



SAQA ID
91671

DURATION
18-24 Months

CREDITS
240

QCTO

Occupational Certificate:

COMPLIANCE OFFICER

NQF Level 6



WHO SHOULD STUDY THIS COURSE?

This qualification aims to prepare a learner to provide compliance services to assist management to discharge their responsibilities to comply with applicable regulatory requirements.

A qualified learner will be able to:

- Design and implement compliance risk management frameworks.
- Define, assess, maintain, and advise on the regulatory universe.
- Develop, facilitate compilation of and review compliance risk management plans.
- Conduct compliance monitoring.
- Compile and submit internal and external compliance reports.
- Interact with industry regulators, supervisors, and stakeholders.

RATIONALE:

There is increasing pressure on organisations, both public and private, to ensure that their business activities comply with statutes, regulations, and standards, both local and international. In addition, the regulatory environment has become more and more complex. As a result, organisations have chosen to implement consolidated and harmonised approaches to achieve compliance without overlaps, duplication or wasted resources. The responsibility for compliance lies with top management and to achieve this organization are increasingly seeking the services of compliance practitioners to advise, support, monitor and control risk-based compliance frameworks. This qualification provides learners with the necessary knowledge, skills and workplace experience to fulfil this role.

The Compliance Institute Southern Africa is the professional body for compliance officers. It has taken responsibility for the development and assessment of this qualification. These measures form part of a package of measures to encourage and promote compliance within the regulatory environment and to promote the professional status, image, and credibility of its members. The profile of learners who can access this qualification is quite varied.

Exit Level Outcomes

- Design and implement compliance risk management frameworks.
- Define, maintain and advise on the regulatory universe.
- Develop, facilitate compilation of and review compliance risk management plans.
- Conduct compliance monitoring.
- Compile and submit compliance reports.
- Interact with industry regulators, supervisors and stakeholders.

Associated Assessment Criteria

Exit Level Outcome 1:

- Compliance risk management frameworks are designed, developed, implemented and maintained in accordance with the Generally Accepted Compliance Practice framework.
- Advice is provided to management in respect of the compliance policies and procedures which address compliance related complaints.
- A communication strategy and process is developed and implemented in order to keep compliance stakeholders informed of the design, implementation and maintenance of the compliance framework.
- Compliance stakeholders are engaged to promote alignment of compliance and business objectives.
- Sound working relationships are maintained with compliance stakeholders.
- Compliance related advice is provided to management, staff and other compliance stakeholders.

Exit Level Outcome 2:

- Regulatory requirements, including existing, changed, or new requirements are researched and those which are applicable to the business are identified and explained in plain language

to management, staff and other compliance stakeholders.

- Compliance issues and concerns are identified, and compliance related advice is provided to management.
- An organisation's products and services are described to facilitate business relevant compliance solutions.

Exit Level Outcome 3:

- Compliance risks related to regulatory requirements are identified and assessed and control measure are outlined.
- Compliance plans are designed and developed in risk management format.
- Regulatory requirements are analysed and the implications of non-compliance are assessed using appropriate risk assessment methodologies.
- Compliance risk management plans are presented and communicated to management staff and relevant stakeholders in order to cultivate buy-in and to bring about changes in the control environment where necessary.

Exit Level Outcome 4:

- A compliance monitoring plan is developed in terms of organisational planning standards.
- Compliance monitoring is undertaken and working papers are prepared to assist management and the board of directors to understand whether business is conducted in compliance with relevant regulatory requirements.
- Compliance monitoring findings are analysed and evaluated in order to support valid monitoring conclusions and recommendations.
- Compliance monitoring reports are produced in accordance with Generally Accepted Compliance Practice.
- Compliance monitoring outputs are followed-up or tracked to assist management and the board

to understand the status of compliance risks and exposures.

Exit Level Outcome 5:

- Governance structures relating to compliance reporting are identified and analysed.
- Independence and objectivity is consistently demonstrated.
- A compliance reporting process is implemented and internal reporting methodologies are applied in accordance with organisational reporting requirements.
- Responsibilities for the submission of compliance reporting are allocated to compliance stakeholders in order to establish an effective compliance reporting framework.
- Information is obtained effectively, efficiently and ethically from compliance stakeholders and managed for the purpose of compliance reporting.
- Records relating to compliance reporting are kept to serve as an effective audit trail relating to compliance reporting.

Exit Level Outcome 6:

- Compliance roles and responsibilities in respect of regulators, supervisors and stakeholders are identified and recorded.
- Written and verbal communication is undertaken with regulators, supervisors and/or compliance stakeholders in support of a sound working relationship with regulators or supervisors and to discharge responsibilities in terms of regulatory requirements.
- Relationship with regulators or supervisors is managed in order to promote a sound working relationship between regulators or supervisors and the organisation.
- Reports are submitted to regulators or supervisors in accordance with governance requirements.
- Where there are revised or new regulatory

proposals, a process is developed and implemented to evaluate the impact of such changes and to engage with and influence industry regulators, supervisors, and stakeholders, where required.

Integrated Assessment:

An assignment will be completed and submitted during the work experience period.

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative

assessment will focus on the Exit Level Outcomes and their associated assessment criteria. It will be conducted through a combination of a written assessment and the evaluation of the assignment completed during the work experience component.

The written examination will be conducted at an approved assessment site and marked by registered assessors.

The assignment will be evaluated at the employer's premises by a panel comprising a member of the professional body and the employer.

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