

Client Management, Advisory and Support > Portfolio Management and Risk Management

Title	Conduct periodic investment portfolio review with clients
Code	106884L5
Range	Conducting periodic review on the performance of investment portfolios. This applies to portfolio with different natures, products and sizes across different segments of private banking clients.
Level	5
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Demonstrate specialized knowledge in portfolio management <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate specialized knowledge in investment in order to evaluate the performance of investment portfolio • Evaluate and compare the features of different private banking products 2. Conduct periodic portfolio review <p>Be able to:</p> <ul style="list-style-type: none"> • Conduct regular meetings with clients to conduct a comprehensive review on their status, e.g., investment strategies, portfolio performance and goals, etc. • Update internal database for client / account information if needed • Review performance of the portfolio and monitor progress towards achievement of client's goals • Conduct benchmarking on performance of different investment products • Provide advice on rebalancing the portfolio in response to changes in personal circumstances, market environment or valuations of asset classes, etc. • Project future potential of different investments and recommended suitable actions • Identify potential rebalancing needs and formulate follow up action items 3. Maintain professionalism <p>Be able to:</p> <ul style="list-style-type: none"> • Ensure the recommendations are in accordance with relevant regulatory requirements in different regions and internal policies of the bank • Communicate with clients in a clear and simple manner to ensure they have a unbiased and balanced understanding on products recommended
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Providing evaluation and suggestions on portfolio performance. This should be based on benchmarking analysis on the performance of different assets, market conditions, and objectives of clients, etc.
Remark	