

**SKILLS FRAMEWORK FOR FOOD SERVICES
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE**

TSC Category	Risk Management, Governance and Regulatory Compliance					
TSC	Legislative and Regulatory Compliance					
TSC Description	Develop and implement organisation's compliance programmes with relevant legislative and regulatory requirements					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	FSS-CGP-1023-1.1	<Insert TSC Code>	FSS-CGP-3023-1.1	FSS-CGP-4023-1.1	FSS-CGP-5023-1.1	FSS-CGP-6023-1.1
	Demonstrate working knowledge to ensure adherence to relevant legislative and regulatory requirements in carrying out day-to-day work activities		Analyse information on relevant legislation and compliance requirements	Manage compliance monitoring to report issues and challenges identified with action plans on compliance in the event of non-compliance	Formulate organisation's compliance programmes to incorporate relevant legislative and regulatory requirements	Endorse organisation's compliance programmes in accordance with relevant legislative and regulatory requirements
Knowledge	<ul style="list-style-type: none"> Legislative and regulatory requirements for the relevant industry and operating environment Objectives of legislative and regulatory compliance 		<ul style="list-style-type: none"> Data on compliance Analysis of impact of current legislation on business Types of licences and permits required Procedures to complete and submit documentation for licences and permits Specific regulations relevant to work role and operations in meeting risk and compliance requirements 	<ul style="list-style-type: none"> Relevant legislation and regulations applicable to industry Appropriate sources of information on internal and external compliance requirements Methodologies for both internal and external monitoring and evaluation Implications of non-compliance with relevant legislation and regulations Importance of acquiring licences and permits in meeting risk and compliance requirements, and keeping them up-to-date Strategies to ensure facility, equipment and staff compliance with requirements 	<ul style="list-style-type: none"> Sources of non-compliance Compliance programmes and/or management systems Relevant stakeholders to advise on the management of non-compliance Appropriate responses to address non-compliance Performance indicators of operation of compliance programmes and/or management systems in identifying non-compliance 	<ul style="list-style-type: none"> Regulatory frameworks applicable to the organisation and global leading practices Roles, accountabilities and responsibilities of company directors, functions and committees in corporate governance Processes for operationalising the corporate governance policies Corporate governance principles Internal and external corporate governance controls Operational plans for monitoring and internalising corporate governance in the organisation
Abilities	<ul style="list-style-type: none"> Comply with internal and regulatory organisations' policies and procedures to ensure compliance Identify and document possible areas of non-compliance in business activities in accordance 		<ul style="list-style-type: none"> Communicate key legislative and regulatory requirements and related management systems to relevant stakeholders to facilitate legislative compliance 	<ul style="list-style-type: none"> Analyse information on relevant compliance requirements that regulate the business units from appropriate sources of information Interpret relevant legislation and 	<ul style="list-style-type: none"> Evaluate appropriate compliance programmes and/or management systems in consultation with relevant stakeholders Identify non-compliance based on relevant 	<ul style="list-style-type: none"> Define roles, accountabilities and responsibilities of company directors, functions and various committees in complying with corporate governance policies

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	with information format requirements		<ul style="list-style-type: none"> • Identify legislative and regulatory requirements relevant to the organisation in consultation with relevant stakeholders • Acquire licences and permits in line with regulatory procedures • Identify possible areas of non-compliance in business activities in accordance with information format requirements to facilitate follow up action • Maintain up-to-date documentations for certifications 	<p>regulations, legal documents, standards and codes of practice relevant to the business units</p> <ul style="list-style-type: none"> • Report data on compliance to relevant stakeholders according to information format requirements • Formulate recommendations to address areas of non-compliance with legal and other requirements in consultation with relevant stakeholders • Develop detailed operational plans and procedures for compliance • Monitor roles and responsibilities of managers and employees to achieve organisational compliance 	<p>legislative and regulatory requirements</p> <ul style="list-style-type: none"> • Determine appropriate responses to address non-compliance within scope of relevant legislative and regulatory requirements • Monitor implementation of compliance management system and organisation's awareness and understanding on compliance requirements to determine implementation effectiveness • Review operational plans and procedures for compliance 	<ul style="list-style-type: none"> • Provide guidance for operationalising the corporate governance policies of the organisation • Evaluate operational plans to monitor and internalise corporate governance in the organisation for endorsement purposes
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