

**Unit of Competency**

**Functional Area: Operations Management**

Title	Monitor compliance requirements
Code	105325L5
Range	This unit of competency is applicable to practitioners to evaluate impacts of legal requirements in affecting import and export activities and develop company procedures. It involves the monitoring of compliance requirements in accordance with company procedures.
Level	5
Credit	7 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of legal compliance <ul style="list-style-type: none"> <li>• Collect relevant information to interpret compliance requirements</li> <li>• Apply a range of skills to communicate legal requirements</li> <li>• Apply a range of skills to monitor compliance of laws and regulations</li> </ul> </li> <li>2.1. Identify and interpret compliance requirements <ul style="list-style-type: none"> <li>• Analyse legislative information related to import and export activities on a regular basis</li> <li>• Identify key elements of major legal matters affecting import and export activities</li> <li>• Assess their impact on the company's business operations</li> <li>• Develop company procedures to comply the requirements</li> <li>• Document the compliance requirements and relevant company procedures</li> </ul> </li> <li>2.2. Communicate legal requirements <ul style="list-style-type: none"> <li>• Identify and select the audiences to convey the information</li> <li>• Identify and apply the appropriate methods to present the information of compliance requirements and related company procedures</li> <li>• Promote the awareness of compliance with laws and regulations</li> </ul> </li> <li>2.3. Monitor compliance <ul style="list-style-type: none"> <li>• Identify non-compliance incidents and suspicious activities</li> <li>• Use appropriate methods to investigate and report possible breaching of laws and regulations in import and export activities</li> <li>• Implement disciplinary actions or appropriate legal actions in accordance with company policy and procedures</li> </ul> </li> <li>2.4. Develop policies and procedures for non-compliance <ul style="list-style-type: none"> <li>• Assess the non-compliance incidents</li> <li>• Identify and select methods to tackle non-compliance issues</li> <li>• Develop and document policies and procedures for non-compliance</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of identifying and interpreting compliance requirements</li> <li>• Capable of communicating legal requirements to different audiences</li> <li>• Capable of monitoring compliance</li> <li>• Capable of developing policies and procedures for non-compliance</li> </ul>
Remark	