

**Information and Communications Technology Industry Training Advisory Committee  
Software Products and Software Services (SW) branch  
Unit of Competencies**

1. Title	Provide awareness training program to staff dealing with business continuity planning
2. Code	ITSWIS522A
3. Range	Provide appropriate awareness training program to relevant support staff dealing with Business Continuity Planning (BCP) [Information Security – Business Continuity Planning]
4. Level	5
5. Credit	2
6. Competency	<p><u>Performance Requirement</u></p> <p>6.1 Prepare for a BCP awareness training program</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ identify those staff concerned in the BCP program</li> <li>▪ understand the key components of awareness training program</li> <li>▪ identify the availability of resources and budget for launching the awareness training program</li> <li>▪ collect data and assess the awareness of staff on BCP as a baseline for reference</li> </ul> <p>6.2 Develop awareness training program</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ plan for the structure of awareness training program aiming at raising the current awareness level</li> <li>▪ develop the training program materials</li> <li>▪ schedule the training program and organize the respective events.</li> </ul> <p>6.3 Deliver awareness training program</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ obtain the executive support to promote awareness training program</li> <li>▪ conduct trainings to the participants of the BCP program</li> <li>▪ organize awareness events and display to supplement the formal training</li> </ul> <p>6.4 Evaluate effectiveness of training program</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ evaluate any improvements in the awareness after the training events</li> <li>▪ suggest follow up actions to management</li> </ul>
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to develop and deliver a BCP training program for an improved awareness after the campaign.
Remark	