Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

Functional Area - Strategic Management

Title	Review and comply with organisational policies and procedures, relevant laws and regulatory requirements
Code	111205L6
Range	This UoC involves reviewing practices to ensure that the service delivered adhere to the organisational policies and procedures, relevant laws and regulatory requirements
Level	6
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Have knowledge of organisational practices, infrastructures, policies and procedures • know the operational structure of the organisation • aware of the different technologies, tools, equipment and online services that are related to the service or tasks delivered • understand the organisation's policies, procedures and goals • observe organisational practices and procedures 2. Have knowledge of relevant laws and regulatory requirements related to the industry of the organisation • comprehend the latest regulatory requirements applicable to the organisation, including but not limited to: 　○ Intellectual property right protection 　○ Personal data (Privacy) ordinance 　○ National security law 　○ Telecommunications ordinance • refer to the appropriate experts for guidance where necessary 3. Review and comply with organisational policies and procedures, relevant laws and regulatory requirements • Identify the applicable laws and compliances • observe and adhere to relevant policies and procedures, laws and regulations in an efficient and effective manner • take the initiative to improve the organisation's policies and procedures where appropriate • obtain the endorsement of relevant stakeholders • obtain prior approvals for system resources and access, such as communication protocols and ports, data storage, online services, other system peripherals, computer time as well as data of another person • review practices, identify and rectify any noncompliance procedures • make use of tools, infrastructures, equipment and online services available to enhance the service delivered • make suggestions to enhance existing or purchase of new tools, infrastructures, equipment and online services if it helps to improve on the compliance to related regulations or the effectiveness of the service delivered • make effective and efficient use of external experts where necessary to meet its business goals and objectives • report serious misconducts and noncompliance procedures to relevant management and suggest methods to avoid future occurrences (such as provide training programs or workshops to highlight issues to relevant personnel)

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Assessment Criteria	The integrated requirements of this UoC are the abilities to : - review of own practices; identify and rectify any noncompliance procedures - comply to organisational policies and procedures, relevant laws and regulatory requirements - obtain prior approval for system access and resources according to the aforementioned policies and requirements - Utilise existing resources and make suggestions on updating or acquiring new resources to enhance the service delivered and adhesion to various related policies and regulations - Report serious misconducts and noncompliance procedures to relevant management and suggest methods to avoid future occurrences (such as provide training programs or workshops to highlight issues to relevant personnel)
Remark	