

# ENHANCED COMPETENCY FRAMEWORK on Compliance (ECF-Compliance)

**ACOP**

**Associate Compliance Professional**

(Recognised under the QF at Level 4, QR Registration No.: 23/000890/L4)  
(Validity Period from 01/11/2023 to 31/07/2025)

**CCOP(GC)**

**Certified Compliance Professional - General Compliance Stream**

(Recognised under the QF at Level 5, QR Registration No.: 23/000891/L5)  
(Validity Period from 01/11/2023 to 31/07/2025)

**CCOP(IIC)**

**Certified Compliance Professional - Investment and Insurance  
Compliance Stream**

(Recognised under the QF at Level 5, QR Registration No.: 23/000892/L5)  
(Validity Period from 01/11/2023 to 31/07/2025)



## Enhanced Competency Framework for Banking Practitioners

With the aim of supporting capacity building and talent development for banking professionals, the Hong Kong Monetary Authority (HKMA) has been working together with the banking industry to introduce an industry-wide competency framework – “Enhanced Competency Framework (ECF) for Banking Practitioners” in Hong Kong.

The Hong Kong Institute of Bankers is the programme and qualification provider for the ECF on Compliance, with the following objectives:

- To develop a sustainable talent pool of compliance practitioners for the banking industry; AND
- To raise and maintain the professional competence of existing compliance practitioners in the banking industry.

## Overview of The Hong Kong Institute of Bankers (HKIB)

HKIB has been serving the local banking community in the provision of professional training and certification services since 1963. HKIB is the first not-for-profit institution in Hong Kong to issue banking qualifications up to QF Level 6 under the HKQF and was appointed by the Education Bureau as a Professional Qualifications Assessment Agency in August 2020. With an objective to maintain and further develop the territory’s status as an international financial centre, the Institute works with the support of banks, regulators, financial institutions, academic institutions, and various professional bodies to provide local banking practitioners with professional training and development opportunities.

In view of the changing landscape of the banking and financial services industry in Hong Kong and mainland China, as well as on a global scale, the importance of continuing to enhance the standards of professional development has gained increased attention. The HKIB endeavours to provide and enhance its training and development products in order to equip its members with essential knowledge and skills that meet the industry’s needs.

Since the implementation of ECF in 2018, various programmes for different job functions in banking industry have been developed and integrated into HKIB’s flagship Certified Banker (CB) Programme which offer generalist, specialist, and strategic topics. The rationale for putting all programmes under one professional banking qualification is to promote an industry-based common qualifications benchmark. While ECF programmes offer “role-based” knowledge and certification to relevant practitioners, CB is offering a vocational qualification pathway for further career advancement, being continuously enhanced to nurture more holistic banking professionals and ultimately, supporting the industry to develop a continuous learning culture and a sustainable talent pool so as to maintain the competitiveness of Hong Kong as an international financial centre.

## Qualifications Framework

The Professional Qualification “Associate Compliance Professional (ACOP)<sup>1</sup>” is recognised under the QF at Level 4.

The Professional Qualification “Certified Compliance Professional - General Compliance Stream (CCOP(GC))<sup>2</sup>” is recognised under the QF at Level 5.

The Professional Qualification “Certified Compliance Professional – Investment and Insurance Compliance Stream (CCOP(IIC))<sup>3</sup>” is recognised under the QF at Level 5.

