

BCS Professional Certificate in Benefits Planning and Realisation Detailed Guidance

**Version 1.0
October 2015**

Change History

Any changes made to the syllabus shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

Version Number	Changes Made
Version 1.0 October 2015	Detailed Guidance finalised

BCS Professional Certificate in Benefits Planning and Realisation

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Introduction

- ✓ The aim of this document is to provide information to possible Accredited Training Organisations (ATOs) to help them to understand the requirements for gaining accreditation. It covers the basic requirements for the training course and for the trainers who will deliver it
- ✓ It references where the information for each syllabus topic may be found in the Recommended Reading List.
- ✓ For full information on accreditation, please refer to the BCS ATO Accreditation Regulations

Target Audience

This documentation is relevant to any training organisation wishing to develop a training course and become accredited for the BCS Professional Certificate in Benefits Planning and Realisation.

Course Format and Duration

Candidates can study for this certificate in two ways: by attending an accredited training course provided by an Accredited Training Organisation or by self-study. An accredited training course will require a minimum of 18 hours of study run over a minimum of 3 days.

Trainer Criteria

Summary of Criteria	✓ Hold the BCS Professional Certificate in Benefits Planning and Realisation ✓ Have 10 days training experience or have a train the trainer qualification ✓ Have a minimum of 3 years practical experience in the subject area
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Classroom Size

Trainer to candidate ratio	1:12
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Invigilator to Candidate Ratio during examination

Trainer to candidate ratio	1:16
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Detailed Guidance

The guidance below shows where more information may be found about a particular Syllabus topic in the Recommended Reading List.

The full Syllabus and Recommended Reading List may be found on the [BCS website](#).

1. The context of benefits management (10%)

- ✓ Issues with the relationship of IS/IT delivery to benefits (2,)
 - [Benefits Management](#) (Ward & Daniel) Chapter 2, pages 1, pages 1 – 3
- ✓ Dissatisfaction with current approaches to benefits delivery
 - [Benefits Management](#) (Ward & Daniel) Chapter 1, pages 4 – 7
- ✓ The characteristics of a benefits management approach
 - [Benefits Management](#) (Ward & Daniel) Chapter 1, pages 8 – 10)
- ✓ Focusing on value
 - [Benefits Management](#) (Ward & Daniel) Chapter 1, pages 10 – 11)
- ✓ Value chains and value networks
 - [Benefits Management](#) (Ward & Daniel) Chapter 2, pages 34 – 44)
- ✓ Definition of value proposition
 - [Business Analysis 3rd Edition](#) (Paul et al)

2. The benefits management process (25%)

- ✓ The Benefits Management process
 - [Benefits Management](#) (Ward & Daniel) Chapter 3

3. Identifying drivers, benefits and establishing a benefits dependency network (25%)

- ✓ Identifying drivers, benefits and establishing a benefits dependency network
 - [Benefits Management](#) (Ward & Daniel) Chapter 4

4. Building the business case (15%)

- ✓ Building the business case
 - [Benefits Management](#) (Ward & Daniel) Chapter 5
 - [Finance for IT Decision Makers 3rd Edition](#) (Blackstaff) relevant parts of chapters 5 and 6

5. Stakeholders and change management (10%)

- ✓ Stakeholders and change management
 - [Benefits Management](#) (Ward & Daniel) Chapter 6

6. Implementing a benefits management approach (10%)

- ✓ Implementing a benefits management approach
 - [Benefits Management](#) (Ward & Daniel) Chapter 67

7. The future of benefits management (5%)

- ✓ The future of benefits management
 - [Benefits Management](#) (Ward & Daniel) Chapter 10

Excerpts from BCS Books

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