# bsi.

Live online training
Classroom training
In-house training

# BSI Training Academy Course Portfolio
## MEA 2021

# Contents

# Welcome

At the BSI Training Academy, our focus is on helping clients embed knowledge and skills so they can add more value to their organizations and their CVs.

We offer one of the widest ranges of standards-related training in the UK from meeting medical devices regulation to managing your energy effectively.

But we don't just train you to meet standards – we help you to understand how to embed them into your organization. When you train with us, you get the full benefit of our expert knowledge. We know what an auditor is looking for and ensure we train you to meet their requirements.

We know the thinking behind the standard – so we embed this in our courses to drive and inspire your people.

Our team of highly trained tutors bring with them a wealth of practical industry expertise and specialist knowledge, many of them with multiple professional qualifications.

Last year we trained over 205,000 delegates across the UK and Ireland, but we treat each delegate as an individual, recognizing their own unique learning objectives.

No matter where you are on your journey towards embedding excellence, we hope you choose BSI to take care of your learning needs.

## New for 2021

BSI qualifications - put a mark of trust on your skills.

At BSI we want to help you enhance your professional profile and increase the opportunity for career development. By becoming a qualified auditor you will develop skills by understanding process improvement tools, demonstrating to your employer and clients that you can identify opportunities for improvement.

Our learning pathway will validate your learning with examinable results, earning you industry recognized auditor qualification badges at each stage of the journey.

## Enterprise training solutions – build a resilient culture

Working directly in partnership with you, we identify all your training needs and deliver a long-term organizational competency training programme to meet your strategic objectives.

Together we will identify skills and knowledge gaps within your organization to develop a personalised training solution, helping make your organization more resilient in the process.

We will focus on ensuring you achieve your training business needs – now and in the future.

# Why train with BSI?

Great businesses rely on great people. Research shows that when an organization invests in training and development, they reap real rewards:

## Why training is important

### 83%
of people feel that staff are the key to maintaining a competitive edge*

### 45%
percent of staff say they'd feel more motivated if their organization invested in skills training*

### x2.5
Businesses are 2.5 times more likely to fail if they don't train their staff*

## Turn our experience into your expertise

We've shaped the world's most adopted standards including ISO 9001, ISO 14001

### 90%
of our delegates score our tutors 9 or 10 out of 10

### 84%
of the FTSE 100 have done business with BSI

### 205,000
Last year we trained 205,000 people, from SMEs to global organizations

### 232,000
BSI spend over 230,000 days with clients in a year, so we know what businesses want and understand their needs

### 250
Our tutors have 250 years experience working with management systems between them

* Source: City of Bristol Benefits of Training article

# BSI Training Academy

## Why train with BSI?

We are the UK's largest training and certification body, who have helped shape many of the world's leading standards from ISO 9001 to ISO/IEC 27001.

We take the time to understand your company's learning needs to develop training solutions that satisfy your business objectives.



## Our approach – accelerated learning

Our accelerated learning approach is proven to fast-track learning and improve knowledge retention.

You'll participate in activity-based learning and have the opportunity to share your learning experience with peers from other companies which will help embed your learning.

## Expert tutors

Our tutors are recognized as experts in their field, offering a world-class learning experience that our delegates rate as first class.

They are trained to understand and meet your different learning needs, have years of practical industry experience, as well as deep subject matter knowledge.

## Your BSI certificate

On successful completion, you'll receive a certificate that's recognized worldwide.

A BSI Training Academy certificate is a mark of expertise, quality and integrity.

# Types of training

BSI offers training in many different formats:

## Live online training

With BSI's 'live' online training, you can take the same high-quality classroom course with the same expert tutor, simply delivered in a virtual environment, regardless of where you're located.

You can even book a course that's dedicated to your organization, so a group of you can all train at the same time – from anywhere.

## Classroom training

Our public training courses take place in 16 convenient locations across the UK and Ireland.

Attendees are away from office distractions and benefit from interacting and networking with people from other organizations.

## In-house training

An in-house training course is one held at your premises and is open only to your employees Training in-house eliminates travel expenses and additional time away from the office. It also keeps your content and discussions confidential.

We also offer training via distance learning and e-learning, to suit your individual needs:

**Distance learning**

Allows you to study at your own pace and whenever is convenient to you.

It's cost effective and puts you in control of your learning.

**E-learning**

If you're looking to increase your knowledge through computer-based learning, you'll soon be able to access our e-learning training portfolio.

If you think you may need training in a different format then please contact us to discuss what alternative options we have available.

# Recommended learning pathway

## 01
## Understand

**Requirements courses:**

**Who should attend?**
Ideal for new starters or if you need a "refresher".

**What will I learn?**
An overview of your management system and the requirements of the associated ISO standard.

Please note: our course fees do not include a copy of the ISO standard.

Even at this introductory level, you'll need to have a good working knowledge of the ISO standard you're training for, so it's a good idea to do pre-course preparation if you need to brush up on your understanding.

## 02
## Implement

**Implementation courses:**

**Who should attend?**
Those responsible for implementing or have recently taken responsibility for a management team.

**What will I learn?**
The requirements of a standard in the context of your company and how to take the lead in planning implementation.

## 03
## Prove it's working

**Internal Auditor courses:**

**Who should attend?**
Those tasked with conducting internal audits or monitoring their management system's performance.

**What will I learn?**
How to be better equipped to maintain compliance and how to manage and improve risks to your management team.

**Lead Auditor courses:**

**Who should attend?**
Those tasked with conducting and leading management system audits

**What will I learn?**
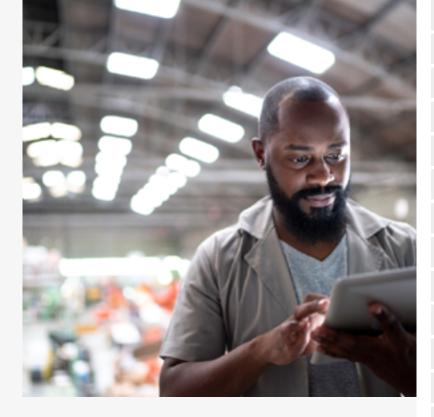Gain the ability and confidence to conduct and lead effective audits, and learn how to manage audit teams and processes.

## 04
## Make excellence a habit

**Enhance your skills and improve your business processes**

Go beyond the management system by taking courses that help to hone your skills – from process improvement to root cause analysis, and from problem solving to soft skills.

# Why choose in-house training?

Our courses can be delivered in-house at a location of your choice. This ensures that your people learn best practices suited to your own organization.

Our in-house courses are led by experienced tutors who are skilled in both their subject matter and in the most effective ways for delegates to learn.

Request a quote by visiting our website
bsigroup.com/inhouse-training
or email us at bsi.me@bsigroup.com

## Choose in-house training if you want:

- to train a group of people
- the training structured to the needs of your organization
- to reduce the level of risk to proprietary and confidential information
- to save money on travel and accommodation
- to save money if training larger numbers of training delegates.

## Some of the things our delegates have said in the past year

"**I am very happy with the training techniques of the tutor where underlying theoretical principles are accompanied with practical experience based examples which gives a higher value to my overall understanding of the topic.**"
**Veronika Jacekova - Deputy Manager Climate Change and Sustainability**

"**It is my pleasure to extend my sincere thanks and appreciation on the training course. It was a very useful course for me and my colleagues and we benefited greatly in business continuity. And I would like to thank the tutor for his excellent delivery of the course. Looking forward to another cooperation.**"
**AISHA AHMED AL SERAIDI - Head of Business Continuity Team**

# A qualification from BSI

A qualification from BSI will demonstrate to your employer and customers that your knowledge has been validated.

We've helped shape and develop many of the world's leading standards. Our expert knowledge means that when you train with us, you benefit from this expertise – and with a BSI qualification, you can prove this.

An auditor qualification is available for any standard where we offer online exams.

## Auditor qualification

By first understanding the requirements of the standard, you can then opt for an internal or lead auditor route, depending on whether you'll be leading a team of auditors. After completing your standards-specific auditing course, you can attend our two process improvement training modules. These are our practitioner and auditor courses which help to identify opportunities and gain an industry-recognized badge of distinction: BSI Auditor Practitioner and BSI Auditor Professional. Completing our online exams after each stage of the qualification will validate your learning. The final stage, for those who'd like to go the extra mile, is to submit post-course evidence to become a BSI Certified Auditor Professional.

## Online exams

BSI courses now come with an added bonus – you can opt to have your learning validated against assessment criteria including an end-of-course examination. The opportunity to gain a Certificate of Achievement allows you to not only validate your skills and expertise but improve your professional profile and employability.

## BSI Diploma in Quality Management Systems

Ideal if you're involved at a strategic or operational level in implementing a quality management system, this distance learning qualification comprises 11 modules of study covering ISO 9001, the application of quality management principles and the process of system implementation.

# BSI qualifications

In today's competitive world, your employer and your customers need to know that you're capable of doing the best job. It's more important than ever to show that you have the right, trusted credentials.

By successfully completing a combination of courses and assessments, you'll earn a BSI qualification and the right to use a BSI Mark of Trust. You can then apply to have your professional qualification certified – validating the practical application of your learning and your continuing professional development within your industry.

## Internal Auditor



## Lead Auditor



## BIM Project Information Pathway



## BIM Asset Information Pathway

# Distance learning

## BSI Diploma in Quality Management Systems

Ideal if you're involved at a strategic or operational level in implementing a quality management system, this distance learning qualification comprises 11 modules of study covering ISO 9001, the application of quality management principles and the process of system implementation.

## Who should attend?

This distance learning quality management training course has been designed for everyone that would benefit from a broad understanding of what ISO 9001 is, how it will impact on their role and the benefits that should be seen from adopting its principles.

## How will I benefit?

- Enhance your career development

- Contributes towards CPD

- Achieve a professionally recognized BSI qualification

- Help your organization improve its performance and customer satisfaction

- Provides an introduction into quality management systems

- Feedback from BSI's expert tutors

NOOR AHMED AL-HAMDAN
Environmental Technical Analyst

"The course is condensed, but well planned and executed by the tutor. His teaching style gives the confidence to practice the studying material and implement it outside the classroom. I would highly recommend this course to my colleagues."

# Quality Management

ISO 9001:2015

Our ISO 9001 training will provide you with an awareness of quality management systems, tools and techniques for implementation and how to audit against the requirements of the standard. Having an internationally recognized Quality Management System (QMS) allows you to enhance organizational performance, increase customer satisfaction and gain a competitive edge.

## ISO 9001:2015

### ISO 9001:2015 Requirements

This course will give you a thorough understanding of the history and development of ISO 9001:2015, key terms, definitions and the ISO standardized high level structure. You'll learn to interpret and apply the key concepts and principles of the standard to existing processes within your organization.

Duration 1 day

### ISO 9001:2015 Implementation

Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 9001:2015. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your QMS and achieve continual quality improvement.

Duration 2 days

" I found the course very useful and it was led by a very knowledgeable tutor. I have been involved with the BSI for the past 10 years and they are truly the benchmark for not just the accreditation but also for the delivery of service." Recent ISO 9001 BSI Training Delegate

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

### ISO 9001:2015 Lead Implementer

TThis course combines the ISO 9001 Requirements and Implementing courses, with an additional focus on leadership and management, followed by an exam. This will provide you with an in depth understanding of the standard; the best practice methods to implement the standard within your organization and ensuring itseffectiveness by teaching soft skills such as leadership, management, effective delegation, problem solving and motivation.

