

Specification of Competency Standards for the Retail Banking

Unit of Competency

Compliance and Risk Management > 4.1 Compliance

Title	Comply regulatory requirements and internal procedures during job execution
Code	107398L3
Range	Maintain high professional standards in work by observing the bank's internal guidelines, relevant regulations and code of conduct. This applies to all kinds of jobs-related tasks / behaviors
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand professional standards of a banking practitioner <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the banking environment and the relevant banking regulations (e.g. anti-money laundering, KYC) to ensure compliance • Understand the bank's internal guidelines and code of conduct governing the investment behaviors, corruption, conflicts of interests, etc. to ensure compliance • Understand the internal audit systems of the bank thus the expectations on their behavior and act accordingly 2. Act accord to standards <p>Be able to:</p> <ul style="list-style-type: none"> • Identify how the internal standards or external regulations may affect the execution of tasks • Act accord to the stated guidelines of the bank and report to supervisors whenever there is doubt • Attend relevant training to ensure compliance with the bank's guidelines 3. Demonstrate professional behaviors in compliance of guidelines and regulations <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate desired values and behaviours of the bank and high personal standards of ethics in addition to those required by rules and regulations
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Knowledge in banking related regulations, internal guidelines and code of conduct and their application to job is demonstrated • Observance to all relevant regulations, internal guidelines and code of conduct without any breaching behaviors
Remark	