



The Business Continuity Institute, 10 Southview Park, Marsack Street  
Caversham, Berkshire RG4 5AF United Kingdom

## **Applicant Information for Membership of the Business Continuity Institute at the Grade of Associate**

Associates have the right to use the designatory letters ABCI. Associate members are those who do not yet have the appropriate experience for Statutory Membership ie Fellow, Member or Specialist.

Applicants should be currently working in business continuity management and have experience within the scope of the ten BCI Certification Standards.

**Applicants for Associate need to complete a general application form and a professional application form which is scored assessed by a panel of the Membership Committee. All the necessary forms are contained within this document.**

Once forms have been scored assessed, applicants will be advised if they are considered to have the necessary experience to be offered an ABCI. In some cases applicants are offered Affiliate membership and invited to reapply when they have gained more experience.

**APPLICATION FORMS FOLLOW...**

# GENERAL APPLICATION FORM

## I wish to join the BCI as an Associate

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM AND SENDING PAYMENT

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 Employer/Co-Director or a recent client. In addition to completing this general application form you need to complete the Professional Application Form which will form the basis of your scored assessment and determine which membership grade you are awarded. Also please provide a personal CV of your career to date.

<b>Prof/ Dr/ Mr / Mrs / Miss / Ms</b>	
<b>Last Name</b>	<b>Forenames</b>
<b>Date of Birth</b>	<b>Country of Residence</b>
<b>Home Address</b>	<b>Home Contact Details – <i>please include international dialling code</i></b> <b>Telephone Number :</b> <b>Fax Number:</b> <b>Mobile/Cell Number:</b>
<b>Postcode/Zip Code</b> <b>Country</b>	<b>Email address:</b>
<b>Current Employer</b>	<b>Work Contact Details - <i>please include international dialling code</i></b> <b>Telephone Number :</b> <b>Fax Number:</b> <b>Mobile/Cell Number:</b>
<b>Employer's Address</b>	<b>Email address:</b>
<b>Postcode/Zip Code</b> <b>Country</b>	
<b>Indicate which address to receive correspondence</b>	<b>Position in Company</b>
<b>Home / Business (delete as appropriate)</b>	<b>Length of service in Business</b> <b>Continuity Industry</b>
<b>Membership Number: if upgrading</b>	<b>Recommending Member</b>

<b>Name of Referee 1:</b>	<b>Position/Job Title</b>
<b>Company</b>	<b>Address</b>
<b>Telephone Number:</b> <i>- please include international dialling code</i>	<b>Postcode/Zip Code</b>
<b>Email address:</b>	<b>Country</b>

<b>Name of Referee 2:</b>	<b>Position/Job Title</b>
<b>Company</b>	<b>Address</b>
<b>Telephone Number:</b> <i>- please include international dialling code</i>	<b>Postcode/Zip Code</b>
<b>Email address:</b>	<b>Country</b>

**PROFESSIONAL APPLICATION FORM FOLLOWS....**

# PROFESSIONAL APPLICATION FORM

Must be completed for Associate membership of the BCI

Name ..... Date .....

Membership Number (if upgrading) .....

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 scored assessment.** The outcome of your scored assessment will determine which grade of membership you will be offered. Remember that you should record your expertise in **each** of the ten 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 at the appendix to this document.

## **Question 1. Years employed in the BCM Industry**

***Please indicate the number of years experience that you have in each of the ten BCI Competency Areas.***

Skill Area	Years of service
1. BCM Initiation and Management	
2. Business Impact Analysis	
3. Risk Evaluation and Control	
4. Developing BCM Strategies	
5. Emergency Response and Operations	
6. Design and Implementation of Plans	
7. Awareness and Training	
8. Maintenance and Exercising Plans	
9. Crisis Communications	
10. Co-ordination with External Agencies	

## **Question 2. Specific Achievements**

***Please indicate any specific achievements which you wish to demonstrate 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. You may use separate sheets if more room is required.***