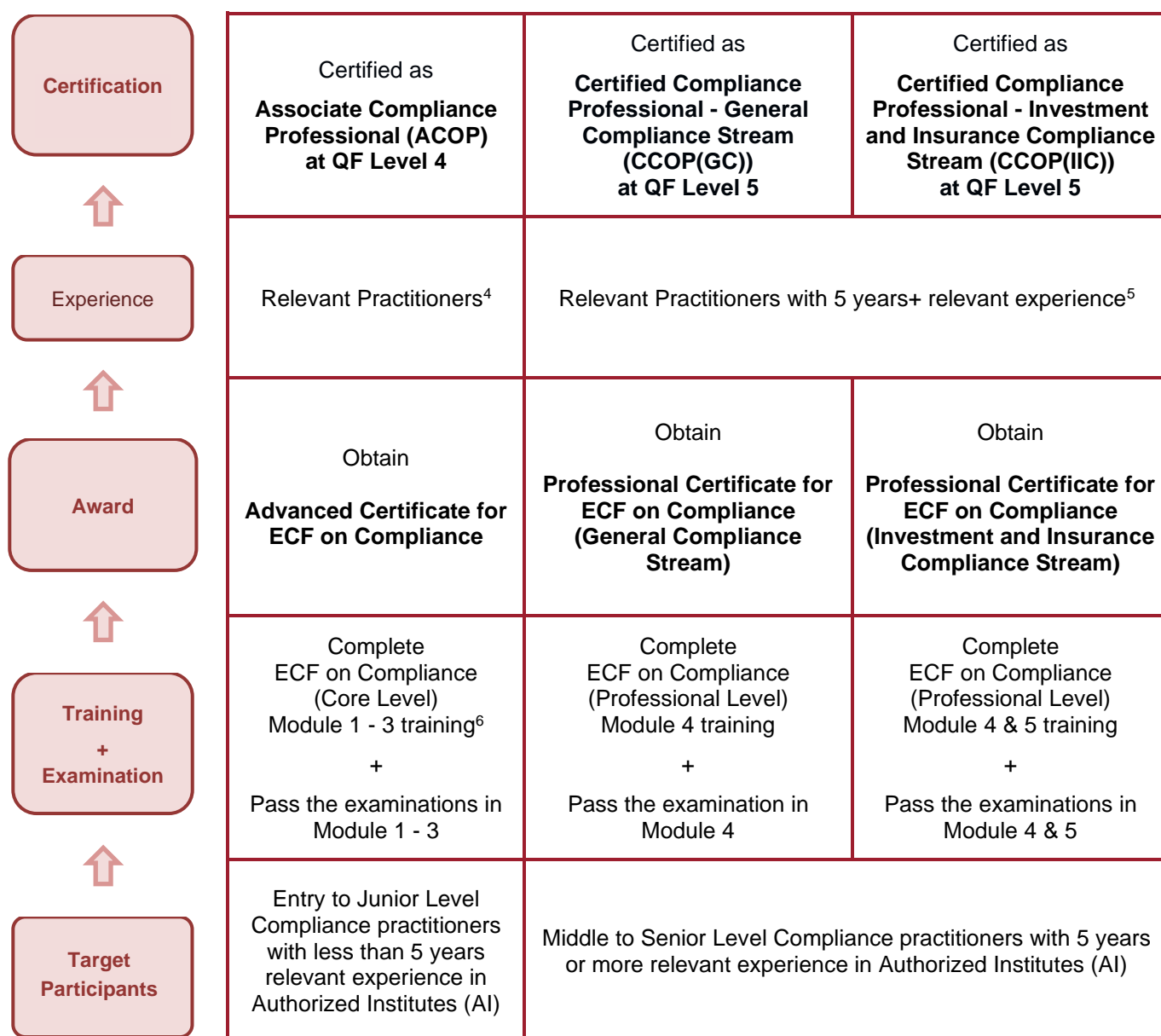
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<sup>1</sup> QR Registration No.: 23/000890/L4, Validity Period from 01/11/2023 to 31/07/2025

<sup>2</sup> QR Registration No.: 23/000891/L5, Validity Period from 01/11/2023 to 31/07/2025

<sup>3</sup> QR Registration No.: 23/000892/L5, Validity Period from 01/11/2023 to 31/07/2025

## Becoming an Associate Compliance Professional (ACOP) / Certified Compliance Professional – General Compliance Stream (CCOP(GC))/ Certified Compliance Professional – Investment and Insurance Compliance Stream) (CCOP(IIC))



<sup>4</sup> Relevant Practitioners are persons performing the compliance functions that involve the monitoring of an AI's activities to ensure its compliance with relevant laws, rules, regulations and internal policies within the Hong Kong office of an AI or in an AI in Hong Kong.

<sup>5</sup> Should be accumulated within the 10 years immediately prior to the date of application for certification, but it does not need to be continuous.