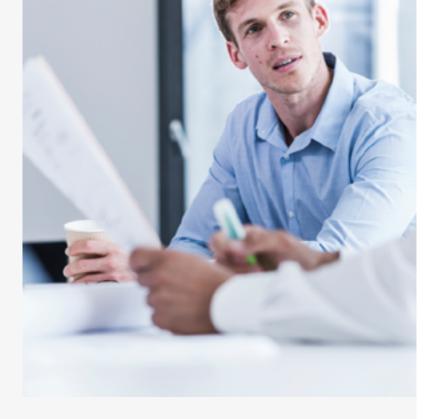Duration 5 days

### ISO 9001:2015 Internal Auditor

Optimize your auditing skills with the internationally recognized ISO 9001:2015 and boost your internal auditing capabilities. Gain confidence in planning and performing an effective audit, as well as reporting and taking corrective action where necessary.

Duration 2 days

### ISO 9001:2015 CQI and IRCA Certified Lead Auditor (PR328)

This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of a quality management system (QMS) based on ISO 9001:2015 and related standards to drive continuous improvement and aid the achievement of sustained success in performance.

Duration 5 days

### ISO 9001:2015 Masterclass

This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of a quality management system (QMS) based on ISO 9001:2015 and related standards to drive continuous improvement and aid the achievement of sustained success in performance.

Duration 5 days

# Occupational Health and Safety

ISO 45001:2018

Whatever the size or nature of your organization, quality occupational health and safety training is vital to success — first-class internal processes are reflected in quality customer service delivery. Work with us to gain ISO 45001 qualifications and gain the confidence and competencies to eliminate occupational and health risks to all stakeholders.

## ISO 45001:2018

### ISO 45001:2018 Requirements

Identify the structure and requirements of an effective management system, and what this means for you. Gain a thorough understanding of the history and what this means for you. Gain a thorough understanding of the history and development of ISO 45001, key terms, definitions, and the ISO standardized high level structure. You'll learn to interpret and apply the key concepts and principles of the standard to existing processes within your organization.

Duration 1 day

### ISO 45001:2018 Implementation

Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 45001. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation and monitor your OH&S MS.

Duration 2 days

## ISO 45001:2018 Lead Implementer

This course combines our ISO 45001 Requirements and Implementation courses, with additional content on leadership, finishing with an examination. This will provide you with the necessary skills and tools to lead the implementation of an Occupational Health and Safety Management System.

Duration 5 days

## ISO 45001:2018 Internal Auditor

An internal audit is an essential element to an effective OH&S MS, and by attending this course you will benefit by learning and developing the skills to help improve your organization's OH&S performance. You'll develop the necessary skills to assess and report on the conformance and implementation of processes based on ISO 45001. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

Duration 2 days

## ISO 45001:2018 CQI and IRCA Certified Lead Auditor (PR357)

This course combines our ISO 45001 Requirements and Implementation courses, with additional content on leadership, finishing with an examination. This will provide you with the necessary skills and tools to lead the implementation of an Occupational Health and Safety Management System.

Duration 5 days

## ISO 45001:2018 Masterclass

This course combines the Requirements and Internal Auditor courses together in a 3-day block. This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of an occupational health and safety management system (OH&S MS). It will cover topics such as risks and opportunities, OH&S risk assessment guideline for the applications of ISO 45001 and BS 45002-0, emergency preparedness and response including incident investigation, guidance on occupational ill health.

Duration 5 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

"I would like to thank BSI for proper organization of the online training session for ISO 45001:2018 Internal Auditor course. Also I extend my thanks to the tutor for professional presen-tation and valuable information besto-wed during the training course which will help us in preparation for transition from OHSAS 18001:2007 to ISO 45001:2018."
Mahmoud Sabry, Assistant Manager – Q.A. & Certification

## Migration training

### ISO 45001:2018 Migration

You should be familiar with the requirements of OHSAS 18001:2007 and will benefit from reading the ISO 45001 standard before attending the course. Learn about the new ISO high level structure and the envisaged differences between OHSAS 18001:2007 and ISO 45001:2018.

Duration 1 day
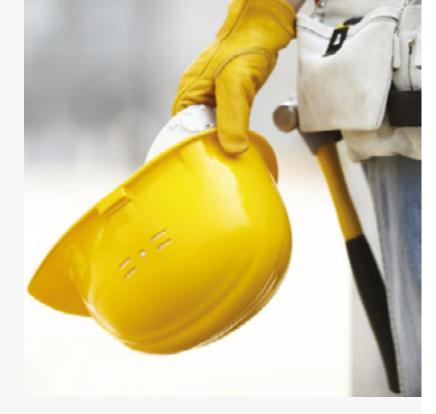
### ISO 45001:2018 Implementing Changes

Are you an OHSAS 18001:2007 Internal or Lead Auditor who wants to develop the expertise to audit an ISO 45001 Occupational Health and Safety Management System (OH&S)? This course will focus on auditing activities so you learn to apply this practically in order to build your ISO 45001 auditing skill.

Duration 2 days

### ISO 45001:2018 CQI and IRCA Certified Auditor Migration (PT250)

You should already be familiar with the differences in requirements between OHSAS 18001:2007 and ISO 45001 by attending our ISO 45001 Migration course. Discover how to implement the key envisaged requirement differences between OHSAS 18001:2007 and ISO 45001:2018 and develop a migration action plan.

Duration 2 days

# Information Security

ISO/IEC 27001:2013

Today, in this highly interconnected world, protecting information is increasingly important. Organizations need to ensure they secure personal records and commercially sensitive information from business risk and vulnerabilities. With our range of information security training courses we can help you get the knowledge and skills you need to build resilience around your information security management.

Our ISO/IEC 27001:2013 training courses follow a structure to help you familiarize yourself with the standard, understand how to implement an ISMS, and how to audit it.

## ISO/IEC 27001:2013

### ISO/IEC 27001:2013 Requirements

This course provides an excellent introduction to the standard and the importance of information security. Our expert tutors will explain the requirements of

ISO/IEC 27001:2013 to help you understand how it could apply to your organization and the potential benefits of adopting it.

Duration 1 day

### ISO/IEC 27001:2013 Implementation

You should already have a good understanding of the requirements of the current standard. Our tutors will tap into your knowledge to develop your skill and understanding of the practicalities involved when setting up a typical management system framework that conforms with ISO/IEC 27001:2013.

Duration 3 days

## ISO/IEC 27001:2013 Lead Implementer

We'll teach you how to set up an ISMS that conforms to ISO/IEC 27001:2013 in an organization. You'll focus on developing your project management ability to lead a team with the implementation of an ISMS in your business.

Duration 5 days

## ISO/IEC 27001:2013 Internal Auditor

You'll learn how to plan, execute and report on an audit of an ISMS in an organization assessing its conformance with ISO/IEC 27001:2013. You should already have a good understanding of the requirements of the current standard, and our tutors will expand on your existing knowledge to help you develop the specialized skill and expertise to conduct an internal audit.

Duration 2 days

## ISO/IEC 27001:2013 CQI and IRCA Certified Lead Auditor (PR320)

You'll learn how to plan, execute and report on an audit of an ISMS in an organization assessing its conformance with ISO/IEC 27001:2013. You should already have a good understanding of the requirements of the current standard, and our tutors will expand on your existing knowledge to help you develop the specialized skill and expertise to conduct an internal audit.

Duration 5 days

## ISO/IEC 27001:2013 Masterclass

This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of an information security management system (ISMS) based on ISO/IEC 27001:2013 and related standards in the 27000 series. You'll have the chance to critically appraise processes, hands-on, and take away sound knowledge of ISO 27001, the ISMS framework, and how best to apply this.

Duration 5 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

# Data Protection

The rapidly increasing volumes of data is putting  pressure on organizations to govern information effectively. With expert training, you'll learn how to establish a framework and understand the importance of forensic capabilities – enabling you to identify where a breach might occur and how to recognise if data was compromised.

## ISO/IEC 27701:2019

### ISO/IEC 27701:2019 Requirements

Understand how ISO/IEC 27701 can extend your ISO/IEC 27001 information security management system (ISMS) to include requirements for protecting personally identifiable information (PII) and provide a framework for a privacy information management system (PIMS).

Duration 1 day

### ISO/IEC 27701:2019 Implementation

This course will help you to provide a typical framework for extending your ISO/IEC 27001 information security management system (ISMS) including the more specific requirements and guidance for protecting your organization's personally identifiable information (PII), together constituting a privacy information management system (PIMS).

Duration 2 days

**ISO/IEC 27701:2019 Internal Auditor**

As a qualified auditor, learn to effectively audit the policies, processes and procedures that your organization has implemented in order to meet the requirements of ISO/IEC 27701:2019, and as defined in your organization's privacy information management system (PIMS).

Duration 1 day

## ISO/IEC 27002:2013

**ISO/IEC 27002:2013 Information Security Controls Implementation**

This course aims to assist organizations to implement commonly accepted information security controls, either as part of an ISO/IEC 27001 information security management system (ISMS) or as a standalone activity through the use of ISO/IEC 27002. During this course, you'll get a clear and practical guidance on implementing the controls from ISO/IEC 27001:2013 and other relevant management practice guidance.

Duration 3 days

## ISO/IEC 27005:2018

**ISO/IEC 27005:2018 Lead Risk Manager**

This course aims to provide you with clear and practical guidance on the framework and steps involved to identify, analyse and manage information security risks. It will help you to review your existing risk treatments and controls, and ensure they are appropriate to manage and reduce the identified risks.

Duration 2 days

## ISO/IEC 27032:2012

**ISO/IEC 27032:2012 Guidelines for Cybersecurity**

This course aims to ensure that you understand the information security risks when operating in the cyberspace, along with the common controls and techniques designed to help prevent and manage those risks appropriately and effectively.

Duration 2 days

# Cybersecurity and Information Resilience

With our wealth of practical expertise in the fields of information security, data protection, privacy management and cloud security, our training can help you both enhance your career and build information resilience within your organization. Take advantage of our subject matter experts and thought leaders as they train, guide and prepare you to become certified in these specialized areas.

## General Data Protection Regulation

### GDPR Foundations

Build an understanding of the current data protection legislation and underlying principles. Get the knowledge of the updated concepts and principles used in the new GDPR and to gain an appreciation of how the new GDPR rules will apply to your organization.

Duration 1 day

### GDPR Implementation

You'll get practical guidance on integrating requirements into current practices where appropriate as well as learn ways to ensure that suitable levels of protection are applied to fulfil compliance requirements, which can often reduce costs. You'll learn what evidence and reporting is required by the regulation, as well as how to align this with your existing governance processes to ensure that GDPR compliance is maintained as part of business as usual.

Duration 2 days

With predictions that more than $1 trillion in IT spending will be directly or indirectly affected by the shift to cloud during the next five years, cloud computing isn't something that organizations can ignore. There are still concerns over using cloud services and the best approach for adoption. That's where we can help. Our Cloud Security training courses can help you to understand the key drivers and help select the best practice approaches that suit your organization and build greater resilience when working with the cloud.

### GDPR Auditor

Our one day GDPR compliance training will give you the confidence to plan and perform an effective audit, as well as report and take corrective action where necessary. You'll gain an overview on how to assess, maintain and audit your organization's compliance with the GDPR requirements.

