

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

TSC Category	Risk Management, Governance and Regulatory Compliance					
TSC	Policy Implementation and Revision					
TSC Description	Identify priority areas for policy development and evaluate existing policies to determine currency and relevance before implementing policies					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			FSE-CGP-3010-1.1-1	FSE-CGP-4010-1.1-1	FSE-CGP-5010-1.1-1	
			Draft and modify policies based on outcomes of consultation with relevant stakeholders, business requirements and assess current business environment that may impact organisational policy development	Evaluate existing policies, facilitate open constructive discussion on policy issues and possible resolutions for continuous improvements, identify priority areas for policy development and outline policy requirements	Develop policy compliance mechanisms, strategic directions and goals according to identified business needs and overarching governance strategies	
Knowledge			<ul style="list-style-type: none"> Required resources for the effective implementation of policies and procedures Organisational guidelines, standards and procedures Implementation of policies and procedures Actions to ensure staff compliance to policies and procedures 	<ul style="list-style-type: none"> Required resources for the effective implementation of policies and procedures Implementation of policies and procedures Methods of updating staff on policies and procedures Actions to motivate, enforce and ensure staff compliance to policies and procedures 	<ul style="list-style-type: none"> Review of the effectiveness of policies and procedures Policy development techniques Acquisition of policies and procedures Techniques to motivate, enforce and ensure staff compliance to policies and procedures Organisational business strategies and goals 	
Abilities			<ul style="list-style-type: none"> Write and develop policy documents based on strategic direction Interpret organisational policies and procedures to identify discrepancies, misalignment or deficiencies Implement and follow procedures to execute policies 	<ul style="list-style-type: none"> Monitor resources in relation to implementation of policies and procedures Review the effectiveness of policies and procedures based on defined success indicators Socialise changes and updates on policies and 	<ul style="list-style-type: none"> Develop policies and frameworks according to organisational strategic direction and business needs Devise policy compliance mechanisms Determine and formulate strategic directions and goals using appropriate consultation processes 	

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			<ul style="list-style-type: none"> • Provide staff with updates on policies and procedures • Identify possible improvements for policy implementations and make appropriate suggestions 	<p>procedures through targeted communication and briefing efforts</p> <ul style="list-style-type: none"> • Take actions to ensure staff compliance to policies and procedures • Provide feedback on the effectiveness of the procedures 	<p>with relevant stakeholders when developing policies</p> <ul style="list-style-type: none"> • Advocate for practice and adherence to policies and procedures 	
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