

# Specification of Competency Standards for the Retail Banking

## Unit of Competency

### Compliance and Risk Management > 4.1 Compliance

Title	Conduct compliance monitoring procedures and handle breaching of laws
Code	107388L5
Range	Conduct regular on-site or off-site review by using different types of measures. This applies to different business units and functional areas of the bank
Level	5
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>Possess professional knowledge in business law and advanced technical knowledge in compliance monitoring <ul style="list-style-type: none"> <li>Be able to: <ul style="list-style-type: none"> <li>Demonstrate extensive knowledge in banking operations and practices so as to handle illegal activities in banking context</li> <li>Evaluate the effectiveness of different mechanisms in detecting deviation from laws and regulations in the banking context</li> </ul> </li> </ul> </li> <li>Monitor the bank's activities to spot out non-compliance and illegal incidents <ul style="list-style-type: none"> <li>Be able to: <ul style="list-style-type: none"> <li>Identify suspicious and illegal activities through careful observations and analysis of available information</li> <li>Execute compliance monitoring plans (e.g. pre-transaction review and approval, on-going review of business processes, participation in corporate governance committees, etc.)</li> <li>Conduct regular monitoring and assessment on different business and operations units to evaluate the risks of fraud or other illegal activities</li> <li>Monitor outsourced activities on an on-going basis to ensure its compliance with statutory and regulatory requirements</li> <li>Review new product or new business approval process to analyse compliance risk involved</li> <li>Oversee and analyse data and information collected to spot any irregularities or non-compliance issues</li> </ul> </li> </ul> </li> <li>Investigate suspicious, illegal activities and report of non-compliance incidents <ul style="list-style-type: none"> <li>Be able to: <ul style="list-style-type: none"> <li>Use appropriate methods to investigate possible breaches of laws and regulations in transactions or business activities to find out the truth</li> <li>Investigate, and report if appropriate, any possible breaches of laws and regulations in transactions or business activities to find out the causes and minimize negative impacts on the reputation and legal position of the bank</li> <li>Consolidate relevant data and conduct analysis to find out the truth of the case</li> <li>Review and analyse investigation outcome of customer complaints, suspected fraud and any other compliance issues raised by external parties (e.g. regulatory bodies, external auditors or internal auditors, etc.) to ensure fair judgment has been made</li> </ul> </li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>Tracking of activities critical to compliance and detect non-compliance issues, suspicious and illegal transactions in a timely and accurate manner based on observation and analysis</li> <li>Investigation of non-compliance issues, suspicious and illegal transactions based on complex analysis of relevant data to ensure accuracy and fairness of judgment</li> </ul>
Remark	