Duration 2 days

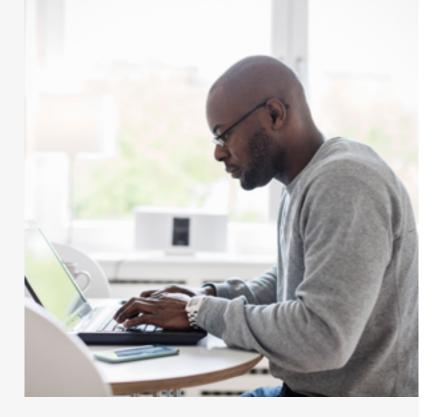### Internet of Things Fundamentals

Build an understanding of IoT technologies and each of the elements that compose their ecosystem, so you can identify the main IoT system components and understand how they interact. Plus you'll get an overview into the interoperability challenges, cybersecurity threats and where IoT can provide the greatest benefits.

Duration 1 day

### ISO/IEC 27018:2019 Protecting Personally Identifiable Information (PII) in Public Clouds

This course is aimed at assisting cloud service providers and their customers understand the additional guidance and controls contained within ISO/IEC 27018.  The additional controls will enable providers and their customers to comply with any applicable legislation and regulations and better protect information when processing PII in the Cloud.

.Duration 1 day

# Business Continuity

ISO 22301:2019

The impact of disasters on business can be substantial, regardless of the size of your organization. ISO 22301, the standard for Business Continuity, is suitable for complex, global organizations — but it's just as relevant for smaller organizations too. ISO 22301 provides an international best practice framework for identifying potential threats, evaluating their impact and developing capability to minimize the impact of disruption.

## ISO 22301:2019

### ISO 22301:2019 Requirements

Understand effective business continuity management in an organization by providing a systematic approach to achieving its operation and continual improvement. An ISO 22301 framework can help you operate and maintain processes, capabilities and response structures for ensuring the organization will survive disruptions and provide assurance to your stakeholders.

Duration 1 day

### ISO 22301:2019 Implementation

ISO 22301 will provide a framework for maintaining and improving compliance with business continuity requirements and good practice. Learn how to establish a business continuity management system within your organization, clarifying roles and responsibilities during disruption. You'll identify and protect business critical functions, building resilience and capability to continue operating during unexpected events.

Duration 2 days
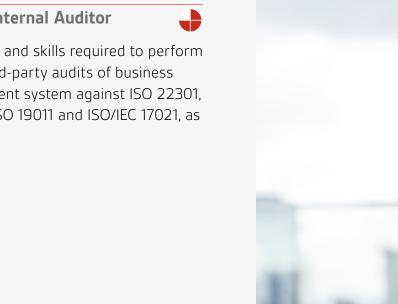
## ISO 22301:2019 Lead Implementer

This course is our 3 day implementation course with additional content on leadership, finishing with an examination. This will provide you with the necessary skills and tools to lead the implementation of a Business Continuity Management System.

Duration 5 days

## ISO 22301:2019 Internal Auditor

Learn the knowledge and skills required to perform first, second and third-party audits of business continuity management system against ISO 22301, in accordance with ISO 19011 and ISO/IEC 17021, as applicable..

Duration 2 days



## ISO 22301:2019 CQI and IRCA Certified Lead Auditor (PR311)

You will gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group activities and open forum discussions. Experienced BSI tutors will guide delegates through the entire audit process; from initiation to conducting audit follow-up.

Duration 5 days
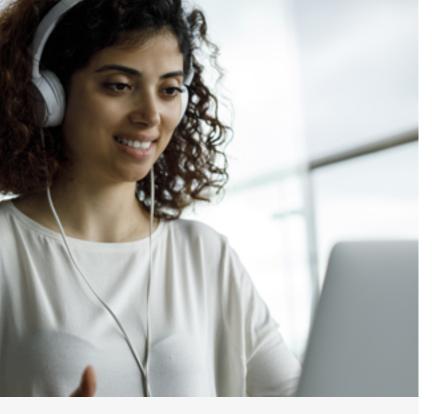
## ISO 22301:2019 Masterclass

Learn the knowledge and skills required to perform This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of a business continuity management system (BCMS), based on ISO 22301:2019 and related standards in the 22300 series..

Duration 5 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

"I would like to thank you all for this great BCMS Lead Implementer training with such a great trainer and great participants. Our Tutor ensured the delivery of this online training was much better than the classroom mode and he used many Training of Trainer techniques with highly personalized communication."
Mounire Benhima Eng, M. Eng, Managing Business Architect and Performance Consultant

## Business Continuity Plans (BCP) Principles and Practices

Gain the understanding of the principles and practices of Business Continuity Plans, identify where they are applicable and where they are not. You will have the skills to construct a BCP that's relevant to your situation.

Duration 1 day

## Business Impact Analysis (BIA)

Learn the principles and practices of Business Impact Analysis and apply these in order to inform organizations regarding resilience and recovery strategies.

Duration 1 day

## Crisis Management

Learn the principles and practices of incident and crisis management. Delegates will learn how to develop and manage relevant incident and crisis management response(s).

Duration 1 day

# Environmental Management

ISO 14001:2015

Environmental management is no longer a moral choice but a business necessity. An ISO 14001:2015 Environmental Management System helps you drive sustainable growth, stimulate innovation and gain access to new markets.

## ISO 14001:2015

### ISO 14001:2015 Requirements

Obtain a detailed understanding of the key terms, definitions and requirements of ISO 14001:2015 Environmental Management System (EMS) and how the standard can help your organization to better meet its environmental obligations and commitments.

Duration 1 day

### ISO 14001:2015 Implementation

Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 14001:2015. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your EMS and achieve continual environmental improvement.

Duration 2 days

## ISO 14001:2015 Lead Implementer

This course combines the Requirements and Implementing courses with an additional focus on leadership and management, followed by an exam. This will provide you with an in depth understanding of the standard. We'll teach you the best practice methods to implement the standard within your organization and show you how to ensure its effectiveness using management skills such as leadership, effective delegation, problem solving and motivation.

Duration 5 days

## ISO 14001:2015 CQI and IRCA Certified Lead Auditor (PR315)

Gain the confidence to effectively audit an EMS in accordance with internationally recognized best practice techniques. Demonstrate your commitment to a sustainable model by transforming auditor knowledge and skills to ISO 14001:2015. Consolidate your expertise with the latest developments and contribute to the continual improvement of your organization.

Duration 5 days

## ISO 14001:2015 Internal Auditor

Optimize your auditing skills in line with the internationally recognized ISO 14001:2015 and boost your internal audit capabilities. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

Duration 2 days

## ISO 14001:2015 Masterclass

Gain in-depth insights enabling you to implement, maintain and improve the more challenging technical aspects of an environmental management system (EMS) based on ISO 14001:2015 and related standards in the 14000 series.

Duration 5 days

## Environmental Management Systems (EMS) Deep Dive  (ISO 14001:2015)

Get the most out of your Environmental Management System (EMS) by gaining an in-depth understanding of 4 critical areas of ISO 14001:2015. This 2-day course explores the topics of Lifecycle Perspective, Risks and Opportunities, External Provision and Leadership within the content of the organization in order to develop your ability to tackle them successfully.

Duration 2 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

## NEW ISO 14001:2015 training courses

**Environmental Management Systems (EMS) Considering environmental conditions capable of affecting an organization  (ISO 14001:2015)**

Duration 0.5 day

**Environmental Management Systems (EMS) Life Cycle Perspective  (ISO 14001:2015**

Duration 0.5 day

**Environmental Management Systems (EMS) Risks and Opportunities  (ISO 14001:2015)**

Duration 0.5 day

# Laboratory Accreditation

ISO/IEC 17025:2017

Laboratory accreditation confirms that you have the correct quality systems in place to manage everything from administration to technical operations. We can help you demonstrate to customers, regulatory authorities and accreditation bodies that your laboratory complies with ISO/IEC 17025 requirements – starting with an introduction to laboratory accreditation, to implementing and auditing your own system to maintain compliance.

## ISO/IEC 17025:2017

### ISO/IEC 17025:2017 Introduction, Implementation and Internal Auditor

Learn everything you need to know about ISO/IEC 17025 Laboratory Accreditation. We'll take you through every stage of the certification journey on our ISO 17025 Introduction, Implementation and Internal Auditor training course.

Duration 5 days

### ISO/IEC 17025:2017 Auditor Team Leader

Get in-depth knowledge of the standard to lead your team towards ISO 17025 accreditation, and take on the role of auditor to maintain compliance.

Duration 5 days

# Risk Management

ISO 31000:2018

ISO 31000 is the international standard for risk management. By providing comprehensive principles and guidelines, this standard helps organizations with their risk analysis and risk assessments. Whether you work in a public, private or community enterprise, you can benefit from ISO 31000, because it applies to most business activities including planning, management operations and communication processes.  Whilst all organizations manage risk to some extent, the best-practice recommendations of this international standard were developed to improve management techniques and ensure safety and security in the workplace at all times.

## ISO 31000:2018

### ISO 31000:2018 Requirements

This course will enable you to understand risk management, learn about ISO 31000 and get the foundation you need to start managing your organization's risks effectively.

Duration 1 day

### ISO 31000:2018 Implementation

Gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 31000:2018. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, develop your risk management process, and achieve continual improvement.

Duration 2 days

## ISO 31000:2018 Masterclass

This masterclass will provide you with in-depth insight, enabling you to implement, maintain and improve the more challenging technical aspects of a risk management framework based on ISO 31000:2018 and risk assessment techniques based on ISO 31010:2019..

Duration 5 days

## ISO 31000:2018 Risk Manager

Learn to establish a robust information risk management framework allowing you to prioritize resources to address the issues which present a significant risk to your organization..

Duration 3 days

## ISO 31000:2018 Advanced Lead Risk Manager
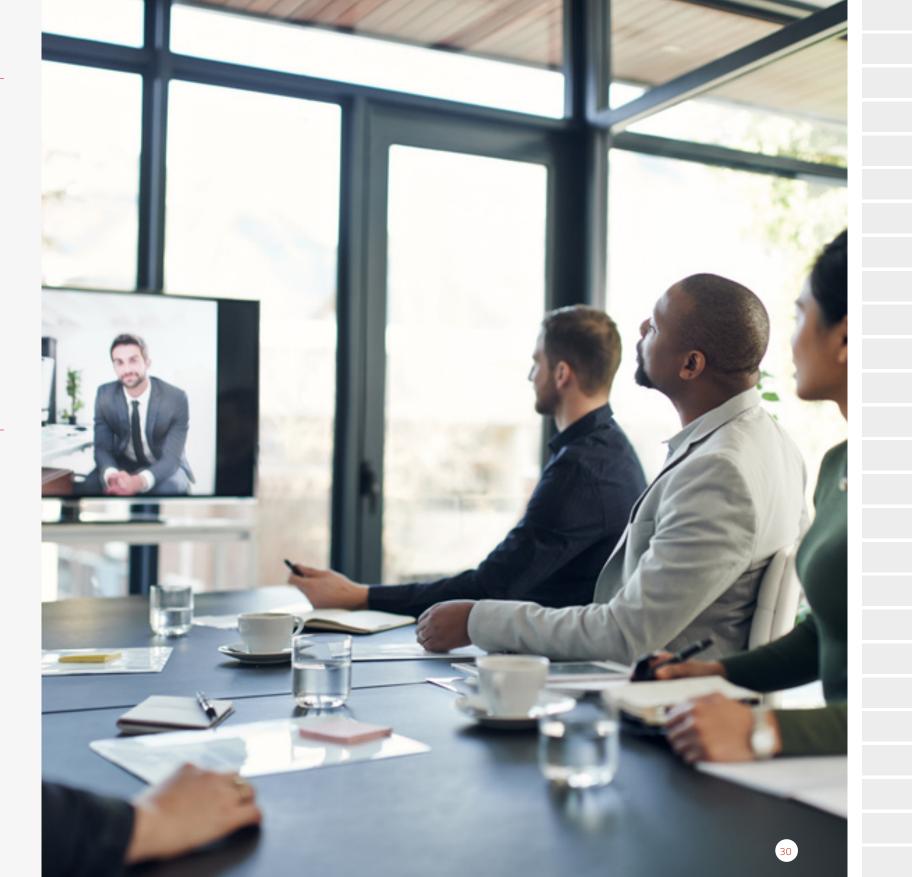
Gain knowledge on the principles, framework, risk management process and various risk assessment techniques. Through activities and workshops, delegates will gain skills on establishing, implementing and maintaining a risk management process.

