



COMPLIANCE INSTITUTE

SOUTHERN AFRICA



***training course
overviews***



Outline of the Introduction to Compliance course

Module 1

- An introduction to compliance
 - Key structural aspects of the compliance function
- Identification of key role-players
- An overview of the regulatory environment
 - The regulatory environment
 - The role of the regulators
 - The impact on business

Module 2

- Why there is a need for compliance
- Duties and obligations of the compliance officer
- The compliance risk management framework
- Establishing policies and procedures
- Compliance training
- Compliance monitoring

Module 3

- The need for independence
- Conflicts of interest
- Record keeping
- Compliance reports
- Liaison with the regulators

Outline of the Compliance Risk Management Plans course

Using Compliance Risk Management Plans (CRMP's) to improve the effectiveness of your compliance risk management process.

The course will focus on a practical application of the CRMP process, principles, methods, tools and options covered. The following aspects will be covered:

What is a CRMP?

- The CRMP as a critical tool in the compliance process
- Using your CRMP to guide the application of the compliance process
- Different types and formats of CRMP's
- Using software for your CRMP process.

When should a CRMP be developed?

- Where does the CRMP fit into the compliance process?
- Prioritising and selecting items from your Regulatory Universe.

Why should we develop a CRMP?

- The CRMP as a tool for identifying, assessing and managing compliance risks.


Who should develop a CRMP?

- The compliance functions role in developing a CRMP
- Management's role in developing a CRMP
- Others who should provide input or participate in the development of a CRMP
- Using a collaborative approach to CRMP's.

How do we develop a CRMP?

- Deciding on the organisation and operational levels at which CRMP's should be developed and maintained
- Selecting a format and content for CRMP's that is appropriate for your organisation
- Identifying and analysing applicable regulatory requirements:
 - Analysing regulatory requirements to identify and understand the related risks and consequences of non-compliance
 - Restating compliance requirements and risks in business language
 - Identifying causal factors that may lead to non-compliance and addressing these in the CRMP process.

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- Assessing and prioritising compliance risks:
 - The use of “inherent risk” and “residual risk” rating models
 - Assessing the Seriousness (Impact) and Probability (Likelihood) of compliance risks using suitable rating mechanisms
 - Determining the overall risk and assigning a priority level.
 - Managing compliance risks:
 - Understanding controls and control objectives
 - Control adequacy, effectiveness and efficiency
 - Ensuring a balance between preventative and detective controls
 - Using Control Self Assessments (CSA's) as a tool
 - Developing and using Key Risk Indicators (KRI's) for compliance risks.

What do we do with our CRMP's?

- The importance of maintaining CRMP's and when they should be reviewed and updated
- Using CRMP's as a source of reference
- The link between CRMP's and compliance monitoring
- Using CRMP's when dealing with compliance breaches and exposures.

Outline of the Monitoring course

- The methodology for the monitoring of compliance by regulators
- The methodology for compliance monitoring by management
- The methodology for compliance monitoring by the compliance officer
- The starting point of compliance monitoring
- Independent monitoring
- Effectiveness reviews.
- Materiality
- Sampling
- Statistical sampling and non-statistical sampling
- Working papers
- The compliance report
- Recommendations that should be addressed in the compliance report
- The review process and the relevant role players
- Issues Log
- The review process to evaluate the implementation of the Compliance Risk Management Plans throughout your organisation.



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