1. BCM Initiation and Management

2. Business Impact Analysis

3. Risk Evaluation and Control

4. Developing BCM Strategies

5. Emergency Response and Operations

6. Design and Implementation of Plans

7. Awareness and Training

8. Maintaining and Exercising Plans

9. Crisis Communications

10. Co-ordination with External Agencies

***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 which you wish to demonstrate in each BCI Competency Area.***

<b>Skill Area</b>	<b>Higher Education Qualification</b>
1. BCM Initiation and Management	
2. Business Impact Analysis	
3. Risk Evaluation and Control	
4. Developing BCM Strategies	
5. Emergency Response and Operations	
6. Design and Implementation of Plans	
7. Awareness and Training	
8. Maintenance and Exercising Plans	
9. Crisis Communications	
10. Co-ordination with External Agencies	

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

**Question 4. Formally Assessed Training**

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

Skill Area	Formally Assessed Qualification
1. BCM Initiation and Management	
2. Business Impact Analysis	
3. Risk Evaluation and Control	
4. Developing BCM Strategies	
5. Emergency Response and Operations	
6. Design and Implementation of Plans	
7. Awareness and Training	
8. Maintenance and Exercising Plans	
9. Crisis Communications	
10. Co-ordination with External Agencies	

***Note: 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 which you wish to demonstrate in each BCI Competency Area.*

<b>Skill Area</b>	<b>Un-assessed Courses Attended</b>
1. BCM Initiation and Management	
2. Business Impact Analysis	
3. Risk Evaluation and Control	
4. Developing BCM Strategies	
5. Emergency Response and Operations	
6. Design and Implementation of Plans	
7. Awareness and Training	
8. Maintenance and Exercising Plans	
9. Crisis Communications	
10. Co-ordination with External Agencies	

**Note:** *Evidence of attendance should be provided where possible.*

**Question 6. Continuous Professional Development**

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

<b>Skill Area</b>	<b>CPD Events Attended</b>
1. BCM Initiation and Management	
2. Business Impact Analysis	
3. Risk Evaluation and Control	
4. Developing BCM Strategies	
5. Emergency Response and Operations	
6. Design and Implementation of Plans	
7. Awareness and Training	
8. Maintenance and Exercising Plans	
9. Crisis Communications	
10. Co-ordination with External Agencies	

**Note:** *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.*

**FORM SUBMISSION INFORMATION FOLLOWS...**

# SUBMITTING YOUR FORM

## BCI Membership and Application Fees

Payment **must accompany** this application form.

Affiliates and Students **must send** the first year's membership fees which are currently Affiliate £60 and Student £28.

All other applicants and those wishing to upgrade ie Associate, Specialist, Member and Fellow **must send** £50 Scored Assessment Fees. Additionally applicants for Fellow **must send** £145 fees for their Structured Interview ie a total of £195.

Once an application for a professional grade has been scored assessed, successful applicants will be advised of the grade awarded and invoiced at the appropriate rate for the first year's membership fees which are currently:

**Associate - £75; Specialist - £90; Member - £105; Fellow - £130**

### *Method of Payment*

- Cheque enclosed for £ \_\_\_\_\_, made payable to the **BCI Forum Ltd**
- Please invoice my company, Purchase Order No\*:
- Please debit my AMEX/VISA/MasterCard/ Switch/Delta card with £ ..... (delete as appropriate)

\* NB applications will not be processed until payment has been received

Card No

If using Debit Card please quote Issue No  Expiry Date

**NB The BCI will debit cards in £ Sterling. We accept payment in other currencies by cheque – Membership fees change occasionally so you may wish to visit the BCI website to view current membership rates.**

Signed..... Date .....

### Please return the completed application form and payment to:

**The Business Continuity Institute  
10 Southview Park,  
Marsack Street  
Caversham,  
RG4 5AF  
United Kingdom**

**Phone: +44 (0) 870 603 8783  
Fax: +44 (0) 870 603 8761  
Email: BCI@thebci.org**

## APPENDIX

This section is for reference only and all forms and tables shown should not be used as part of your application.

### SAMPLE SCORED ASSESSMENT

Information supplied by the applicant in the professional application form is used as the basis for scored assessment. Scored assessment is carried out by a specialist panel of the BCI Membership Committee and a membership grade is offered based on experience.

