

**Specification of Competency Standards**  
**for the Banking Industry**  
**Unit of Competency**

Functional Area - 4. Risk Management  
(Key Function – 4.1 Risk Identification and Assessment)

Title	Record information and generate report related to risk management
Code	109298L3
Range	Recording different kinds of information (e.g. data, documentation) related to risk management. This applies to the recording of qualitative information and quantitative data related to different types of risks of the bank including credit risk, operational risk, market risk, political risk, country risk, default risk, interest rate risk, liquidity risk, etc.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate basic understanding of the concepts and practices in banking risk management hence to fulfil the job requirements;</li> <li>• Possess the knowledge of key features of different products and processes of the bank in order to capture the useful information related to risks management for reporting purpose.</li> </ul> <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Record the complete list of potential risks for a particular process in a risk register to facilitate the subsequent tracking process;</li> <li>• Keep a record of the potential responses for each potential risk to facilitate the risk response planning process;</li> <li>• Document the root causes of risks and the underlying risk analysis process, assumptions made and written explanation, etc.;</li> <li>• Record the details and results of risk management plans and contingency plans for each of the risks to facilitate evaluating the effectiveness of the plans;</li> <li>• Update the information in the risk register (e.g. risk categories) when there are changes in the risk profile of the activity.</li> </ul> <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> <li>• Review data recorded on the report to ensure all information related to risk assessment process are inputted according to the guidelines as specified by the bank;</li> <li>• Update risk documentations (e.g. policies statements) during the course of risks management based on the bank's internal guidelines;</li> <li>• Perform risk management recording and reporting duties in compliance with relevant regulations and internal standards.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Recording the reporting of risk related information according to the bank's guidelines and procedures in order to ensure accuracy and timeliness of risk management data.</li> </ul>
Remark	