Duration 5 days

## Certified Risk Professional (CRisP)

Build an understanding of how to lead a project to implement an integrated risk management framework in your organization based on the ISO 31000 standard and how it can be tailored to meet the risk management requirements of ISMS and BCM.

Duration 5 days

# Food Safety

ISO 22000:2018

The challenges facing the food industry are broad, including issues such as business continuity, food fraud and allergens to name a few. Training staff at all levels working in the food industry is increasingly crucial for business development and success.

We have a comprehensive range of courses to help you minimise risk and enable better performance to improve your food management systems.
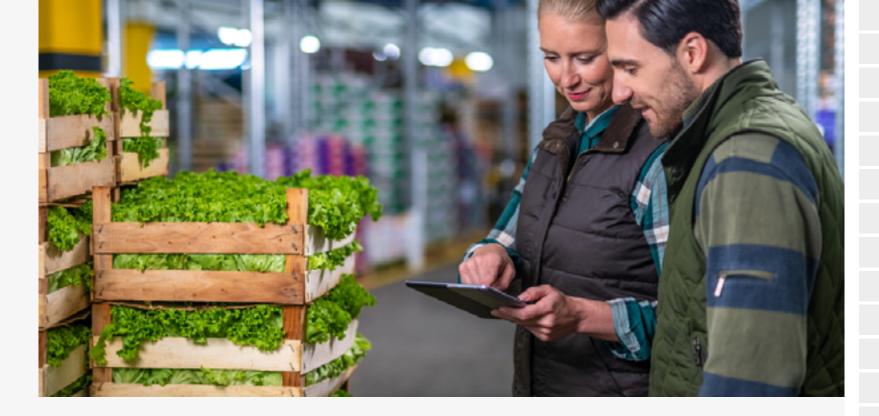
## ISO 22000:2018

### ISO 22000:2018 Requirements

Identify the structure and requirements of an effective management system, and what this means for you. Gain a thorough insight into food safety management systems and the key concepts and structure of ISO 22000, key terms, definitions and the ISO standardized high level structure.

Duration 1 day

### ISO 22000:2018 Implementation

In this course you will gain the required skills to conduct a base-line review of your organization's current position and implement the key principles of ISO 22000. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation and monitor your FSMS Plan.

Duration 2 days
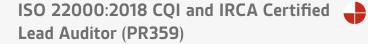
### ISO 22000:2018 Lead Implementer

This training combines our ISO 22000 requirements and implementation courses, with an additional 2 days of content with examination. This will provide you with: An in depth understanding of the standard; the best practice methods to implement the standard within your organization, and ensure its effectiveness by teaching you management skills such as leadership, effective delegation, problem solving and motivation.

Duration 5 days

### ISO 22000:2018 Internal Auditor

This course develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 22000. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports, and complete follow-up activities.

Duration 2 days

### ISO 22000:2018 CQI and IRCA Certified Lead Auditor (PR359)

Gain the knowledge and skills required to undertake and lead a successful food safety management systems audit; using a step-by-step approach, you'll be guided through the entire audit process from initiation to follow-up. Learn to describe the purpose of a ISO22000 audit and satisfy third party certification as well as grasp the key principles and practices of effective food safety management system audits in accordance with ISO 22000:2018.

Duration 5 days

# Energy Management

ISO 50001:2018

Effective energy management isn't just good for business, it's also becoming a requirement. And the best way to achieve it iswith ISO 50001. The international standard outlines energy management practices that are considered to be the best, globally. Energy management experts from more than 60 countries developed the standard and now we can help you tap into thatexpertise, every day, to help you save energy, cut costs and meet environmental requirements.

## ISO 50001:2018

### ISO 50001:2018 Requirements

Gain an understanding of effective energy management in an organization by providing a systematic approach to achieving continual improvement of energy performance.

Duration 1 day

### ISO 50001:2018 Implementation

Understand how to apply a range of tools and techniques to establish and implement an energy management system (EnMS) that can help your organization improve energy use, consumption and efficiency, by implementing the requirements of ISO 50001.

Duration 2 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.



### ISO 50001:2018 Lead Implementer

On completion of this training you will have the knowledge of ISO 50001 requirements and methods for its implementation, and the skills to effectively lead, manage and delegate activities to ensure the effective implementation of ISO 50001 within your organization.

Duration 5 days

### ISO 50001:2018 Internal Auditor

Get a guidance and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of an Energy Management System (EnMS).

Duration 2 days

### ISO 50001:2018 CQI and IRCA Certified Lead Auditor (PT366)

Gain the knowledge and practical skills required to perform first, second and third party audits of Energy Management System to the requirements of ISO 50001 standard.

Duration 5 days

# Integrated Management Systems

## ISO 9001:2015, ISO 45001:2018, ISO 14001:2015

An Integrated Management System enables organisations to align their processes and procedures into one complete framework that can help to deliver their objectives effectively and efficiently. With that in mind, we've developed a suite of training courses guiding you to meet all standard requirements (ISO 9001, ISO 45001, ISO 14001) with one set of policies and procedures, as well as the ability to audit more than one system at a time to save money and resources.

### Integrated Management

**Requirements**

Discover the benefits of streamlining and simplifying all their standards frameworks with ISO 9001, ISO 14001 and ISO 45001 to achieve greater transparency across your business.

Duration 2 days

**Implementation**

Learn to address the results of gap analysis of existing systems with the IMS, and the planning and execution to close those gaps.

Duration 3 days

**Internal Auditor**

Gain the skills and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of an Integrated Management System.

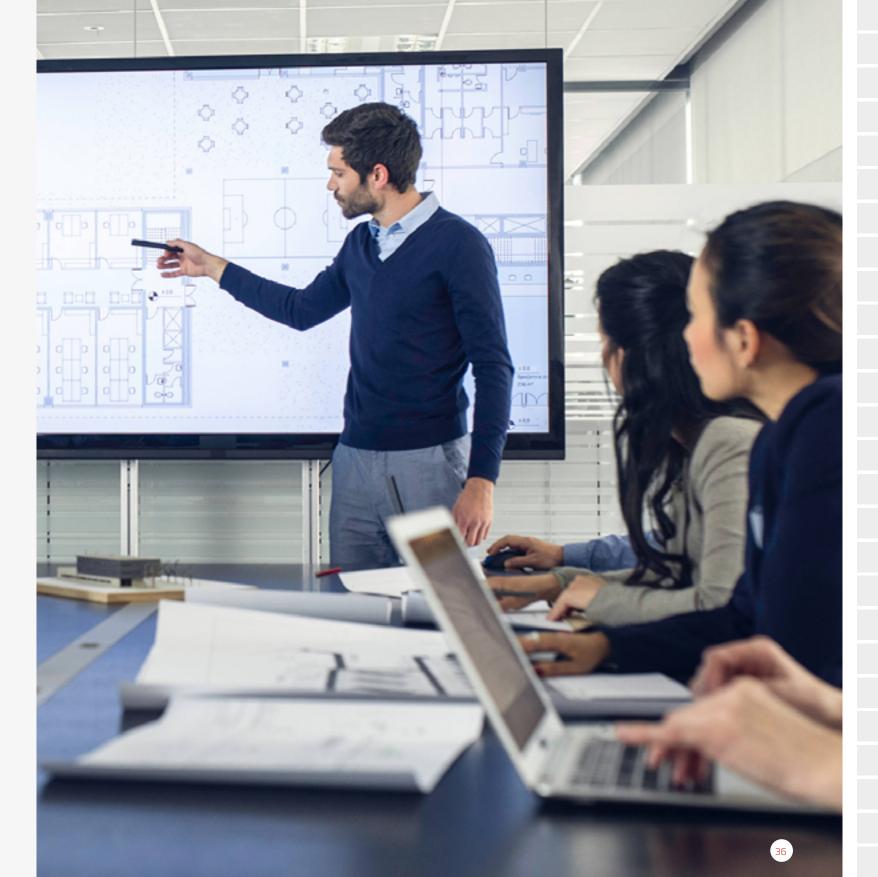Duration 3 days

**Strategic Approach to Risk-based Thinking**

Gain the skills and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of an Integrated Management System.
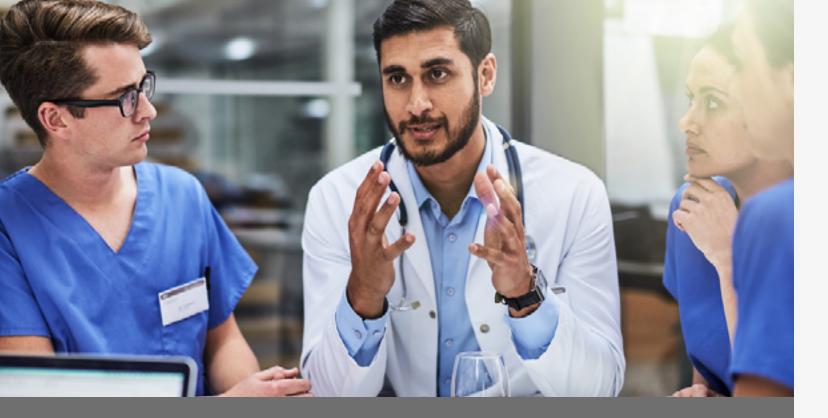
Duration 1 day

# Medical Devices

ISO 13485:2016

ISO 13485 is a quality management system accepted as the basis for CE marking of medical devices under European Directives. Having a deep understanding of this standard is vital for all designers, manufacturers and distributors of medical devices as it helps organisations to not only to meet the legal requirements but also to ensure consistency in quality of products and effectiveness of the management system. Our training courses were developed to allow you to gain the knowledge and skills to maintain and continuously improve your processes.

## ISO 13485:2016

### ISO 13485:2016 Requirements

This course has been designed to provide an insight into the use of ISO 13485:2016 as the basis for a quality management system implemented by medical device manufacturers.

Duration 1 day

### ISO 13485:2016 Implementation

This course has been designed to provide you with the knowledge and process steps to enable you to effectively implement a quality management system in line with the requirements for ISO 13485:2016. The course introduces the concepts needed to understand, develop and implement a quality management system.

Duration 2 days

## ISO 13485:2016 Internal Auditor

This intensive course is intended for medical device quality professionals aiming to build on their knowledge of ISO 13485:2016 and evaluate the effectiveness of the quality management system in their organization.

Duration 2 days

## Medical Device Regulation (MDR) for CE Marking (MDR) for CE Marking

**Requirements and Implementation**

Learn about the key requirements, concepts, and the overall process for CE marking under the Medical Devices Regulation (MDR). You'll also discover the best practice for assembling Technical Documentation and QMS when placing Medical Devices (MD) on the European Union market, review the requirements of, and relationship between, the legal manufacturer, subcontractors/suppliers, notified bodies, and economic operators according to their obligations by MDR.