When assessing applications consideration will be given to all of the areas outlined on the matrix below. It is the applicant's best interest to complete the application form as comprehensively as possible giving examples wherever possible.

BCI Competency area	Years of service	Specific Achievements	Higher Education	Formally assessed training	Unassessed training	CPD
1						
2						
3						
4		<b>SAMPLE</b>		<b>ONLY</b>		
5						
6						
7						
8						
9						
10						

The Column Headings are explained as follows:

#### BCI Competency Area

Each of the ten competencies listed in this column 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 10 core disciplines of the profession.

The remaining columns address the way in which experience can be accrued. Each column is given an additional weighting factor to reflect the value of experience gained.

### **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 ten 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 column 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.

Applicants for the Specialist grade **must** include details of their specialist qualification.

### **Formally Assessed Training**

This column 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.

### **Appeals Procedure**

Unsuccessful candidates may appeal to the BCI Secretariat who will arrange for the evidence submitted to be reviewed by the Membership Committee or their nominee. A final appeal procedure exists whereby a candidate who is dissatisfied with the Committee's assessment may seek a Structured Interview. If the Structured Interview confirms the decision of the first appeal, there is no further appeal and the candidate is advised to re-apply after a period of one year.

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

## BCI COMPETENCY AREA OVERVIEW

The full 10 BCI Standards of Professional Competence can be obtained from the BCI website.

Subject	Title and Description
1	<p><b>Initiation and Management</b></p> <p>a) Establish the need for a Business Continuity Management (BCM) Process, 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.</p>
2	<p><b>Business Impact Analysis</b></p> <p>a) Identify 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.</p> <p>b) Establish critical functions, their recovery priorities, and inter-dependencies so that recovery time objective can be set.</p>
3	<p><b>Risk Evaluation and Control</b></p> <p>a) Determine the events and environmental surroundings that can adversely affect the organisation and its facilities with disruption, as well as disaster, the damage such events can cause.</p> <p>b) Establish the controls needed to prevent or minimise the effects of potential loss.</p> <p>c) Provide cost-benefit analysis to justify investment in controls to mitigate risks.</p>
4	<p><b>Developing Business Continuity Management Strategies</b></p> <p>a) Determine and guide the selection of alternative business recovery operating strategies for continuation of business within the recovery time and recovery point objectives, while maintaining the organisation's critical functions.</p> <p>b) Deliver solutions</p>
5	<p><b>Emergency Response and Operations</b></p> <p>a) Develop and implement procedures for responding to and stabilising the situation following an incident or event.</p> <p>b) Establish and manage an Emergency Operations Centre to be used as a command centre during the emergency.</p> <p>c) Demonstration of practical experience in handling an Emergency</p>
6	<p><b>Developing and Implementing Business Continuity Management and Crisis Management Plans</b></p> <p>a) Design, develop, and implement the Business Continuity and Crisis Management Plans that provide continuity within the recovery time and recovery point objectives</p>

7	<p><b>Awareness and Training Programmes</b></p> <p>a) Prepare 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>
8	<p><b>Maintaining and Exercising Plan</b></p> <p>a) Pre-plan and co-ordinate plan exercises, and evaluate and document plan exercise results.</p> <p>b) Develop processes to maintain the currency of continuity capabilities and the Plan documents in accordance with the organisation's strategic direction.</p> <p>c) Verify that the Plans will prove effective by comparison with a suitable standard, and report results in a clear and concise manner.</p>
9	<p><b>Crisis Communications</b></p> <p>a) Develop, co-ordinate, evaluate, and exercise plans to communication with internal stakeholders during crisis situations.</p> <p>b) Develop, co-ordinate, evaluate, and exercise plans to communicate with external stakeholders, including the media, during crisis situations</p> <p>c) Provide trauma counselling for employees and their families.</p>
10	<p><b>Co-ordination with External Agencies</b></p> <p>a) Establish applicable procedures and policies for co-ordinating crisis, continuity, and restoration activities with external agencies while ensuring compliance with applicable statutes or regulations.</p> <p>b) Demonstration of practical experience in dealing with External Agencies</p>