

BCI COMPETENCY ASSESSMENT FORM



The Business Continuity Institute **Competency Assessment Log**

BCI COMPETENCY ASSESSMENT FORM

Guidelines to Competency Assessment

On page 3 is a competency assessment form. You can use this form to assess yourself against:

- Your current competency profile or
- Competencies which you may want to develop, e.g. with a view to a future career move or
- The BCI Certification Standards. (See the full documentation on the 10 Certification Standards) or
- The profile of a job you may be applying for or

This document can also be used in a Mentoring Partnership

How the form works (A completed example is shown below)

Competency	Level Required	Own Rating	Your example(s) to support your rating	Mgr's Rating	Agreed Rating	Actions needed for Development
Project Initiation and Management	3	2	<i>Give senior management a presentation on 'Co-ordinating an Emergency Response'.</i>	1	1	<i>* Attend a BCI Approved Course on Emergency Response and Presentation Skills etc etc.</i>

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1. The competency profile
2. Select the level of competency you are assessing yourself against and enter into 'Level Required' column
3. Now assess your own level using the profiles within the ten competency levels (See pages 4 -14)
4. This part of the form is for you to write in your own example(s) which justify to you, your mentor or manager, your own rating. Include documented evidence, e.g. reports in your competency assessment 'one to one'.
5. Now pass the form to your mentor/manager in order for them to assess your competency level, ready for the 'one to one' discussion.
6. This column should be completed once you and your mentor/manager have agreed a final rating
7. If you identify any shortfall then write in the actions needed for your own development. This should be transferred to the BCI 'Training and Development Plan' and will form part of your ongoing performance review programme.

BCI COMPETENCY ASSESSMENT FORM

Competency	Level Required	Own Rating	Your example(s) to support your rating	Mgr's Rating	Agreed Rating	Actions needed for Development
Initiation and Management						
Risk Evaluation and Control						
Business Impact Analysis						
Developing Business Continuity Management Strategies						
Emergency Response and Operations						
Developing and Implementing Business Continuity & Crisis Management Plans						
Awareness and Training Programmes						
Maintaining and Exercising Business Continuity & Crisis Management Plans						
Crisis Communications						
Co-ordination with External Agencies						

Assessment Agreed Signed Manager/Mentor Date

BCI COMPETENCY ASSESSMENT FORM

1. Initiation and Management

This is about establishing the need for a Business Continuity Management (BCM) Process or Function, including resilience strategies, recovery objectives, business continuity and crisis management plans and including obtaining management support and 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.

Level 1

Influences others by communicating clearly, using facts and information available.

Level 2

Identifies the required resources to develop the plan

Level 3

Plans the specifics, plans ahead and reviews planning

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2. Risk Evaluation and Control

This is about determining the events and external surroundings that can adversely affect the organisation and its resources (facilities, technologies, etc.) with disruption as well as disaster, the damage such events can cause, and the controls needed to prevent or minimise the effects of potential loss. Providing cost-benefit analysis to justify investment in controls to mitigate risks.

Level 1

Understands the business environment and the key processes

Level 2

Conducts risk and impact analysis

Level 3

Initiates risk reduction and impact minimisation initiatives

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3. Business Impact Analysis

This is about identifying the impacts resulting from disruptions and disaster scenarios that can affect the organisation and techniques that can be used to quantify and qualify such impacts. Identifying time-critical functions, their recovery priorities, and inter-dependencies so that recovery time objectives can be set.

Level 1

Understands the BIA concept and the importance of the information it provides

Level 2

Conducts business impact analysis interviews

Level 3

Devises and implements an ongoing BIA strategy that ensures the changing business requirements are met

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4. Developing Business Continuity Management Strategies

This is about determining and guiding the selection of possible business operating strategies for continuation of business within the recovery point objective and recovery time objective, while maintaining the organisation's critical functions.

Level 1

Understands the key components of a comprehensive strategy for business continuity

Level 2

Designs practical strategies for the key elements of a plan that ensures recovery time objectives are met

Level 3

Implements comprehensive strategies that provide an all embracing solution for business continuity

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5. Emergency Response and Operations

This is about developing and implementing procedures for response and stabilising the situation following an incident or event, including establishing and managing an Emergency Operations Centre to be used as a command centre during the emergency.

Level 1

Understands the importance and reasons for gaining control of a situation following a major incident

Level 2

Designs strategies that ensure situation management and control is established in a timely and feasible manner using appropriate resources

Level 3

Implements strategies for emergency response and control that are rehearsed and maintained to reflect improvements in technology and business requirements

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6. Developing and Implementing Business Continuity & Crisis Management Plans

This is about designing, developing, and implementing Business Continuity and Crisis Management Plans that provide continuity within the recovery time and recovery point objectives.

Level 1

Understands the structure and format needed to document a business continuity plan

Level 2

Devises a programme for the plan detail to be written which matches the plan strategy and also recovery timescales.

Level 3

Implements the completed plan for invocation if required as well as ongoing review, maintenance and rehearsal programmes.

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7. Awareness and Training Programmes

This is about 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.

Level 1

Understands the importance and benefits of a complete awareness and training programme.

Level 2

Creates a programme of awareness and training utilising range of methods that ensures business continuity is in-built into the company culture

Level 3

Implements an awareness programme that ensure business changes are reflected in the plans and that these are then communicated in a concise and consistent manner.

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8. Maintaining and Exercising Business Continuity Plans

This is about pre-planning and co-ordinating plan exercises, and evaluating and documenting plan exercise results. Developing processes to maintain the currency of continuity capabilities and the plan document in accordance with the organisation's strategic direction. Verifying that the Plan will prove effective by comparison with a suitable standard, and report results in a clear and concise manner.

