

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Legal & Compliance**

Title	Design and organize compliance training
Code	105578L5
Range	This unit of competency is applicable to those who are responsible for designing and organizing compliance training in the company. It involves understanding compliance training needs, designing effective training programmes and delivery of training to company units.
Level	5
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in designing and organizing compliance training <ul style="list-style-type: none"> <li>• Comprehend 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</li> <li>• Comprehend corporate compliance policy and guidelines</li> <li>• Comprehend regulatory requirements for different units</li> <li>• Comprehend code of conduct in insurance industry</li> <li>• Possess skills in designing and organizing staff training</li> </ul> </li> <li>2. Design and organize compliance training <ul style="list-style-type: none"> <li>• Liaise with unit heads to identify compliance training needs (eg. CPD requirements, changing regulatory requirements)</li> <li>• Analyze compliance training needs of different units</li> <li>• Design and develop corresponding compliance training programmes</li> <li>• Deliver compliance training to units</li> <li>• Liaise with unit heads to analyze training effectiveness</li> <li>• Review and revise training contents based on analysis results and in light of changing regulatory requirements</li> </ul> </li> <li>3. Design and organize compliance training in accordance with current regulatory requirements and corporate compliance policy <ul style="list-style-type: none"> <li>• Design training programmes with up-to-date regulatory requirements and in accordance with corporate compliance policy</li> <li>• Ensure compliance training programmes effectively assist company units to avoid non-compliance.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to identify and analyze the needs for compliance training</li> <li>• Able to design compliance training programmes, that are in line with regulatory requirements and corporate compliance policy, for different units</li> <li>• Able to arrange the delivery of training programmes</li> <li>• Able to evaluate effectiveness of training programmes and improve as needed.</li> </ul>
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.