

Specification of Competency Standards for the Retail Banking

Unit of Competency

Retail Banking Operations and Support > 2.2 Secured and Unsecured Loan Processing

Title	Formulate policies and guidelines for loan operations
Code	107338L6
Range	Handling of different types of secured and unsecured loan applications for customers of retail banking, particularly involving the formulation of high level guidelines in the administrative aspects of the work in loan or mortgage financing
Level	6
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> Conduct research on credit policies Be able to: <ul style="list-style-type: none"> Predict the future economic environment based on incomplete information such as growth in global economy, future prospect of different industries, financial needs of different people, etc. in order to develop suitable credit policies Evaluate different approaches in credit policies, compare their performance under different scenarios in order to select the suitable approach Develop policies and guidelines for secured and unsecured loan processing Be able to: <ul style="list-style-type: none"> Develop policies, guidelines and administrative systems pertaining to loan or mortgage processing Compile a list of all administrative systems required in loan and mortgage processing, including customer information and record storage systems, staff administrative systems and business transaction systems Develop operations procedures on valuation of property and other collaterals Be able to: <ul style="list-style-type: none"> Formulate operations procedures on property, stocks, valuable assets and other collateral valuation based on market practice and the bank's specific credit strategies Develop operations procedures on property foreclosure (e.g. selling of foreclosure, etc.) for the bank and monitor their implementation
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> Design operations procedures and guidelines for secured and unsecured loan processing throughout the bank Design operations procedures on property and other valuable assets' valuation throughout the bank
Remark	