OCR
Oxford Cambridge and RSA

Unit Title:	**Implement and maintain business continuity plans and processes**
OCR unit number:	14
Level:	3
Credit value:	4
Guided learning hours:	25
Unit reference number:	K/506/1930

Unit aim and purpose

This unit aims to develop the knowledge and skills required to implement and maintain business continuity plans and processes. Upon completion of this unit, learners will be able to plan and execute the implementation of business continuity plans and processes. Learners will also be able to maintain the fitness for purpose of on-going business continuity plans and process.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to plan for the implementation of business continuity plans and processes	**The Learner can:** 1.1 Describe the components of a **business continuity plan** 1.2 Explain the uses of a business continuity plan 1.3 Explain the features of different business continuity planning models 1.4 Explain the potential consequences of inadequate **business continuity plans** and processes 1.5 Confirm the required aim, scope and objectives of **business continuity plans** 1.6 Engage stakeholders in developing **business continuity plans** and processes 1.7 Identify **business-critical** products and/or services and the activities and resources that support them	A **business continuity plan** sets out how the business will operate following an incident and how it expects to return to 'business as usual' in the quickest possible time **Business critical** refers to anything that is necessary for a business to be successful
2 Be able to implement business continuity plans and processes	2.1 Develop a framework for business **continuity management**	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.2 Recommend resources that are proportionate to the potential impact of business disruption 2.3 Communicate the importance and requirements of business continuity plans and processes to stakeholders 2.4 Meet their own objectives within the plan	**Business continuity management** is about identifying those parts of the business that cannot afford to be lost, such as: • Information • Premises • Stock • Staff
3 Be able to maintain the fitness for purpose of on-going business continuity plans and processes	3.1 Provide training for staff who may be affected 3.2 Validate and test the strength of **business continuity plans** and processes 3.3 Update plans and processes in the light of feedback from business continuity exercises and other sources of information	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LBB2	• Develop, maintain and evaluate business continuity plans and arrangements

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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