# BCS Business Analysis Oral Examination Preparation Workshop Training

Duration: **1 Day**

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The **BCS Business Analysis Oral Examination Preparation Workshop** is an interactive preparation programme for candidates approaching the oral examination stage of the **BCS Diploma in Business Analysis**.

The workshop focuses on helping participants turn the knowledge gained through their previous Business Analysis studies into clear and effective responses suitable for an oral examination. Candidates review the examination process, mandatory syllabus areas and the specialist subjects relevant to the modules they have previously completed.

Rather than operating as a traditional taught course, the day places particular emphasis on **oral-style questions and answers**. This gives participants an opportunity not only to refresh their knowledge but also to practise explaining and applying that knowledge verbally in an examination-focused setting.

Where practical, candidates are advised to attend the workshop approximately **two weeks before their actual oral examination**, allowing additional time to work on any development areas identified during the session.

## Prerequisites

Participants should have successfully completed the **four written examinations required for the Business Analysis Diploma scheme**.

Ideally, candidates will also have registered with BCS for their actual Business Analysis Oral Examination before attending the workshop.

Before the session, participants are encouraged to:

- Review notes from their previous written examination courses
- Refresh their knowledge of the relevant Business Analysis topics
- Review the BCS publication **Business Analysis** by Debra Paul and other contributors

### Pre-Course Preparation

Pre-course materials are provided before the workshop. Careful completion of this preparation is strongly recommended, as it supports more effective participation during the session.

Candidates should plan to spend approximately **10 hours** working through the pre-course material.

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## Who Should Attend

This workshop is specifically intended for:

- Candidates preparing for the BCS Business Analysis Oral Examination
- Professionals who have completed the required written examinations for the BCS Diploma in Business Analysis
- Candidates who want to consolidate their Business Analysis knowledge before the oral assessment
- Learners seeking realistic oral question-and-answer practice

## What You Will Learn

By the end of the workshop, participants should be better prepared to:

- Understand the structure and process of the BCS Business Analysis Oral Examination
- Review the principal subject areas assessed during the examination
- Respond to oral-style questions in a clearer and more structured manner
- Consolidate their knowledge of mandatory Business Analysis topics
- Revisit their relevant knowledge-based and practitioner specialisms
- Practise explaining and relating Business Analysis concepts verbally
- Identify areas requiring additional revision before the actual examination

## Training Outline

### 1. Introduction and Workshop Overview

The day begins by establishing the purpose, format and interactive nature of the workshop.

- Workshop objectives
- Purpose of the preparation session
- Oral examination-focused learning
- Overview of the day

### 2. Understanding the Oral Examination

Review the principal features of the BCS Business Analysis Oral Examination.

- Examination process
- Overall examination structure
- Content coverage
- Nature of the oral assessment

### 3. Oral Examination Guidelines

Review the relevant BCS/ISEB guidance for candidates.

- Examination approach

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- Candidate expectations
- Understanding the question-and-answer format
- Key considerations when preparing for the assessment

### 4. Mandatory Syllabus Topics

Revisit the mandatory areas contained within the Business Analysis Oral Examination syllabus.

- Review of compulsory subject areas
- Refreshing core concepts
- Connecting knowledge across different topics
- Testing understanding through oral-style questions

### 5. Knowledge-Based Specialism Review

Review the knowledge-based specialist subjects relevant to participants in the workshop.

- Revisiting specialist topics
- Refreshing important knowledge areas
- Oral question-and-answer practice

Where participants have completed a wide variety of different modules, this section may be approached at a more generic level.

### 6. Practitioner Specialism Review

Examine the practitioner specialist subjects relevant to the candidates attending the workshop.

- Review of practitioner topics
- Expressing knowledge from an applied perspective
- Oral-style questions and responses
- Examination-focused practice

Where the group includes candidates with significantly different practitioner modules, the discussion may focus on common and generic principles.

## Workshop Approach

The programme is delivered as a **flexible and interactive preparation day** rather than a rigid lecture-based course. Discussion and practice are shaped around the modules previously completed by participants and the requirements of the oral examination syllabus.

The primary purpose is not to introduce new Business Analysis material, but to help candidates **review, articulate and apply their existing knowledge in a format relevant to the BCS Business Analysis Oral Examination**.