<sup>6</sup> Module 1 and Module 2 are identical for both ECF on Operational Risk Management and ECF on Compliance. Hence, a learner who has completed Module 1 and/or Module 2 under either of these ECF streams will not be required to complete the same module(s) under the other ECF stream.

## **Certified Individual (CI)**

ACOP / CCOP(GC) / CCOP(IIC) holders will be registered as CI and included in a public register on HKIB website. The Registers of Certified Individuals posted on HKIB website enables the public recognition of ACOP / CCOP(GC) / CCOP(IIC) holders. To ensure your Professional Qualification reflected in the Registers of Certified Individuals, you are required to comply with the stated professional qualification requirements annually.

## **Continuing Professional Development (CPD)**

All ACOP / CCOP(GC) / CCOP(IIC) holders are required to comply with the following annual Continuing Professional Development (CPD) requirements in order to maintain the Professional Qualifications.

### **ACOP**

1. A minimum of 10 CPD hours is required for each calendar year (ending 31 December),
2. At least 5 hours should be on topics related to compliance, legal and regulatory requirements, risk management and ethics.

### **CCOP(GC) / CCOP(IIC)**

1. A minimum of 12 CPD hours is required for each calendar year (ending 31 December),
2. At least 6 hours should be on topics related to compliance, legal and regulatory requirements, risk management and ethics.

For more details, please refer to Continuing Professional Development (CPD) Scheme on HKIB Website. (Home > Membership > Individual Members > HKIB CPD Requirements)

## ECF on Compliance (Core Level)

### Module 1 – Ethics and Corporate Governance in the Banking Industry

#### ***Intended Outcomes***

Upon completion of this module, candidates should be able to

- Identify and apply the principles, requirements, and management of business ethical situations in the second line of defence in the context of broader risk environment encountered in the banking industry
- Explain the organisational structures and exercise the requirement under the regulatory landscape in building an effective risk management framework to effective compliance
- Identify different roles associated in building a culture for effective management of governance, risk, and compliance in financial institution
- Apply regulatory requirement and effective compliance control on daily duties by demonstrating an understanding and adopting of the requirement related to corporate governance

#### ***Outline***

- Business Ethics
- Ethics and the Corporation
- Risk Management: Principles and Concepts
- The Regulators, Law and Regulation
- Corporate Governance in Banks
- Remuneration and Appointment of Board Members, Chief Executive and Managers
- Internal Control and Compliance in Banking

### Module 2 – Regulatory Framework and Compliance in the Banking Industry

#### ***Intended Outcomes***

Upon completion of this module, candidates should be able to

- Understand and explain the role and function of financial regulatory framework specifically the role of the HKMA and various other regulators including SFC and IA in regulating the banking industry
- Describe and apply the Banking Ordinance and other relevant laws applicable to banks, as well as the HKMA statutory guidelines and guidance notes, in the day to day running of various businesses of a bank
- Design and implement systems and controls for banks to ensure all legal and regulatory requirements are satisfied
- Assess compliance related operational risk indicators, assessment of the risks and based on the legal and regulatory requirements, develop strategies to mitigate the risks maintaining compliance position of the bank at the tolerance level; and
- Monitor and identify problems and issues in various banking businesses and making informed judgement and propose solutions in compliance with all the legal and regulatory requirements.

#### ***Outline***

- Overview of Regulatory Regime for Bank in Hong Kong
- Banking Supervision, Internal Policies, Standards and Guidelines
- Bank Culture Reform
- Major Statutory Requirements for Bank in Hong Kong
- Regulatory Objectives and Relevant Mandates
- Introduction to International Regulation
- Registration and Licensing Requirements
- Regulatory Breach and Operational Risk Incident Management
- Future Development in Banking and the Relevant Regulatory Requirements
- Case Studies – Compliance Challenge

## Module 3 – An Effective Compliance Function

### ***Intended Outcomes***

Upon completion of this module, candidates should be able to:

