

# Specification of Competency Standards for the Retail Banking

## Unit of Competency

### Credit Management > 3.2 Credit Acquisition

Title	Collect information for assessing credits
Code	107369L4
Range	Collect documents and information of applicants for credit assessments. This applies to applicants for different kinds of credit products and all documents required for credit assessments as specified by the bank
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand credit assessment policies of the bank Be able to: <ul style="list-style-type: none"> <li>• Understand the credit assessment policies of the bank in order to determine kinds of information to be collected</li> <li>• Understand the purpose of credit assessment in order to provide rationale for collecting different information or documents</li> </ul> </li> <li>2. Gather information for carrying out credit analysis Be able to: <ul style="list-style-type: none"> <li>• Request appropriate documents from customers for credit analysis</li> <li>• Examine completeness and accuracy of the customer information obtained</li> <li>• Validate the supporting documents received and ensure they are in compliance with the credit requirements</li> </ul> </li> <li>3. Provide rationale for collecting information Be able to: <ul style="list-style-type: none"> <li>• Provide clear and specific explanations to customers regarding credit policies and procedures of the bank</li> <li>• Remind customers regarding the risks of different bank's products and transactions so as to protect their benefits</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Collection of all related documents as required by the banks and the rationale is explained to customers. Moreover, checking has been carried out to ensure the completeness and accuracy of the documents provided</li> </ul>
Remark	