Duration 4 days

## ISO 13485:2016 IRCA Certified Lead Auditor (PR350)

Learn the key principles and practices of effective quality management system audits in accordance with ISO 13485:2016 and ISO 19011, "Guidelines for auditing management systems". Participants will gain the knowledge and skills to plan, conduct, report and follow up a QMS audit that establishes conformity and enhances overall organizational performance.

Duration 5 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

# Building Information Modelling

ISO 19650 and PAS 1192

Building Information Modelling is about ensuring teams have the relevant knowledge and capabilities to achieve best practice. All our courses are aligned to the Government's definition of BIM Level 2 and you'll learn how to effectively manage information across all stages of your construction projects.

## ISO 19650 and PAS 1192

### BIM Strategic Understanding

Build a strategic understanding of the business case and other benefits of BIM to your organization, clients/stakeholders and supply chains. You will learn the importance of establishing clear purposes/use cases for BIM and enacting these through clear processes and information requirements.

Duration 0.5 day

### BIM Strategic Introduction

Gain an understanding of the business case and other benefits of BIM to your organization, clients/stakeholders and supply chains, and the encapsulation of these ideas in standards and best practice. You will be able to develop detailed implementation plans.

Duration 1 day

# BIM Masterclasses

### BIM ISO 19650 Part 2: Project Delivery*

For anyone implementing BIM on projects - clients, information managers and team leaders – you'll develop a detailed understanding of ISO 19650-2. Learn how information requirements and information delivery plans are developed, and the different functions and tasks involved in projects, including UK BIM implementation.

Duration 1 day

### BIM BS 1192 Part 4: Handover Information Exchange*

Obtain the benefits of the UK use of COBie as the digital information exchange between design/supply chain and the client/operator. You'll be introduced to BS 1192, collaborative working, along with the importance of clear Asset Information Requirements and a checkable digital Plan of Work.

Duration 1 day

### BIM PAS 1192 Part 6: Health and Safety*

This course will help you obtain the benefits of structured health and safety information and its digital information exchange amongst design/supply chain and the client/operator.

Duration 1 day

### BIM PAS 1192 Part 3: Asset Management*

Learn how information requirements are developed.

Duration 1 day

### BIM PAS 1192 Part 5: Security and BIM*

This course will help you engage with the security implications arising from BIM Levels 1 and 2. The course will guide you through the contents of PAS 1192-5 and how security impacts their roles (client, asset owner, designer, contractor, facilities manager, etc.).

Duration 1 day

Follow our BSI BIM Qualification pathway and you can achieve Practitioner or Professional status in Asset information or Project Management.

# Service Management

ISO/IEC 20000-1:2018

ISO/IEC 20000-1 is ideal for any service provider, large or small, who wants to provide assurance in the quality of the services they deliver. It's commonly used for IT services, facilities management and business services to help ensure effective and resilient services in today's changing service delivery environment. Internationally recognized, ISO/IEC 20000-1 is the best practice framework for a service management system that helps you to provide a consistent, reliable service.

## ISO/IEC 20000-1:2018

### ISO/IEC 20000-1:2018 Requirements

You'll learn about the ISO/IEC 20000-1 requirements and how to interpret and apply the key concepts and principles of the standard to existing processes within your organization.
This course will help anyone involved in defining, planning, auditing, implementing or managing a service management system (SMS) based on ISO/IEC 20000-1:2018.

Duration 1 day

### ISO/IEC 20000-1:2018 Implementation

By attending this course you'll discover how to implement an SMS based on ISO/IEC 20000-1:2018. Using a step-by-step approach with the aid of a toolkit, you'll learn how to develop an implementation plan, create necessary documentation and implement your SMS. You'll follow a typical framework for implementing an SMS based on ISO/IEC 20000-1:2018.

Duration 2 days

### ISO/IEC 20000-1:2018 Lead Implementer

This course combines the ISO/IEC 20000-1:2018 Requirements and Implementing courses, with an additional focus on leadership and management, followed by an exam. This will provide you with an in depth understanding of the standard; the best practice methods to implement the standard within your organization and ensuring its effectiveness by teaching soft skills such as leadership, management, effective delegation, problem solving and motivation.

Duration 5 days

### ISO/IEC 20000-1:2018 Internal Auditor

An internal audit is an essential element of an effective SMS, and by attending this course you'll develop the auditing skills to help improve your organization's SMS performance. You'll learn how to assess and report on the conformity and effectiveness of an SMS based on ISO/IEC 20000-1:2018. You'll also gain the skills to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

Duration 2 days

### ISO/IEC 20000-1:2018 CQI and IRCA Certified Lead Auditor (PR367)

Using a step-by-step approach, you'll be guided through the entire audit process from initiation to follow-up in accordance with ISO 19011. You'll gain the knowledge and skills to undertake and effectively lead a successful service management systems audit and drive improvement. You'll sit a 2 hour exam to test your knowledge and understanding.
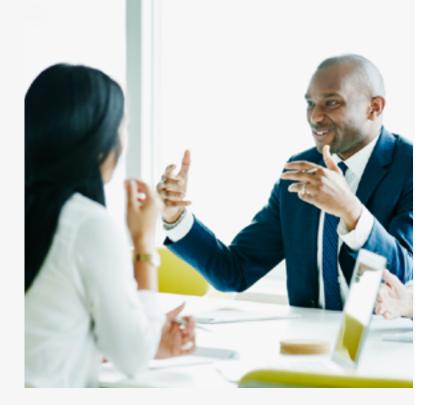
Duration 5 days

To become a qualified Internal or Lead Auditor, you can follow our BSI Auditor Qualification pathway.

# Facilities Management

## ISO 41001:2018

In a globally-competitive environment, Facility Management (FM) organizations and providers need to communicate among themselves and with interested parties using common principles, concepts and terms, including the assessment and measurement of performance. The adoption of a facility management system (FMS) is intended to enable an organization to improve its FM performance and to manage its FM risks. Delivery of practical and precise FM raises the standard of care and increase levels of quality, thereby stimulating organizational maturity and competition.

## ISO 41001:2018

### ISO 41001:2018 Requirements

This training course provides the basis for a common interpretation and understanding of facility management systems and the ways in which it can benefit organizations of all kinds. Obtain detailed knowledge of the key terms, definitions and requirements of ISO 41001:2018 and find out how the standard can help your organization to better assess and measure facility management.
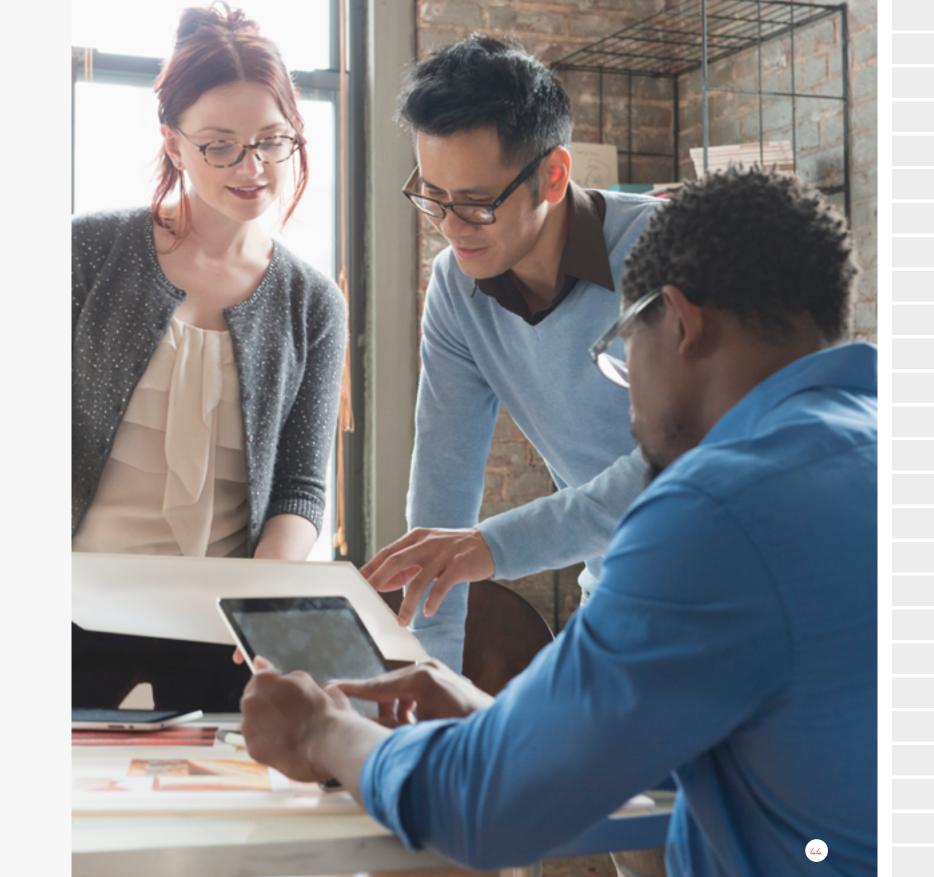
Duration 1 day

### ISO 41001:2018 Implementation

This course will equip you with the required skills to conduct a baseline review of your organization's current position and implement the key principles of ISO 41001. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation and monitor your FMS. You'll follow a typical framework for implementing an FMS based on ISO 41001:2018.

Duration 2 days

## ISO 41001:2018 Internal Auditor

An internal audit is an essential element to an effective FMS, and by attending this course you will benefit by learning and developing the skills to help improve your organization's FM performance. This course develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 41001. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports, and complete follow-up activities.

Duration 2 days

# Anti-Bribery

ISO 37001:2016

ISO 37001 is the international standard designed to help organizations implement an anti-bribery management system. It specifies a series of measures your organization can implement to help prevent, detect and address bribery. Designed to be integrated into your organization's existing management processes and controls, ISO 37001 also follows the common ISO structure for management system standards, for easy integration with ISO 9001 for example.

## ISO 37001:2016

### ISO 37001:2016 Requirements

This course introduces the concepts of anti-bribery, explains the benefits of an ABMS and the key requirements and context of ISO 37001:2016. It's applicable to all organizations including the public, private and voluntary / not-for-profit sectors.

Duration 1 day

### ISO 37001:2016 Implementation

This course will guide you through the implementation of an ISO 37001 ABMS using a combination of practical exercises and class discussions. You will also receive a take-home reference toolkit containing essential documents and information you can reference and use during your organization's implementation process.

Duration 2 days

### ISO 37001:2016 Internal Auditor

This innovative course provides a solid foundation in all aspects of the audit process. You will be taken through a structured programme stage by stage that includes a balance of theory and practice. Using a combination of collaborative, accelerated learning and practical activities you will gain an understanding of the key activities for auditing.

Duration 2 days

# Asset Management

## ISO 55001:2014

Our experts can help you to understand and audit an Asset Management System, enabling you to better manage financial, physical or organizational assets. This could lead to better operating results, performance and improve your bottom line.

## ISO 55001:2014

### Fundamentals of Asset Management

This interactive course will provide an overview of asset management, what it is and what it can do for your organization. It shares the latest thinking, processes, methods and tools in joined up management of any asset. If you have an interest in or responsibility for physical or other assets, risk management, resourcing operations, technical services, quality management or organizational development, you'll find this course beneficial.

