in writing with The BCI Central Office – Training and Education via the Training Partner (where applicable).

Similarly, should any student have questions or concerns they should be raised confidentially with the Instructor. The Instructor should manage the class in such a way that the matter should not become subject to public debate within any training class.

**Responsibilities of BCI Approved Instructors**

• To sign and abide by the BCI’s Non-Disclosure Agreement in relation to course content (see page 14)

• To read and follow the Instructors’ Guide supplied for the relevant Training Course

• To be thoroughly familiar with the current Good Practice Guidelines and relevant additional training materials

• To prepare for each course in advance to ensure any issues can be resolved with the BCI Central Office in a timely manner

• Instructors teaching the CBCI Certification Course that supports learning for students sitting for the Certificate of the BCI (CBCI) Examination should be familiar with the Candidate Information Pack that explains how the exam has been developed, the scoring system and how results will be delivered

• To be inclusive when delivering the courses to ensure all students are involved in the learning experience

• To be flexible in adapting delivery methods based on students’ learning styles

• To reflect at the end of each session, record any information necessary, and address any issues appropriately

• To be aware of relevant legislation and associated responsibilities (For example: Equality/Health and Safety etc.)

• To provide the appropriate feedback to BCI Central Office during or following each training course to enable timely follow up or to address any issues

• BCI Approved Instructors must provide a short biography and current photograph to feature on the BCI website. The BCI have introduced a rating system for Instructors which will publish student feedback as well as results from the CBCI examination (Fail/Pass/Pass with Merit). Any BCI Approved Instructor who wishes to remain on the register will be required to agree to the publication of this information.

**Responsibilities of BCI Training Partners in relation to BCI Approved Instructors**

• Training Partners are responsible for the selection and management of Instructors they have recruited to deliver BCI Licenced training courses

• Instructors used by BCI Training Partners must meet the BCI Approved Instructor criteria and must apply for and achieve BCI Approved Instructor status prior to teaching any BCI training course.

• Training Partners are responsible for ensuring that the Instructors recruited have the necessary relevant experience to deliver specific training courses and that they have fully prepared to do so

• To assist BCI Approved Instructors in the delivery of their class, Training Partners must ensure all students have received the appropriate joining instructions and associated training course material e.g. copy of the Good Practice Guidelines and the Candidate Information Pack

• To collate any feedback from BCI Approved Instructors in relation to BCI training material or the examination process and pass this to the BCI central Office

**Responsibilities of the BCI**

•Provided sufficient notice is given ahead of any planned training course, the BCI will address any concerns BCI Approved Instructors may have in partnership with the licenced Training Partner

• The BCI will provide relevant feedback received to Instructors and Training Partners regarding the delivery of the training course and student experience

• The BCI will provide Instructors and Training Partners with generic feedback on the performance of exam candidates

• The BCI will support the Training Partners in recruiting suitable Instructors by calling on BCI Members to apply for BCI Approved Instructor status and maintain a register of BCI Approved Instructors

Application Form

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| --- | --- |
| Personal Contact Details | |
| Full name |  |
| Title |  |
| Date of birth |  |
| Home address |  |
| Post/zip code |  |
| Country of residence |  |
| Contact number |  |
| Email address |  |
| Current Employment Details | |
| Company name |  |
| Company address |  |
| Company post/zip code |  |
| Country |  |
| Position in company |  |
| Contact number |  |
| Email address |  |

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| --- | --- | --- |
| Training Partner | | |
| Do you intend to seek work or are you already working for a Licenced Training Partner or the BCI Training Academy? | | If yes – please state name of Training Partner |
| BCI Member Information | | |
| Membership grade |  | |
| How long have you been a BCI member? |  | |
| Year passed Certificate of the BCI (CBCI) examination |  | |

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| --- | --- |
| Reference |  |
| Contact name |  |
| Job title |  |
| Contact phone number |  |
| Contact email address |  |

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| Reason for applying as an BCI Approved Instructor |
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| Enter details of skills and experience in related discipline(s) (eg Risk Management, IT Disaster Recovery, Information Security, Crisis Management, Resilience etc.) |
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| Which BCI training courses are you prepared to deliver? | Yes/No | Verified  (For BCI Central Office use only) |
| The CBCI Certification Course, based on the Good Practice Guidelines (2018 Edition) (3 to 5 days) | Yes/No |  |
| Introduction to Business Continuity (2 days) | Yes/No |  |
| Introduction to Organizational Resilience (1 day) | Yes/No |  |
| Business Impact Analysis (BIA) (1 or 2 days) | Yes/No |  |
| Designing and Delivering Effective Exercises (1 day) | Yes/No |  |
| Embedding Business Continuity (1 day) | Yes/No |  |
| Designing Business Continuity Solutions (1 day) | Yes/No |  |
| Developing and Managing the Business Continuity Plan (1 day) | Yes/No |  |
| Incident Response and Crisis Management (2 days) | Yes/No |  |
| Policy and Programme Management (1 day) | Yes/No |  |
| Supply Chain Resilience (1 day) | Yes/No |  |
| Validating Your BCM Programme (1 day) | Yes/No |  |

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| --- |
| Please list below details of any relevant teaching qualifications and attach copies of certificates to this application: |
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| Please list below details of any relevant experience as an Instructor in delivering training courses in Business Continuity or related disciplines: |
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| Please give below details of any conflict of interest e.g. do you also teach for other Institutes? Failure to disclose any conflict of interest will result in removal from the BCI Instructor register |
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| Please provide a short biography (max 100 words) and current photograph (jpeg) to feature on the BCI website |
|  |

**Non-Disclosure Agreement**

This Nondisclosure Agreement (the "Agreement") is entered into by the undersigned ("Receiving Party" and the Business Continuity Institute with its principal offices at 10 Southview Park, Marsack Street, Caversham RG4 5AF, UK ("Disclosing Party for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the provision of training and other related business in which Disclosing Party is engaged.

2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.

6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.

7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.

8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

Disclosing Party:

Signature:

Printed Name:

Title:

Date:

Signed on behalf of BCI:

Printed Name:

Title:

Date:

**The BCI**

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

**bci@thebci.org www.thebci.org**