Unit of Competency

Functional Area: Legal & Compliance

Title	Provide training on legal knowledge to general staff
Code	105624L6
Range	This unit of competency is applicable to those who are responsible for providing legal knowledge to general staff. It involves understanding legal knowledge training needs, designing and delivering effective training programmes to company units.
Level	6
Credit	3 (for reference only)
Competency	Performance Requirements 1. Possess knowledge in legal aspects of insurance operations • Familiar with laws and regulations relevant to insurance operations • Comprehend legal related exposures that different business units may face • Possess skills in designing and delivering staff training 2. Provide trainings on legal knowledge • Liaise with unit heads to assess impact of laws and regulations on daily operations • Identify training needs related to legal aspects of operations • Establish intended training objectives • Design training based on legal related exposure of different units • Deliver training to relevant units • Work with different units to evaluate staff' abilities to identify legal risks upon training • Review and revise contents for training program based on evaluation results • Coordinate with units to plan for next training 3. Enhance staff' legal sensitivity and knowledge in carrying out insurance operations • Design training programmes based on degree of staff's legal exposure, training requirements and intended objectives • Deliver training in accordance to predefined objectives and procedures. • Evaluate and adjust contents of legal knowledge training programme based on evaluation results.
Assessment Criteria	The integral outcome requirements of this unit of competency are: • Able to identify relevant needs and objects to develop and deliver effective training programme • Able to review and improve effectiveness of legal knowledge training programme based on evaluation results.
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.