

Module 3: Compliance function

Duration	1 day
Objective(s)	This module aims to equip participants with fundamental knowledge about compliance function and know-how to develop a compliance assurance plan for monitoring and testing including setting up a compliance function.
Key learning outcomes	After the workshop, participants should understand: <ol style="list-style-type: none"> 1. The core principles of a world class compliance function 2. How to set up a compliance function, and upskill the first line of defence, compliance managers, and internal auditors 3. The state of compliance, and how technology and data being used for an effective compliance functions.
Target audiences	Board and Management, Risk Managers, Compliance Managers, Internal Auditors
Topic	Details
Introduction to compliance function	<ul style="list-style-type: none"> • Understand the key elements and principles of an effective compliance function including: <ol style="list-style-type: none"> i. Identifying responsible parties for relevant processes ii. Responsibilities of compliance function iii. Independency of compliance function iv. Relationship of compliance function with internal audit v. Cross-border and outsourcing
How does a three lines of defence model look like?	<ul style="list-style-type: none"> • Core principles of a world class compliance management function • Understanding and discharging responsibilities of compliance functions as the second line of defence
Establishing an effective compliance function and framework	<ul style="list-style-type: none"> • Understand current state of the compliance function • Assess compliance future needs and propose a new compliance structure to achieve the needs • Develop compliance framework charter and key obligation register (KOR) for the Head of Compliance • Develop compliance assurance methodology • Review compliance policies and procedures
What is key obligation register (KOR) and how to set up an effective KOR?	<ul style="list-style-type: none"> • Introduction to KOR, benefits and best practices • Learn the methodology to develop a KOR
What is compliance assurance and how to develop a plan?	<ul style="list-style-type: none"> • Learn how to develop monitoring and testing methodology <ol style="list-style-type: none"> i. Identify various stakeholders' responsibilities ii. Using an appropriate control framework (such as COSO framework) to assess and evaluate the internal controls of the organisations iii. Understand the relationship between auditing and internal controls and its significance and relevance iv. Use of auditing tools and process to identify and evaluate the internal controls, including risk assessment procedures