

## EXIN BCS Practitioner Certificate in Modelling Business Processes – Including Exam

**Duration: 2 Days**    **Course Code: BCS-MBP**

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### Overview:

This 2-day BCS Practitioner Certificate in Modelling Business Processes training covers the range of concepts, approaches and techniques that are applicable to the Practitioner Certificate in Modelling Business Processes. It is relevant to anyone requiring an understanding of Modelling Business Processes and focuses on the investigation, modelling, analysis and improvement of business processes.

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### Target Audience:

This Practitioner Certificate is designed for people who want to understand a range of business process modelling and analysis techniques, know how they are used and identify when to use them. Suitable for business analysts, business managers and members of their team, business change managers and project managers

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### Objectives:

- You'll study how to investigate, model, analyse and improve business processes. The certificate includes:
    - The context for business processing modelling
    - The organisational model for processes
    - How to model business processes
    - How to document tasks
    - Evaluating and improving business processes
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### Prerequisites:

There are no requirements, but candidates should have some practical experience of business analysis.

### Testing and Certification

- Type: Multiple choice
  - Duration: 60 minutes
  - Supervised: Yes
  - Open Book: No
  - Pass Mark: 25/40
  - Calculators: Calculators cannot be used during this examination
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## Content:

<p>1. The Context for Business Processing Modelling 15%</p>	<p>3.1 Understand the construction of a business process model for a given business</p>	<p>4.1.3 The trigger or business event that initiates the task.</p>
<p>1. Candidates will be able to:</p>	<p>scenario, using the following elements:</p>	<p>4.1.4 Any inputs to the task.</p>
<p>1.1 Demonstrate an understanding of the purpose and benefits of business process modelling.</p>	<p>3.1.1 Actors.</p>	<p>4.1.5 The outputs expected from the task.</p>
<p>1.2 Identify the three levels of the business process hierarchy; organisation, process and task level.</p>	<p>3.1.2 Swim lanes.</p>	<p>4.1.6 The costs associated with the task.</p>
<p>1.3 Explain the importance of the process view versus the functional view of an organisation.</p>	<p>3.1.3 Tasks.</p>	<p>4.1.7 The measures that are applicable to the task.</p>
<p>1.4 Describe the use of the POPIT model in assessing the impact of a new process design.</p>	<p>3.1.4 Decision points with guard conditions.</p>	<p>4.1.8 The standards that constrain the task.</p>
<p>1.5 Discuss the use of pilot, phased, direct changeover and parallel running to implement business change.</p>	<p>3.1.5 Start and end points.</p>	<p>4.1.9 A detailed breakdown of the steps within the task.</p>
<p>2. The Organisational Context for Business Processes 20%</p>	<p>3.1.6 Process flows.</p>	<p>4.1.10 The business rules that are to be followed in performing the task.</p>
<p>Candidates will be able to:</p>	<p>3.1.7 Forks and joins.</p>	<p>4.2 Demonstrate an ability to document the steps and business rules within a task, using UML activity diagram notation, or structured English.</p>
<p>2.1 Understand the construction of an organisational level model of business process for a given business scenario.</p>	<p>3.2 Explain why using a standard notation set is important.</p>	<p>5. Improving Business Processes 20%</p>
<p>2.2 Understand how to construct an organisational model for a given scenario (Paul et al, Business Analysis, 3rd Edition).</p>	<p>3.3 Apply knowledge to distinguish between the terms process, task and step; describe how they relate to each other.</p>	<p>Candidates will be able to:</p>
<p>2.1 Understand the construction of an organisational level model of business process for a given business scenario.</p>	<p>3.4 Demonstrate that a task typically involves one person (actor) at one place at one time (OPOPOT), and that it is represented as a single 'box' on a process model.</p>	<p>5.1 Apply the following approaches to improving business processes: task automation; removal of gaps and disconnects; process re-engineering.</p>
<p>2.2 Understand how to construct an organisational model for a given scenario (Paul et al, Business Analysis, 3rd Edition).</p>	<p>3.5 Based on a given business scenario, identify external, internal and time-based business events.</p>	<p>5.2 Show understanding of the need to challenge business rules and assumptions when improving business processes.</p>
<p>2.2 Understand how to construct an organisational model for a given scenario (Paul et al, Business Analysis, 3rd Edition).</p>	<p>3.6 Explain the difference between internal performance measures and customer expectations of performance.</p>	<p>5.3 Identify the areas of a business process that may contribute to unsatisfactory</p>
<p>4. Documenting Tasks 15%</p>	<p>4. Documenting Tasks 15%</p>	<p>4. Documenting Tasks 15%</p>

<p>2.3 Apply knowledge to distinguish between the external and internal elements of an organisational model.</p>	<p>Candidates will be able to:</p> <p>4.1 Understand how to construct a task description for a given business scenario, which</p>	<p>performance from a given scenario.</p>
<p>2.4 Explain how the processes on the organisational model support the delivery of the value proposition.</p>	<p>includes the following elements:</p> <p>4.1.1 The name of the task.</p>	<p>5.4 Explain the use of business scenarios in identifying combinations of conditions that the improved business process will need to handle.</p>
<p>3. Modelling the Business Processes 30%</p> <p>Candidates will be able to:</p>	<p>4.1.2 The actor (or role) carrying out the task.</p>	<p>5.5 Conduct a gap analysis on a given 'to be' business process model, in order to identify the functional requirements for the IT system support for that business process.</p>

### Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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