

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 5. Internal Control and Compliance
(Key Function – 5.3 Audit)

Title	Design audit programmes
Code	109337L5
Range	Design and development of internal audit programmes. This applies to audit programmes carried out in different business trades, internal operations and service delivery channels of the bank.
Level	5
Credit	4 (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"> • Understand the processes and procedures of the bank and apply the knowledge to investigate with representatives from different business and operation units to ensure that internal audit practices and recommendations introduced are feasible and compatible with the bank's operations; • Understand the functions and features of the bank's internal audit programmes and develop tools or infrastructure which are necessary to support implementation of audit functions as stated in formulated approaches; • Comprehend the workflows and operational risks of different business areas of the bank and based on that to provide advice and support to business and operation units on control or audit related matters. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Take necessary actions to ensure that the internal audit programmes are complied with regulatory requirements; • Develop procedures and standards of internal audit programme after analysing audit policies and operations of respective units. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Design relevant training courses and / or communication programmes to develop staff in technical aspect of audit matters; • Anticipate consequences of executing the proposed audit programmes, plan and implement preventive measures to minimise possible negative interruptions applied to ordinary operations.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of audit programmes for minimizing potential risks or losses for the bank on regular basis. The design of the programmes is based on analysis on relevant policies and daily operations of relevant units; • Development of supporting measures to provide relevant information and support to other business and operation units of the bank after analysing specific needs of different groups of employees.
Remark	