

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 4. Risk Management
(Key Function – 4.4 Business Continuity Planning)

Title	Evaluate effectiveness of business continuity plan
Code	109314L5
Range	Conducting comprehensive evaluation on the effectiveness of the business continuity plan. This applies to business continuity plan and recovery activities implemented for different disasters and in different units.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the key success factors of business continuity planning and apply the knowledge to monitor regular testing on the bank's business continuity plans and prepare related reports to management; • Possess the knowledge of different assessment methodologies and based on the understanding to review plans on business continuity of the bank regularly for the purpose of assessing their feasibility and adherence to the bank's policies. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Evaluate and review for any business continuity plan activated, maintain proper records and identify improvement areas for business continuity plans; • Monitor live scenario tests involving inter-dependent stakeholders; • Identify potential crisis scenarios and develop specific crisis management plans to minimize impact. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Evaluate outcomes and identify lessons learnt from live scenario tests for future improvement; • Make necessary updates or recommendations on improvement areas for business continuity plans; • Provide post-review revision suggestions with supporting evidence drawn from analysis on relevant tests; knowledge in the best practices and updated research in business continuity.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Monitoring of testing or review on business continuity plans to ensure fulfilment of the stated requirements; • Provision of revisions on business continuity plans when improvement areas are identified.
Remark	