
Emergency Planning College

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Dear Colleague,

Thank-you for registering for **Business Continuity Management BS 25999 Internal Audit**. This course is delivered in partnership with British Standards Institute and will take you through the internal audit process. We anticipate that delegates will have a good understanding of Business Continuity Management.

It is for the more experienced Business Continuity manager who is familiar with the requirements of the CCA and wants to explore some of the complexities of the discipline in more detail. In order to get the most out of the course please read the information below and prepare for the course as suggested.

1. **What to do now:** review your organisation's BCM arrangements and make an assessment of the progress being made. Revisit your BC plan and assess how it addresses the components that enable you to deliver your critical functions.
2. **What to bring to the course:** delegates have found it helpful to bring their BC plans. Also when reviewing your BC arrangements as described above, please make notes and bring these with you.
3. **How the course is delivered:** the course will be based around presentations followed by group and individual exercises that will help you apply the concepts to your own situation. The emphasis at the College is on highly interactive courses and you will be encouraged to share experiences, ask questions and explore issues in the interests of you own learning and that of other delegates

Please do not hesitate to contact our learning support team if you have any queries. We look forward to seeing you at the college.

Yours faithfully

Learning Support Manager