

Specification of Competency Standards for the Retail Banking

Unit of Competency

Compliance and Risk Management > 4.4 Business Continuity Planning

Title	Develop business continuity plan
Code	107412L5
Range	Production of business continuity plan. This applies to the maintenance of the bank's business and operations in different functions and geographical areas
Level	5
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Evaluate business operations of different units Be able to:</p> <ul style="list-style-type: none"> • Evaluate the operations of own and related units and the potential impacts of different disasters • Formulate criteria of activation of business continuity plan <p>2. Develop recovery strategy Be able to:</p> <ul style="list-style-type: none"> • Formulate strategies and process on recovery or back up arrangement to outline recovery priority of different services, route of alternate processing (service delivery in a way different from the normal process), and required time for execution of the recovery plan • Formulate plans on minimum service delivery during disasters based on business impact analysis which covers details such as alternative site, technology, personnel requirement etc
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Formulation of continuity plans which contain feasible strategies that assist the bank recovering from disasters. Strategies for different scenarios and under different assumptions are developed. The reasoning of the strategies are also presented which include but not limited to the analyses on disasters impacts, bank's operations, resources supply after disasters and resources allocation etc.
Remark	