Duration 2 days

### ISO 55001:2014 Requirements

You'll explore in depth the organizational implications of the international standard for asset management (ISO 55001:2014). The course aim is to explain the main requirements of ISO 55001:2014 and its organizational benefits.
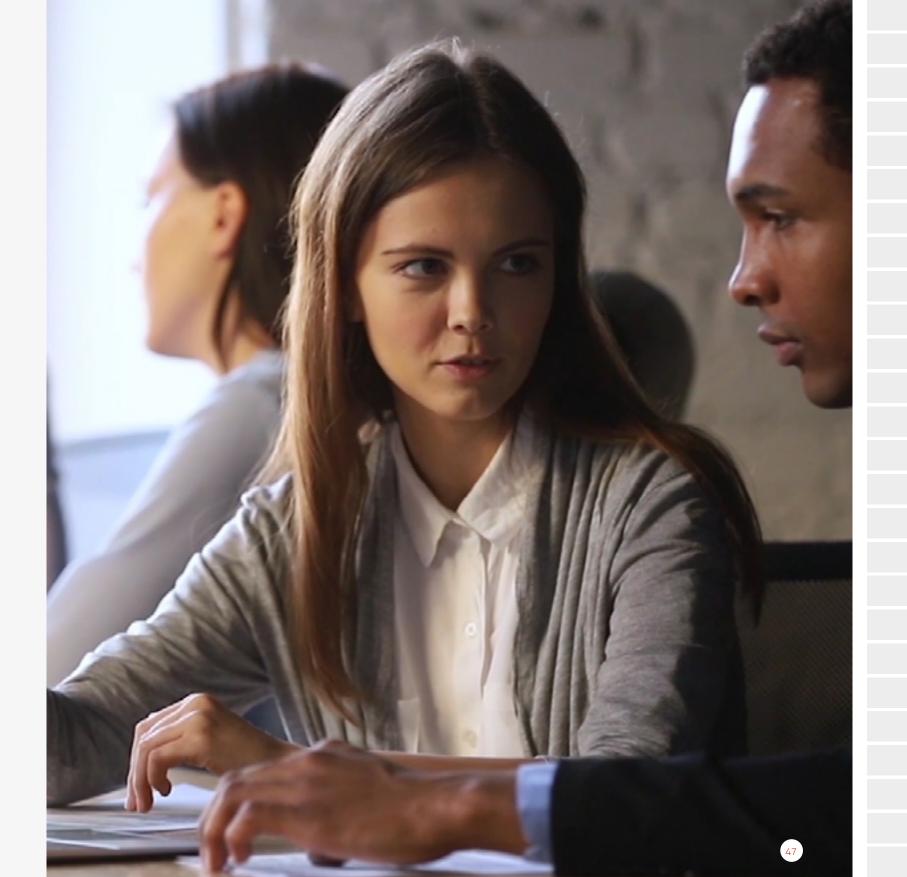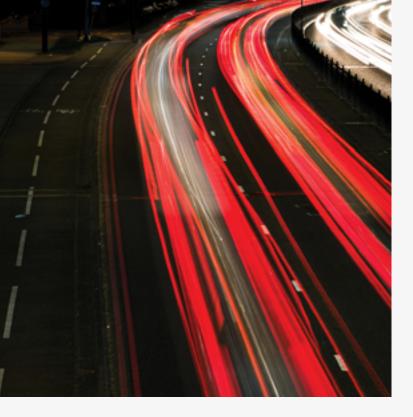
Duration 1 day

## ISO 55001:2014 Key Elements of Auditing

This course provides a solid foundation in key aspects of the audit process. You'll be taken through a structured programme including a balance of theory and practice using a combination of collaborative learning and practical activities. Key guidance will be given and practical experience in planning, executing, and reporting asset management system audits. If you coordinate internal audit activities or lead management systems audits against ISO 55001, you'll find this course useful. Should you wish to refresh your asset management audit skills then this course may be of interest.

Duration 1 day

# Six Sigma

ISO 18404:2015

Lean Six Sigma is a two-staged approach which drives continual improvement in organizations and strives towards greater than 99% efficiency.

### Lean Six Sigma Yellow Belt: Structured Problem Solving

The '8 step approach' combined with the '7 basic tools' provides an efficient, simple to use, and effective approach to organizational problem solving. This course will provide first-hand experience of the approach and tools of problem solving, root cause analysis, and implementing corrective actions (a requirement of standards such as ISO 9001:2015).

Duration 1 day

### Lean Six Sigma Green Belt: Continual Improvement

The Six Sigma DMAIC approach when combined with Lean methods and tools provides an efficient, simple to use, and effective approach to continual improvement. This course will provide first-hand experience of the approaches and the tools of Lean and Six Sigma that are used to affect continual improvement (a goal for most organizations and a requirement of standards such as ISO 9001:2015).

Duration 3 days

### ISO 18404:2015 Lean Practitioner

This course will provide first-hand experience of the approaches and tools of Lean that are used to affect continual improvement (a goal for most organizations and a requirement of standards such as ISO 9001:2015).

Duration 3 days

# Road Traffic Safety

ISO 39001:2012

ISO 39001 road safety sets out the minimum requirements for a Road Traffic Safety Management System. Governments, road authorities, safety groups, and private companies were keen to develop such a safety management standard due to the rising number of people killed or injured on the road each year.
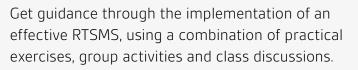
## ISO 39001:2012

### ISO 39001:2012 Requirements

This course will introduce the key concepts of Road Traffic Safety, explain the benefits of a RTSMS, outline the requirements of ISO 39001.

Duration 1 day includes

### ISO 39001:2012 Implementation

Get guidance through the implementation of an effective RTSMS, using a combination of practical exercises, group activities and class discussions.
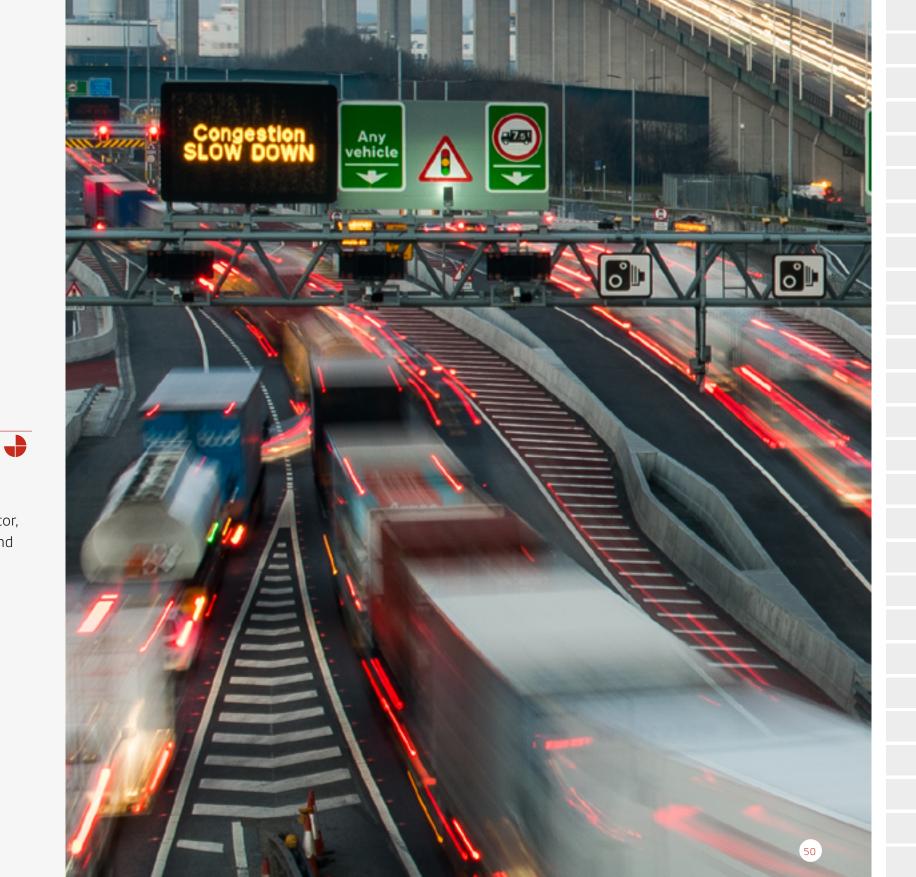
Duration 2 days

## ISO 39001:2012 Internal Auditor

Develop the knowledge and skills required to undertake a thorough audit of your ISO 39001, and ensure that your organisation consistently evaluates its RTS performance.

Duration 2 days

## ISO 39001:2012 Lead Auditor

Gain the knowledge and right skills required to undertake an audit of an RTSMS as a lead auditor, emphasising independent auditing principles and practices.

Duration 5 days

# AE/SCNS/NCEMA 7000:2015

NCEMA Business Continuity Management Standard provides a systematic approach to secure business continuity during and after disruptive incidents. AE/SCNS/NCEMA 7000:2015 defines a set of mechanisms and activities that will help you to secure the flow of your organization's functions and services until full recovery from an emergency, crises, or disaster is achieved.

## AE/SCNS/NCEMA 7000:2015

### BCM Awareness Workshop under the UAE BCM Standard AE/SCNS/NCEMA 7000:2015

Build your understanding of the UAE Business Continuity Standard and its key concepts to safeguard your interests and the interests of your organisation, as well as the community at large.

Duration 1 day

### BCM Introduction under the UAE BCM Standard AE/SCNS/NCEMA 7000:2015

Gain a clear understanding of AE/SCNS/NCEMA 7000:2015 and the different stages of an NCEMA BCM action model. Develop the skills and expertise required to implement an effective BCM programme.

Duration 2 days

**BCM Exercising Training under the UAE BCM Standard AE/SCNS/NCEMA 7000:2015**

Obtain a thorough training in testing and exercising the Business Continuity Plans. It covers the good practices of testing and exercising based on NCEMA 7000:2015 and ISO 22398:2013.

Duration 2 days

**BCM Lead Implementer under the UAE BCM Standard AE/SCNS/NCEMA 7000:2015**

Develop the skill set required for the effective implementation of Business Continuity Management. The course covers the need for an organisation to deliver its prioritised activities during an emergency or disruptive event, and the steps involved for recovery.

Duration 5 days

**BCM Lead Auditor under the UAE BCM Standard AE/SCNS/NCEMA 7000:2015**

This training course is designed to provide thorough training in auditing Business Continuity Management. It covers the auditing principles in general (based on ISO 19011) and is based around NCEMA 7000.

Duration 5 days

# Effective Governance

BS 13500:2013

In today's fast-paced environment, customers are more demanding and competition more intense. Having an internationally recognised Effective Governance Management System (EGMS) allows you to enhance organisational performance, fulfilment of interested parties' requirements and gain a competitive edge. With our training course, you will gain a thorough understanding of BS 13500:2013 key terms and definitions. You'll learn to interpret and apply the key concepts and principles of the governance to the existing structure within your organisation.

## BS 13500:2013

### BS 13500:2013 Requirements

Obtain a detailed understanding of the key terms, definitions and requirements of BS 13500:2013 and how the standard can help your organization to better meet customer needs.

Duration 1 days

### BS 13500:2013 Implementation

Develop the knowledge and skill required to implement an BS 13500:2013 Effective Governance Management System (EGMS).

