

# Specification of Competency Standards for the Retail Banking

## Unit of Competency

### **Compliance and Risk Management > 4.1 Compliance**

|                     |   |
|---------------------|---|
| Title               | Develop internal policies and guidelines to fulfil registration and licensing requirement   |
| Code                | 107392L5  |
| Range               | Set internal policies on and regulate registration and licensing. This applies to staff with different job responsibilities   |
| Level               | 5   |
| Credit              | 4   |
| Competency          | <p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Set internal guidelines for fulfilling licensing requirements           <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Evaluate licensing requirements of banks and banking practitioners as stated by different regulatory bodies or ordinances</li> <li>• Set internal guidelines in instructing staff to take registration and licensing examinations</li> <li>• Develop checking measures to ensure that the bank has fulfilled licensing requirements as stated by regulatory bodies</li> </ul> </li> <li>2. Identify needs of registration and licensing           <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Specify registration and licensing requirements for employees holding different posts / jobs</li> <li>• Identify employees who need to attend registration and licensing examinations by reviewing the record system</li> </ul> </li> <li>3. Provide assistance to staff in preparing for registration and licensing           <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Identify suitable professional training programmes or other kinds of educational initiatives to prepare staff for different registration and licensing examinations</li> <li>• Advice on the arrangement of staff to enhance professional standings and personal growth via attaining registration / licensing requirements without hampering operation efficiency of their units</li> </ul> </li> </ol> |
| Assessment Criteria | <p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Guidelines in relation to satisfaction of licensing requirements are prepared for relevant staff. The information presented outlines clearly and accurately the updated regulatory requirements so that employees and their supervisors are able to understand the details</li> <li>• Identification of staff who needs to go through registration and licensing procedures based on analysis on types of examinations and licenses required by different posts and the fulfilment status (e.g. expiry date) of different employees</li> <li>• Provision of advice to staff on fulfilling the registration and licensing requirements after evaluating the operational environment of their job functions</li> </ul>   |
| Remark              |   |