

Specification of Competency Standards of the Insurance Industry

Unit of Competency

Functional Area: Legal & Compliance

Title	Manage compliance of brokerage operations
Code	105664L6
Range	This unit of competency is applicable to those who are responsible for managing compliance of brokerage operations. It involves establishing relevant mechanisms to monitor various aspects of brokerage services, including asset management, clients account management, and service codes of practices, etc., to ensure full compliance with regulatory requirements.
Level	6
Credit	5 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of insurance industry <ul style="list-style-type: none"> • Fully aware of regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies • Alert to global trends on compliance and governance • Comprehend communication channels with regulatory bodies 2. Manage compliance of brokerage operations <ul style="list-style-type: none"> • Set up governing mechanisms to maintain proper level of professional indemnity insurance • Set up governing mechanisms proper level of capital and net assets to meet regulatory requirements • Establish monitoring systems on clients account management • Develop brokerage service guidelines with codes of practices and procedures • Develop inspection mechanism on day-to-day operations • Encourage staff to report potential compliance risks involved in their operations • Train staff members on compliance implementation • Carry out inspections to identify non-compliance cases • Provide recommendations for operational areas required to be improved • Review and adjust governing mechanisms in light of changing regulatory requirements and market environment • Report non-compliance cases to regulatory bodies timely and as required 3. Ensure brokerage operations comply with relevant regulatory requirements <ul style="list-style-type: none"> • Maintain effective governing mechanisms to ensure brokerage operations fulfill regulatory requirements • Design code of practice and step-by-step procedures to guide brokerage operations • Ensure staff members comply with codes of practices and relevant procedures.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to develop governing mechanisms to guide brokerage operations in fulfilling relevant regulatory requirements • Able to integrate relevant regulatory requirements into codes of practices and day-to-day operating procedures • Able to train staff members on compliance implementation • Able to inspect brokerage operations to prevent non-compliance • Able to adjust governing mechanisms in light of changing regulatory requirements and market environment.
Remark	