

Technology and Operations > Provision of Banking Services

Title	Provide currency trading services to clients
Code	106795L3
Range	Execution of currency trading services. This applies to trading of different currencies and transaction for private banking clients.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand procedures in currency trading <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate basic knowledge in foreign exchange in order to understand the work requirements and expectations • Understand international practices and licensing / regulatory requirements by regulatory authorities • Summarize features and operational procedures of currency trading offered by the bank in order to carry out the job independently 2. Arrange foreign exchange deals for clients <p>Be able to:</p> <ul style="list-style-type: none"> • Confirm client's requirements and calculate the cost of foreign currency according to the current exchange rates and commission charges • Quote the buying and selling rate of different currencies and inform clients • Confirm with relevant parties about bank's availability of funds for foreign exchange • Complete the related documents and explain the key information to clients • Inform clients about the fees and relevant taxation obligations 3. Execute the operation for foreign exchange services <p>Be able to:</p> <ul style="list-style-type: none"> • Operate the till according to bank's guidelines and procedures • Close and balance the till and resolve any identified errors • Maintain appropriate cash levels in the till according to the banks' approved level
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of currency trading services to fulfill the requests of clients and in compliance with the bank's guidelines.
Remark	