

**SKILLS FRAMEWORK FOR ELECTRONICS
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Business Continuity Management					
TSC	Business Continuity Planning					
TSC Description	Execute business impact analysis, risk analysis, testing and exercising to ensure the currency of the organisation's business continuity plans					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
				ELE-BCM-4001-1.1	ELE-BCM-5001-1.1	ELE-BCM-6001-1.1
TSC Proficiency Description				Review business continuity plans for the organisation by evaluating the impact of disruptive events and effectiveness of plans	Formulate business continuity processes and monitor the effectiveness of business continuity management to minimise consequences	Influence business continuity management to ensure alignment as well as monitoring and reviewing business continuity plans to cope with changes in the business environment
Knowledge				<ul style="list-style-type: none"> • Components of business continuity plans • Test and exercise criteria of business continuity plans • Components of testing plans • Recovery strategies and business continuity strategies 	<ul style="list-style-type: none"> • Own role in development of business continuity plans • Own role in advising of organisation on business continuity management • Own role in assessment of effectiveness of business continuity management • Relevant stakeholders in disruptive events • Own role in leading post response and/or recovery phase activities • Impact of consequences of disruptive events 	<ul style="list-style-type: none"> • Objectives and scope of business continuity management • Awareness of business continuity management leading practices within the industry • Levels of maturity of business continuity management in organisations
Abilities				<ul style="list-style-type: none"> • Evaluate the impact of disruptive events on critical business functions • Compare effectiveness of business continuity plans against test and exercise criteria • Perform cost-benefit analysis to re-assess viability and sustainability of the business continuity plans • Report findings to management for follow-up action in accordance with communication plan • Review and refine business continuity plans in accordance with recovery strategies and business continuity strategies 	<ul style="list-style-type: none"> • Develop business continuity plans aligned with business continuity strategies in consultation with relevant stakeholders • Consolidate, summarise and document business continuity plans for senior management review • Advise organisation on requirements for business continuity management in consultation with senior management • Monitor and report on the effectiveness of business continuity management • Advise organisation and relevant stakeholders in the post response and/or recovery phase to minimise consequences 	<ul style="list-style-type: none"> • Ensure business continuity plans and crisis management plans are in accordance with business continuity strategies • Approve business continuity framework, policies, strategies and plans • Provide oversight to business continuity management within the organisation to ensure rapid response during disruptive events