Think about

Professional Discussion

Level 4 ST0430 Regulatory Compliance Officer v2.0



On the day of this assessment you will carry out:

- A 60-minute discussion with the independent assessor
- Remote or face-to-face
- In a suitable assessment environment free from distractions or influence
- Will be assessed by Highfield

Key point

The independent assessor will ask you questions to assess your competence against the relevant knowledge and skills statements outlined at the end of this document.

Do

- Review the knowledge and skills statements associated with the professional discussion - these can be found in the Assessment Specification and in the table at the end of this document
- Review relevant legislation, regulations, codes of conduct and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Be prepared to answer at least six questions during the professional discussion

Don't

- Forget to bring your ID
- Forget to plan
- Forget to refer to your prior learning and experiences during the professional discussion

Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results

Resits or retakes

- You may resit or retake following an unsuccessful outcome



Use the table below to plan and prepare for the professional discussion

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Each knowledge and skills statement is mapped to a performance category. Each performance category has its own acronym:

- Applied Knowledge - (AK)
- Applied Skills - (AS)
- Regulatory and Procedural Awareness - (RPA)
- Communication and Collaboration - (CC)
- Information Use and Decision Making - (IUDM)
- Responsibility and Autonomy - (RA)

(P) indicates knowledge and skills statements mapped to pass grading descriptors

(D) indicates knowledge and skills statements mapped to distinction grading descriptors

Assessment criteria	Key points to remember
AO1: Regulatory and Legal Frameworks	
(P) K1: The role of regulation as a tool of Government through statutory and non-statutory measures. (AK)	



(P) K2: Legal and regulatory frameworks and how they apply to businesses and individuals within their sector. (AK)	
(P) K3: The statutory and non-statutory regulations relevant to their regulatory function(s). (RPA)	
(D) K4: The relationship between legal and regulatory requirements of a sector and the sector and organisational requirements through codes of practice, policies and procedures. (AK)	
(D) K7: The business environment that Regulatory Compliance Officers work in and the effect on businesses and individuals in their sector. (AK)	



AO2: Risk Identification and Assessment	
(D) K11: The factors that affect approaches taken by businesses and individuals to compliance and the responses of businesses and individuals to these factors. (AK)	
AO3: Compliance Interventions and Enforcement	
(P) S7: Monitor progress made by businesses and individuals against assessed risks. (AS)	
(D) K10: How regulation and the way it is enforced can impact on the businesses regulated. (AK)	
(D) K12: Statutory and non-statutory interventions available to a Regulatory Compliance Officer to assess and respond to identified non-compliance. (AS)	



AO4: Data and Evidence Management	
(P) K19: Legal, regulatory and organisational requirements related to data storage, retention and sharing. (RPA)	
AO5: Stakeholder Engagement and Communication	
(P) K5: The roles and responsibilities of partner organisations and their interrelationships. (CC)	
(P) K13: The need to provide compliance support to businesses and individuals they work with. (CC)	
(P) K20: The value of feedback from those they regulate, and the beneficiaries of legislation, regulation and organisational requirements, such as consumers, in informing future activities. (IUDM)	



(P) K22: Principles of customer service and their application to interacting with key stakeholders when carrying out duties. (CC)	
(P) S14: Communicate with stakeholders including businesses, individuals and regulators. (CC)	
(D) K21: Communication methods and techniques, including digital technologies used to extract and convey information to different audiences in different situations. (CC)	
(D) S13: Build and maintain good working relationships with stakeholders and tailor their approach to the needs and circumstances of those they interact with. (CC)	



AO6: Ethics, Equity and Professional Practice	
(P) K24: Techniques for managing a caseload and own wellbeing. (RA)	
(P) S16: Follow and apply equity, diversity and inclusion rules and procedures when making evidence-based decisions and interacting with stakeholders. (RPA)	
(D) K23: Principles and policies of equity, diversity and inclusion relevant to their role and their impact on the organisation and its stakeholders, including the impact of unconscious bias. (RPA)	
(D) K25: Ethical practices that seek to preserve the trust of stakeholders including the need for fairness, accountability and transparency. (RA)	



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