

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

TSC Category	Corporate Governance and Policies					
TSC	Compliance with Legal Regulations					
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
	RET-CGP-1001-1.1		RET-CGP-3001-1.1	RET-CGP-4001-1.1	RET-CGP-5001-1.1	RET-CGP-6001-1.1
	Demonstrate working knowledge to ensure adherence to relevant legislative and regulatory requirements in carrying out day-to-day work activities		Analyse and interpret information on relevant legislation and compliance requirements	Manage compliance monitoring, report issues and challenges identified and formulate 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"> Legislative and regulatory requirements for the relevant industry and operating environment Objectives of legislative and regulatory compliance Data on compliance 	<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 	<ul style="list-style-type: none"> Sources of non-compliance Relevant legislative and regulatory requirements and appropriate sources of information 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 with information format requirements 		<ul style="list-style-type: none"> Communicate key legislative and regulatory requirements and related management systems to relevant stakeholders to facilitate legislative compliance Identify legislative and regulatory requirements relevant to the organisation in consultation with relevant stakeholders 	<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 regulations, legal documents, standards and codes of practice relevant to the business units 	<ul style="list-style-type: none"> Propose and evaluate appropriate compliance programmes and/or management systems in consultation with relevant stakeholders Identify non-compliance based on relevant legislative and regulatory requirements Determine appropriate responses to address non-compliance within 	<ul style="list-style-type: none"> Define roles, accountabilities and responsibilities of company directors, functions and various committees in complying with corporate governance policies Provide guidance for operationalising the corporate governance policies of the organisation

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

				<ul style="list-style-type: none"> • Evaluate and report the data on compliance to relevant stakeholders according to information format requirements • Formulate recommendations and obtain sign-off for addressing areas of non-compliance with legal and other requirements in consultation with relevant stakeholders • Develop detailed operational plans and procedures for compliance • Monitor and review operational plans and procedures for compliance 	scope of relevant legislative and regulatory requirements	<ul style="list-style-type: none"> • Evaluate operational plans to monitor and internalise corporate governance in the organisation for endorsement purposes
--	--	--	--	---	---	---