- Assess the key elements of the compliance function and its relationship with other parties in an Authorized Institution
- Analyse the key principles and requirements of an effective compliance function as a second line of defence of an Authorized Institution
- Examine the interaction between the HKMA and bank when the HKMA is executing its supervisory function
- Analyse the duties, roles and responsibilities of the compliance function
- Apply common compliance tools and various compliance programme designed to manage and control compliance risks
- Evaluate the organisation structure and reporting line that enable an authorized institution to drive a sound compliance culture
- Analyse challenges faced by the compliance function in an authorized institution, current and in the foreseeable future
- Execute Regtech adoption in performing compliance and risk management functions

### ***Outline***

- Key Elements of Effective Compliance Function
- Principles and Components of Compliance Frameworks and Internal Controls
- Roles and Responsibilities of The HKMA in Banking Supervisory Function
- Roles and Responsibilities of a Compliance Function
- Understanding Compliance Tools
- Put into Practice - Sound Compliance Culture Development and its Challenges
- Regtech: Overview and Emerging Trend of Development
- Legislative Framework and Regulatory Technology (Regtech) Overview
- Data, Financial Intelligence, and Customer Protection

## Entry Requirements

The programme is open to both members and non-members of HKIB. Candidates must fulfil the stipulated minimum entry requirements with:

- Students of Associate Degree (AD) / Higher Diploma (HD) in any discipline or equivalent (QF L4);
- Equivalent qualifications or above; OR
- Mature applicants<sup>7</sup> with at least 3 years of relevant banking experience with recommendations from employer.

## Medium of Instruction

- Training is delivered in classroom setting / zoom in either Cantonese or English supplemented with English materials. Designated chapters of Module 3 are delivered using Video-Assisted Training with pre-recorded videos and facilitation support of designated teaching assistant.
- All the examination questions are set in English only.

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<sup>7</sup> Mature applicants (aged 21 or above) who do not possess the above academic qualifications but with relevant banking experience and recommendation from their employers will be considered on individual merit.

## ECF on Compliance (Professional Level)

### Module 4 – Regulatory Compliance (Advanced) & Building a Sustainable Compliance Framework - General Compliance

#### **Intended Outcomes**

Upon completion of this module, candidates should be able to:

- Formulate or review compliance policies, procedures and internal standards for the AI
- Plan the implementation of compliance monitoring programmes and execute these programmes
- Evaluate compliance risk and devise appropriate response plans and mitigating measures
- Assess the effectiveness of the compliance risk management framework implemented and review associated policies and procedures to ensure the AI can meet the compliance standards
- Design and deliver compliance related training to business units
- Build and promote a strong compliance culture within the AI
- Manage, report and investigate non-compliance issues of the AI and monitor the effectiveness of any remedial actions taken
- Evaluate appropriate Regtech solutions for performing compliance and risk management functions

#### **Outline**

- Sound Bank Culture
- Dealing with Non-Compliance
- Key Regulatory Requirements and Financial Regulations
- Applying Regulatory Requirements to Banking Operations
- Disruptive Changes in Banking, Finance and Regulations
- Banking Strategy: Crossroad Regtech 1.0 or Regtech 2.0
- Smart Banking, Smart Regtech

### Module 5 – Investment and Insurance Compliance



#### **Intended Outcomes**

Upon completion of this module, candidates should be able to:

- Formulate or review compliance policies and procedures and internal standards associated with investment and insurance business for the AI
- Plan the implementation of compliance monitoring programmes associated with investment and insurance business and execute these programmes
- Evaluate compliance risk and apply appropriate response plans and mitigating measures associated with investment and insurance business
- Manage and investigate non-compliance issues of the investment and insurance business of the AI and propose remedial actions to senior management
- Specify the compliance requirements associated with the investment and insurance business
- Assess the regulatory approach adopted by various regulators for the investment and insurance business of the AI
- Specify regulatory expectations in Hong Kong regarding the sale of investment and insurance products and related submissions

#### **Outline**

- Overview of the Regulatory Approach adopted by Regulators towards Financial Services Organisations
- Regulatory Expectations regarding the Sale of Investment Products and Handling of Client Securities
- Specific Requirements on the Sale of Insurance Products
- Case Studies, Good Practices and Challenges associated with Compliance