Duration 2 days
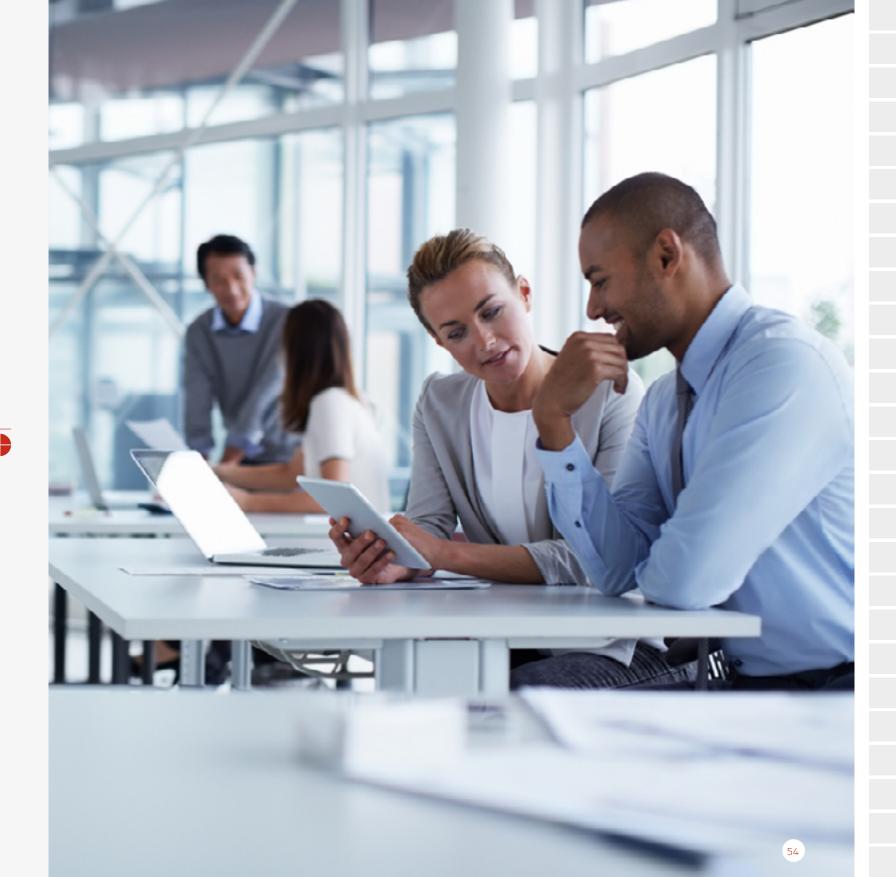
## BS 13500:2013 Internal Auditor

Auditors with AS 9100/9110/9120 and aerospace core tools knowledge attending this course can develop and expand current knowledge and skills for auditing and adopting core tools. Learn advanced auditing concepts and methodologies to go deeper in determining whether an organization has an effective AQMS and appropriately implemented applicable core aerospace tools.

Duration 2 days

## BS 13500:2013 Lead Auditor

Develop the knowledge and skill required to conduct a full audit of an organization's Effective Governance Management System (EGMS) to BS 13500:2013.

Duration 5 days

# Educational Organizations Management System

ISO 21001:2018

In a fast-paced environment, learners are demanding, and competition is more intense. Providing educational products and services has become more important than ever for survival and long-term success. Having an internationally recognized educational organization management system (EOMS) allows you to enhance organizational performance, increase leaners and other beneficiary's satisfaction and gain a competitive advantage.

## ISO 21001:2018

### ISO 21001:2018 Requirements

Get a detailed understanding of the key terms, definitions and requirements of ISO 21001: 2018 and how the standard can help your organization better meet learners and other beneficiaries needs.

Duration 1 day

### ISO 21001:2018 Implementation

Learn how to develop an implementation plan, establish the necessary documentation, monitor your educational organization management system and achieve continuous improvement of a quality step-by-step.

Duration 2 days

### ISO 21001:2018 Internal Auditor

Duration 2 days

### ISO 21001:2018 Lead Auditor

Duration 5 days

# Covid-19 Training Courses

BSI has practical steps to support safe working, prevent and mitigate the risk of outbreaks in your organization, and provide confidence to the staff and customers. Our new Covid-19 related training courses will help you reopen your business and embed resilience to ensure continuing operations.

**People Aspects of Business Continuity Management**

Explore the key concepts of people and human risk from the standpoint of human resource professionals and risk professionals. This will enable critical thinking around the themes of risk appetite, risk assessment techniques and recovery strategies.

Duration 1 day

**Guidelines for Supply Chain Aspects of Business Continuity (ISO/TS 22318:2015)**

The technical specification ISO/TS 22318:2015 Societal security - business continuity management systems guidelines for supply chain continuity - provides guidance on managing  risks including key sections on supply chain analysis, strategies for managing supply chain risks and managing supply chain disruption.

Duration 1 day

**Pandemic Preparedness and Business Continuity**

Learn how potential business disruptions arising from a communicable disease, prevalent over a region, country, or the world, could be included in a Business Impact Analysis and Risk Assessment. It takes due consideration of the health and safety and well-being of all stakeholders.

Duration 1 day

**Awareness of Safe working during the COVID-19 pandemic — General guidelines for organizations**

Gain a comprehensive understanding of safe working during the COVID-19 pandemic. The guideline specifies requirements the organizations should look into amid returning to work.

Duration 1 day

**Safe working during the COVID-19 pandemic — General guidelines for organizations Implementation**

Learn how to implement safe working guidelines during the COVID-19 pandemic within your organization to ensure a safe resumption of work.

Duration 2 days

# United Nations Sustainability Development Goals (UNSDGs)

How standards can help businesses unlock the potential of the UN's Sustainable Development Goals?

We are helping businesses better understand the SDGs, 'translate' the 17 goals into a business context and introduce impactful measures to align with the SDGs. We encourage companies to take action in a meaningful, consistent manner that supports their individual purpose, strategy and sustainability experience/progress to date.

## ISO 24511:2015

**ISO 24511:2015 Guidelines for the Management of Wastewater Utilities and for the Assessment of Wastewater Services: Requirements and Implementation**

Get a comprehensive understanding on how to implement the Guidelines for the management of wastewater utilities and for the assessment of wastewater services, based on BS ISO 24511:2007 to ensure that the system within the organization is structured rather than following individual practices.

Duration 1 day

## ISO 16075-1:2015

**ISO 16075-1:2015 Guidelines for Treated Wastewater Use for Irrigation Projects: Requirements and Implementation**

Learn how to implement the Guidelines for treated wastewater use for irrigation projects based on BS ISO 16075-1:2015 to ensure that the system in the organization is structured in accordance with standards rather than individual practices.

Duration 2 days

## ISO 14046:2014

**ISO 14046:2014 Environmental Management - Water Footprint - Principles, Requirements and Guidelines: Introduction**

Obtain knowledge and understanding of the water footprint assessment based on ISO 14046:2016. You will be bale to describe the planning for the requirements and explain the framework of the assessment of water footprint.

Duration 1 day

**ISO 14046:2014 Environmental Management - Water Footprint - Principles, Requirements and Guidelines: Implementation**

Learn to recognize a typical framework for implementing ISO 14046 following the PDCA cycle, interpret key concepts from an implementation perspective, and implement the management system accrding to the standard's requirements.

Duration 2 days

## ISO 14067:2018

**ISO 14067:2018 Greenhouse Gases - Carbon Footprint of Products - Requirements and Guidelines for Quantification: Requirements**

The objective of this course is to provide delegates with knowledge and understanding of the Requirements and guidelines for quantification of carbon footprint of products based on ISO 14067:2018.

Duration 1 day

**ISO 14067:2018 Greenhouse Gases - Carbon Footprint of Products - Requirements and Guidelines for Quantification: Implementation**

This course will provide delegates with a framework for the quantification of carbon footprint of products to improve their organizations' environmental management. It will help the organization create a focused approach to ensuring a longer-term environmental control.

Duration 2 days

# ISO 37101:2016

### ISO 37101:2016 Requirements

Build a comprehensive understanding of the requirements of the management system for sustainable development, based on the ISO 37101:2016 (Sustainable Development in Communities).

Duration 1 day

### ISO 37101:2016 Implementation

You will learn how to develop an implementation plan, establish the necessary documentation, monitor your organizations' management system for sustainable development and achieve continual improvement of a quality step-by-step.

Duration 2 days

### ISO 37101:2016 Sustainable Development in Communities: Internal Auditor

This course will show how to maintain conformance with ISO 37101 requirements. The requirements will also be considered in the context of an audit. Learn how to plan, perform and report on internal audits, and understand how these findings can help to improve your organizations' management system for sustainable development.

Duration 2 days

# ISO 24518:2018

### ISO 24518:2018 Requirements

Gain a deep understanding of the fundamentals of a crisis management system, including relevant recommendations for water utilities, based on the ISO 24518:2015(Crisis Management of Water Utilities).

Duration 1 day

### ISO 24518:2018 Implementation

Learn how to develop an implementation plan, establish the necessary documentation, monitor your organizations' crisis management of water utilities achieve continual improvement of a quality step-by-step.
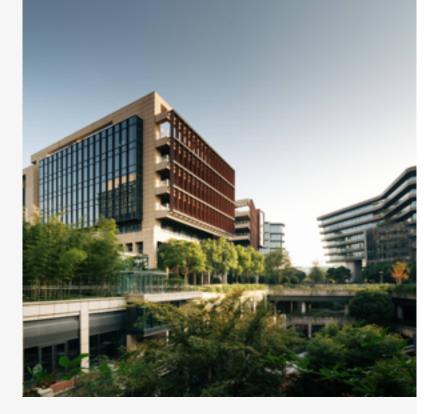
Duration 2 days

### ISO 24518:2018 Internal Auditor

This course will show you how to maintain conformance with ISO 24518 recommendations. Learn how to plan, perform and report on internal audits, and understand how these findings can help to improve your organizations' crisis management of water utilities.

Duration 2 days

## ISO 37122:2019

**ISO 37122:2019 Sustainable Cities and Communities. Indicators for Smart Cities: Awareness**

Duration 1 day

## ISO 37123:2019

**ISO 37123:2019 Sustainable Cities and Communities. Indicators for Resilient Cities: Awareness**

Duration 1 day

## ISO 30146:2019

**ISO 30146:2019 Information technology – Smart City ICT Indicators**

Duration 1 day

## ISO 19600:2014

**ISO 19600:2014 Compliance Management Systems. Guidelines: Implementation**

Duration 2 days

## ISO 26000:2010

**ISO 26000:2010 Guidance on Social Responsibility: Requirements**

Duration 1 day

## ISO 20400:2017

**ISO 20400:2017 Sustainable Procurement: Awareness**

Duration 1 day

# NEW Training Courses

## ISO 30409:2016

### ISO 30409:2016 Human Resource Management - Workforce planning: Awareness

This course will provide you with a detailed understanding of the framework for workforce planning in accordance with ISO 30409.

Duration 1 day

### ISO 30409:2016 Human Resource Management - Workforce planning: Implementation

Learn to recognize a typical framework for implementing the Guidelines following the PDCA cycle, and how to implement the key concepts and recommendations according to the ISO 30409 standard.

Duration 2 days

# ISO 30401:2018

### ISO 30401:2018 Knowledge Management: Requirements

Get a detailed understanding of the key terms, definitions and requirements of ISO 30401: 2018 and how the standard can help your organization better meet stakeholder's needs and market demands.

Duration 1 day

### ISO 30401:2018 Knowledge Management: Implementation

Learn how to develop an implementation plan, establish the necessary documentation, monitor your knowledge management system and achieve continuous improvement of a quality step-by-step.

Duration 2 days

### ISO 30401:2018 Knowledge Management: Internal Auditor

This course develops the necessary skills to assess and report on the conformance and implementation of processes based on Knowledge management system ISO 30401:2018. You will learn how to initiate the audit, prepare and conduct audit activities, compile and distribute audit report, complete and carry out follow-up activities.