Level 1

Understands clearly the need for comprehensive plan maintenance and exercising strategy.

Level 2

Develops plan maintenance and exercising programmes which ensure plans remain current and viable.

Level 3

Designs and executes rehearsals of the business continuity plan. Produces concise reports of the results and follows up on actions to successful conclusions

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9. Crisis Communications

This is about developing, co-ordinating, evaluating and exercising plans to communicate with internal stakeholders (employees, corporate management, etc.), external stakeholders (customers, shareholders, vendors, suppliers, etc.) and the media (print, radio, television, Internet, etc.).

Level 1

Understands the importance of effective communications both internally and externally in a crisis situation

Level 2

Designs a communications strategy that embraces suitable technology and involves the appropriate third party agencies

Level 3

Implements PR strategies that protect and/or enhance the reputation of the business

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10. Co-ordination with External Agencies

This is about establishing applicable procedures and policies for co-ordinating continuity and restoration activities with external agencies (local, state, national, emergency responders, defence, etc.) while ensuring compliance with applicable statutes or regulations.

Level 1

Understands the role and responsibilities of both public authority and private businesses in the event of a major incident

Level 2

Devises strategies and procedures which ensures a complimentary response between private business and the needs of the public authorities.

Level 3

Develops and exercises plans alongside the public authorities

BCI COMPETENCY ASSESSMENT FORM

Guidelines to General Competency Assessment

On page 15 is a general competency assessment form. You can use this form to assess yourself against:

- Your current competency profile or
- Competencies which you may want to develop, e.g. with a view to a future career move or
- The profile of a job you may be applying for or

This document can also be used in a Mentoring Partnership

How the form works (A completed example is shown below)

Competency	Level Required	Own Rating	Your example(s) to support your rating	Mgr's Rating	Agreed Rating	Actions needed for Development
Report Writing	3	2	<i>Produce a report on the risks associated with the building proximity to Belview Pharmaceuticals.</i>	1	1	* Attendance at a suitable report writing course. * Produce a report highlighting the benefits of having a BCM programme in place.

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1. The competency profile
2. Select the level of competency you are assessing yourself against and enter into 'Level Required' column
3. Now assess your own level using the profiles within the six competency levels (See pages 16 -21)
4. This part of the form is for you to write in your own example(s) which justify to you, your mentor or manager, your own rating. Include documented evidence, e.g. reports in your competency assessment 'one to one'.
5. Now pass the form to your mentor/manager in order for them to assess your competency level, ready for the 'one to one' discussion.
6. This column should be completed once you and your mentor/manager have agreed a final rating
7. If you identify any shortfall then write in the actions needed for your own development. This should be transferred to the BCI 'Training and Development Plan' and will form part of your ongoing performance review programme.

BCI COMPETENCY ASSESSMENT FORM

GENERAL COMPETENCIES

Competency	Level Required	Own Rating	Your example(s) to support your rating	Manager's Rating	Agreed Rating	Actions needed For development
Report Writing						
Facilitation Skills						
Presentation Skills						
Impact & Influence						
Problem Solving & Decision Making						
Selection Interviewing						

Assessment Agreed Signed Manager/Mentor Date

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1. Report Writing

This is about being able to produce reports, which are structured in a clear, concise and logical format by going through the key stages of preparation, writing and review.

Level 1

Has basic understanding of the principles of producing reports

Level 2

Understands the key stages of producing good quality reports

Level 3

Produces good quality reports on a regular basis

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2. Facilitation Skills

This is about being able to facilitate learning for groups of people using various tools and techniques that simplify and ease the process.

Level 1

Understands and appreciates the benefits of well facilitated meetings or workshops

Level 2

Understands and practices the various tools and techniques required to be a facilitator

Level 3

Regularly facilitates group or team sessions using the appropriate tool and techniques.

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3. Presentation Skills

This is about being able to plan, prepare and deliver high quality presentations that ensure objectives are met.

Level 1

Understands the key components of a well planned, good quality presentation

Level 2

Participates in the key stages of preparation, rehearsal and delivery of good quality presentations

Level 3

Regularly delivers high quality presentations to a wide range of audiences

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4. Impact & Influence

This is about being able to employ appropriate impact and influencing strategies that enhance reputation and influence decision-making.

Level 1

Understands the importance of protecting an image of self confidence and professionalism

Level 2

Devises impact and influencing strategies to gain recognition and approval

Level 3

Regularly employs effective impact and influencing strategies that successfully meet required objectives

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5. Problem Solving & Decision Making

This is about the ability to recognise problems, identify root cause through data gathering and deciding on the implementation of an effective strategy.

Level 1

Understands and recognises the symptoms and effects of problematic situations

Level 2

Understands and employs various tools and techniques to solve problems

Level 3

Regularly addresses problems and successfully resolves them by clearly defining the problem, identifying the root cause and deciding on a solution which is effectively planned and implemented and measured for success.

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6. Selection Interviewing

This is about preparing and implementing an effective process for identifying the requirements of a job and gathering evidence of the potential candidates abilities through questioning and listening skills.

Level 1

Understands the importance and benefits of effective interviewing skills and techniques

Level 2

Designs and participates in well structured interviews by utilising various tools and techniques to ensure good quality evidence is gathered on the capabilities of the job candidate.

Level 3

Successfully leads well structured job interviews that ensure a wide range of good questioning and listening techniques are employed as well as having a good awareness of the discrimination laws.