## Entry Requirements

The Programme is open to both members and non-members of HKIB. Candidates must fulfil the stipulated minimum entry requirements with:

### Professional Level (General Compliance Stream)

- Advanced Certificate for ECF on Compliance awarded by HKIB;
- Grandfathered for ECF on Compliance (Core Level) by HKIB; or
- Grandfathered ECF on Compliance (Investment and Insurance Compliance Stream)

### Professional Level (Investment and Insurance Compliance Stream)

- Advanced Certificate for ECF on Compliance awarded by HKIB;
- Grandfathered for ECF on Compliance (Core Level) by HKIB;
- Professional Certificate for ECF-Compliance (General Compliance Stream) awarded by HKIB; or
- Grandfathered ECF-Compliance (General Compliance Stream)

## Medium of Instruction

- Training is delivered in classroom setting / zoom in either Cantonese or English supplemented with English materials. Designated chapters of Module 4 are delivered using Video-Assisted Training with pre-recorded videos and facilitation support of designated teaching assistant.
- All the examination questions are set in English only.

## Application

Applicants can submit their application via [MyHKIB](#).

## General Enquiry / Feedback

Tel: (852) 2153 7800

Email: [cs@hkib.org](mailto:cs@hkib.org)

Website: [www.hkib.org](http://www.hkib.org)

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

# Integration of ECF Programme in Certified Banker (CB)

Certified Banker (CB) is a professional banking qualification programme developed and offered by HKIB. This common qualification benchmark is intended to raise the professional competency of banking and financial practitioners in Hong Kong to meet modern demands, while providing a transparent standard with international recognition. “ECF on Compliance (Core and Professional Level)” have already been incorporated in CB (Stage I/II) respectively. You may refer to the CB Programme structure as below to plan for your learning path. Learners who have obtained a pass at the relevant examination can then apply for an exemption for the elective module “ECF on Compliance (Core Level)” of the CB (Stage I) programme and the module “ECF on Compliance (Professional Level)” of the CB (Stage II) programme.

<b>CB Pathway</b>  <b>CB Stage CORE+ELECTIVE SPECIALIST STREAM</b>	<b>CB</b> Certified Banker (CB Stage) <OF Level 6>					
	With 3 years banking or finance related working experience					
	↑					
	Postgraduate Diploma for Certified Banker (Stream-Specific)					
	Final Case Study Assessment and Oral Assessment					
Core Module: Strategic Management and Leadership (Credit: 15)						
<b>Credit Management</b>		<b>Treasury Management</b>		<b>Operations Management</b>	<b>GBA and Cross-boundary Banking Management</b>	<b>Fintech Management</b>
◇ ECF-CRM (Professional Level) – Commercial Lending <sup>7</sup> (Credit: 30) ◇ ECF-CRM (Professional Level) – Credit Portfolio Management <sup>7</sup> (Credit: 30)		◇ Bank Asset and Liability Management (Credit: 30) ◇ Treasury Markets and Operations (Credit: 30)		◇ Banking Law and Practice (Credit: 30) ◇ Operational Risk Management (Credit: 30)	◇ GBA Banking Compliance and Cross-boundary Wealth Management (Credit: 30) ◇ Cross-boundary Banking Strategy and Management (Credit: 30)	◇ ECF-Fintech (Professional Level) <sup>14</sup> (Credit: 60)
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<b>CB (Stage II)</b>  (with 2 years banking or finance related working experience)	<b>Professional Diploma for Certified Banker CB (Stage II)</b>					
	Obtain 60 credits from any TWO modules					
◇ Green Finance and Sustainability (Credit: 30) ◇ Corporate Finance Services (Credit: 30) ◇ Finance of International Trade (Credit: 30) ◇ Technology Management and Innovation in Banking (Credit:30)			◇ ECF-RWM (Professional Level) <sup>1</sup> (Credit: 30) ◇ ECF-AML/CFT (Professional Level) <sup>2</sup> (Credit: 30) ◇ ECF-CRM (Core Level) <sup>6</sup> (Credit: 30) ◇ ECF-ORM (Professional Level) <sup>9</sup> (Credit: 30) ◇ ECF-Fintech (Core Level) <sup>11</sup> (Credit: 30) ◇ ECF-Compliance (Professional Level) <sup>12</sup> (Credit: 30)			
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<b>CB (Stage I)</b> <b>CORE+ELECTIVE</b>  (with 1 year banking or finance related working experience)	<b>Advanced Diploma for Certified Banker CB (Stage I)</b>					
	Obtain 20 credits from Core and 40 credits from Elective modules					
<b>Core Module</b> ◇ Future Banking and ESG (FBESG) (Credit: 10) ◇ Professional Ethics and Compliance (Credit: 10)			<b>Elective Module</b> ◇ Fundamentals of Accounting (Credit: 10) ◇ Introduction to Banking Law (Credit: 10) ◇ Introduction to People Management Skills (Credit: 10) ◇ Risk Management (Credit: 10) ◇ Qualification Certificate of Banking Professional (QCBP) <sup>8</sup> (Credit 10) ◇ ECF-Treasury Management (Core Level) <sup>3</sup> (Credit: 10) ◇ ECF-AML/CFT (Core Level) <sup>4</sup> (Credit: 20) ◇ ECF-Cybersecurity (Core Level) <sup>5</sup> (Credit: 20) ◇ ECF-ORM (Core Level) <sup>10</sup> (Credit 20) ◇ ECF-Compliance (Core Level) <sup>13</sup> (Credit: 20)			