Duration 2 days



# BS 76000:2015

### BS 76000:2015 Human Resource - Valuing People: Awareness

The objective of this course is to provide you with the comprehensive understanding of the requirements for valuing people in organizations, based on the British Standard BS 76000:2015.

Duration 1 day

### BS 76000: 2015 Human Resource - Valuing People: Implementation

You will learn how to develop an implementation plan, establish the necessary documentation, monitor your organizations' management system for valuing people and achieve continual improvement of a quality step-by-step..

Duration 2 days

### BS 76000: 2015 Human Resource - Valuing People: Internal Auditor

Learn how to plan, perform and report on internal audits, and understand how these findings can help to improve your organizations' management system for valuing people.

Duration 2 days

## ISO 30405:2016

**ISO 30405:2016 Human Resouce Management - Guidelines on Recruitment: Awareness**

Upon completion of this training, you will be able to explain the concepts, and outline the application and requirements of ISO 30405:2016..

Duration 1 day

## ISO 30408:2016

**ISO 30408:2016 Human Resource Management - Guidelines on Human Governance: Awareness**

Build a comprehensive understanding on how to implement human governance system, principles, relationships and assurances based on BS ISO 30408:2016 standard to ensure that the human governance system within organization is structured in accordance with standards rather than individual practices.

Duration 1 day

## ISO 29993:2017

**ISO 29993:2017 Learning Services Outside Formal Education: Requirements, Implementation, and Evaluation**

Build a deep understanding of ISO 29993 requirements, learn to interpret key concepts from an implementation perspective, explain management system effectiveness, identify effective performance management and how to improve it.

Duration 3 days

## PAS 3000:2015

**PAS 3000:2015 Smart Working Principles and Good Practice**

Get a clear understanding of what Smart Working is, as set out in PAS 3000:2015. It will outline the benefits achievable and the key elements needed to initiate a multidisciplinary programme of change to deliver those benefits.
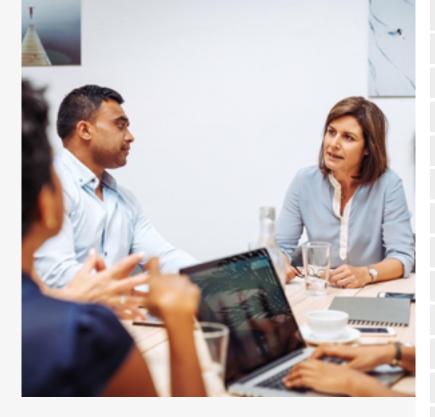
Duration 1 day

## PAS 1000:2019

**PAS 1000:2019 Business Agility: Awareness**

Get a the comprehensive understanding on how to implement Business agility – Concept and framework - Guide based on PAS 1000:2019 standard to ensure that the human governance system within organization is structured in accordance with standards rather than individual practices.

Duration 1 day

## ISO 56002:2019

**ISO 56002:2019 Innovation Management: Requirements**

Gain a comprehensive understanding of the recommendations for an Innovation Management System, based on the BS ISO 56002:2019.

Duration 1 day

**ISO 56002:2019 Innovation Management: Implementation**

Learn how to develop an implementation plan, establish the necessary documentation, monitor your organizations' Innovation Management System and achieve continual improvement of a quality step-by-step.

Duration 2 days

**ISO 56002:2019 Innovation Management: Internal Auditor**

Gain the skills to plan, perform and report on internal audits, and understand how these findings can help to improve your organizations' Innovation Management System.

Duration 2 days

# ISO 44001:2017

## ISO 44001:2017 Collaborative Business Relationships: Requirements and Migration

Develop an understanding and awareness of the requirements of ISO 44001, how to adopt a systemic approach to relationship management, and the benefits of creating a robust system based on ISO 44001..

Duration 1 day

## ISO 44001:2017 Collaborative Business Relationships: Implementation

Learn to implement the key concepts and requirements of ISO 44001 and, using gap analysis, to conduct a baseline review of your current system.

Duration 2 days



## ISO 44001:2017 Collaborative Business Relationships: Internal Auditor

Learn how to apply existing audit knowledge to ISO 44001 and its key requirements, how to create an ISO 44001 audit plan, write factual audit reports, and suggest corrective actions.

Duration 2 days

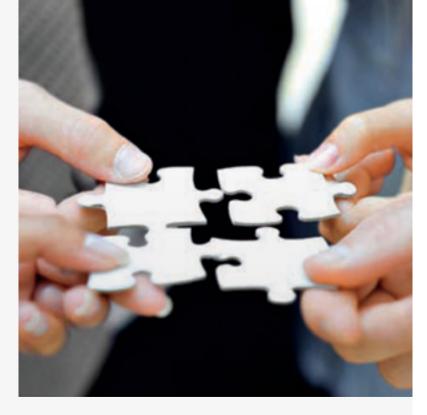## ISO 44001:2017 Collaborative Business Relationships: Collaborative Leaders

The course is an intensive and interactive four day residential programme developed by ICW and is structured to both facilitate knowledge transfer based on ICWs CRAFT methodology and extensive experience with ISO 44001 implementation.

Duration 4 days

## ISO 44001:2017 Collaborative Business Relationships: Managing Cultures and Behaviours in Collaborative Business Relationships

This two day course focuses on providing insight to the impacts cultures and behaviours have on performance, how to identify, monitor, measure and address both positive and negative behaviours.

Duration 2 days

## ISO 44001:2017 Collaborative Business Relationships: Senior Management Briefing

As a leader, your commitment and support is crucial to the success of CBR. This executive session highlights the benefits of an effective system and introduces you to the key requirements of ISO 44001.

Duration 0.5 day

## BS 8900-1:2013

**BS 8900-1:2013 Managing Sustainable Development of Organizations: Introduction and Implementing**

Duration 2 days

## PAS 1919:2016

**PAS 1919:2016 Guide to Management Accounting Principles: Introduction and Implementation**

Duration 2 days

## ISO 22316:2017

**ISO 22316:2017 Organizational Resilience — Principle and Attributes: Awareness**

Duration 1 day

## ISO 10002:2018

**ISO 10002:2018 Customer Satisfaction - Complaints Handling: Requirements, Implementation, and Key Auditing Elements**

Duration 2 days

## PAS 7070:2016

**PAS 7070:2016 Benchmarking Process Management: Requirements, Implementation and Evaluation**

Duration 3 days

## ISO 22320:2018

**ISO 22320:2018 Security and Resilience — Emergency management: Awareness**

Duration 1 day

## ISO 38500:2018

**ISO 38500:2018 Governance of IT for the Organization**

Duration 1 day

## ISO 21500:2012

**ISO 21500:2012 Guidance on Project Management: Requirements, Implementation and Evaluation**

Duration 3 days

## ISO 18091:2019

**ISO 18091:2019 Quality for Local Government: Requirements**

Duration 1 day

## ISO 18091:2019

**ISO 18091:2019 Quality for Local Government: Implementation**
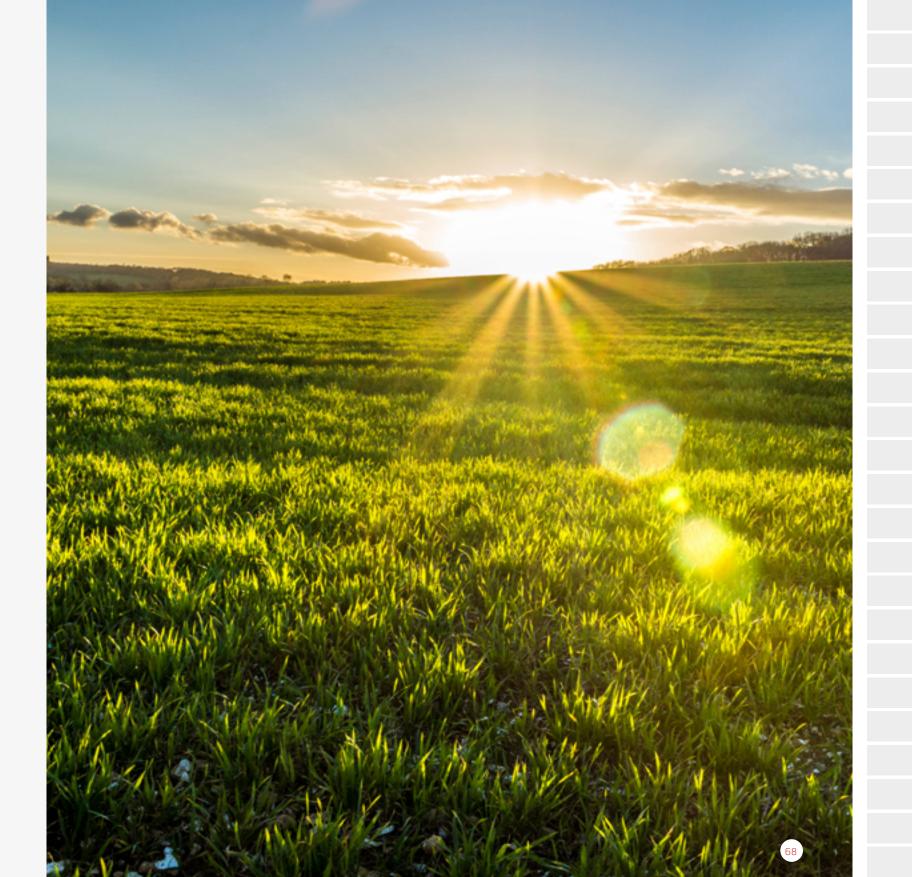
Duration 2 days

## ISO 14091:2019

**ISO 14091:2019 Adaptation to Climate Change: Requirements**

Duration 1 day

## ISO 14091:2019

**ISO 14091:2019 Adaptation to Climate Change: Implementation**

Duration 2 days

## ISO 18091:2019

**ISO 18091:2019 Quality for Local Government: Internal Auditor**

Duration 2 days

# Get in touch

For BSI Training Academy courses:

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## Terms & conditions

### Payment:

Payment for public course offerings is due upon registration. You may pay by cheque or online payment (payable to BSI Management Systems) or bank transfer as per our invoice details. Course registration is not completed until payment has been received. Prices listed in this catalogue are subject to change at any time.

### Travel Arrangements:

Lodging and travel costs are not included in the course fee. The individual attending the course must make their own travel arrangements. A block of rooms will be held if possible at a special rate under "BSI Management Systems" but only up to one month prior to a course date. After that date, the hotel may charge a higher rate consistent with their prevailing rate schedule. It is therefore important to book hotel rooms immediately as rooms may sell out quickly.

### Course Confirmation:

- A confirmation letter of your registration the course will only be sent to you when payment/LPO has been received by BSI.
- All courses are conducted in English unless otherwise Specified

- On receipt of the signed booking form, an invoice will be sent to you for immediate payment by Cheque, Bank transfer, or issue of Signed and Sealed LPO from your company. Please specify mode of payment.

### Cancellation/Transfer Policy:

You may transfer to another training course up to 25 working days before the original course date. If you do, BSI will not make a refund for a cancellation of the original course and reserves the right to charge you for any increased costs. In order for BSI to manage its course diaries, you may transfer each of your courses once only. All cancellation must be in writing. If you (or your candidate) do not attend a training course, or you wish to cancel within 25 working days prior to the start of such course, then the full payment for the course is payable. BSI reserves the right to charge any costs up to the date of cancellation. BSI will not refund course fees if you cancel distance learning, blended learning or elearning courses, no matter when cancellation is made. In the unlikely event and for unforeseen reasons, BSI has the right to change the training content, tutors, dates and training venue which will be informed to the delegates.

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