

**GAUTENG PROVINCE**TREASURY
REPUBLIC OF SOUTH AFRICA**HRD
TRAINING SPECIFICATION FORM**

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: FINANCIAL GOVERNANCE**SUB-UNIT:** TRANSVERSAL RISK MANAGEMENT

Part A TRAINING INFORMATION	
Training Programme:	BCM CERTIFICATION (BUSINESS CONTINUATION PLAN)
Description of the Training:	EQUIP OFFICIALS WITH THE KNOWLEDGE AND TECHNICAL SKILLS ON BCM
Course Accreditation: YES NO <i>(If YES, Service Provider should attach Proof of Accreditation)</i>	YES
Date(s) of the Training:	TBC
Duration of Course: <i>(No. of days)</i>	5 DAYS
Number of Attendees: <i>(Attach name list)</i>	6
Is the Course Aligned to the Current Training Plan: YES NO <i>(If NO, attach approved memo)</i>	YES
Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: • Understanding the BCM Lifecycle • Develop and implement BCP Policy and Programmes • Learning and understanding concepts maximum acceptable outage (MAO), maximum tolerable period of disruption (MTPD), The recovery time objective (RTO), Business Continuity Management System (BCMS) and Business Continuity Objectives • Plan-Do-Check-Act (PDCA) cycle • Developing BCM programme and the process on implementation • Establishing the response structure and developing the response strategies • Assigning of BCM roles and responsibilities • Selection of project management method to drive the BCM programme • BCM programme documentation • Embedding BC - integrate BC into day-to-day business activities and organizational culture • Managing BCM training programs or awarenesses campaigns • Analysis - reviews and assessments an organization	At the end of the course, you will be able to: • Understanding of project management principles regarding BCM • Link and relationship between ERM and BCM • Unpacking the roles and responsibilities of the different stakeholders • Identify the requirements of the Business Continuity Plan (BCP) and Business Impact Analysis (BIA) • Conduct Business Impact Analysis (BIA), initial BIA, strategic BIA, tactical • Develop and design various response strategies - BCP aligned to MAO, MTPD, RCO and BCMS • Testing and validation - validate by ensuring that arrangement remain relevant and aligned to the objectives
Delivery Method: <i>(Face2Face or Online)</i>	ONLINE
Is the training programme done by a sole service provider? YES NO <i>(If YES, attach a confirmation letter of sole provider)</i>	NO

HRD Contact Details:

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No	Item Description	Yes/No	No. of People
1.	Catering: <i>(attach the full specification for catering including dietary requirements)</i>	NO	
2	Venues and Facilities:	NO	
3.	Other (Specify):		

General Comments

Service provider to attach proof of accreditation.