**Notes:**

1. For exemption only. Holders of the Professional Certificate for ECF-RWM or respective grandfathered certificate are eligible to apply for ECF-RWM (Professional Level) module exemption. Please refer to "**ECF-RWM**" for details.
2. For exemption only. Holders of the Professional Certificate for ECF-AML/CFT or respective grandfathered certificate are eligible to apply for ECF-AML/CFT (Professional Level) module exemption. Please refer to "**ECF-AML/CFT**" for details.
3. For exemption only. Holders of the Professional Certificate for ECF-Treasury Management (Core Level) offered by LiPACE of HKMU are eligible to apply for ECF-Treasury Management (Core Level) module exemption.
4. For exemption only. Holders of the Advanced Certificate for ECF-AML/CFT or respective grandfathered certificate are eligible to apply for ECF-AML/CFT (Core Level) module exemption. Please refer to "**ECF-AML/CFT**" for details.
5. For exemption only. Holders of the Advanced Certificate for ECF-Cybersecurity offered by HKIB are eligible to apply for ECF-Cybersecurity (Core Level) module exemption. Please refer to "**ECF-Cybersecurity**" for details.
6. For exemption only. Holders of the Professional Certificate for ECF-CRM or respective grandfathered certificate are eligible to apply for ECF-CRM (Core Level) module exemption. Please refer to "**ECF-CRM**" for details.
7. For exemption only. Holders of the respective Postgraduate Certificate for ECF-CRM are eligible to apply for ECF-CRM (Professional Level) – Advanced Commercial Lending (M4) and/or ECF-CRM (Professional Level) Advanced Credit Risk Management and Regulatory Requirements (M5) module exemption. Holders of the respective grandfathered certificate of ECF-CRM are eligible to apply for ECF-CRM (Professional Level) – Advanced Commercial Lending (M4) and/or ECF-CRM (Professional Level) Advanced Credit Risk Management and Regulatory Requirements (M5) module exemption after passing the written assessment developed by the HKIB. Please refer to "**ECF-CRM**" for details.
8. Holders of Qualification Certificate of Banking Professional (QCBP) who have passed the QCBP exam are eligible to apply for QCBP module exemption.
9. For exemption only. Holders of the Professional Certificate for ECF-ORM or respective grandfathered certificate are eligible to apply for ECF-ORM (Professional Level) module exemption. Please refer to "**ECF-ORM**" for details.
10. For exemption only. Holders of the Advanced Certificate for ECF-ORM or respective grandfathered certificate are eligible to apply for ECF-ORM (Core Level) module exemption. Please refer to "**ECF-ORM**" for details.
11. For exemption only. Holders of the Professional Certificate for ECF-Fintech or respective grandfathered certificate are eligible to apply for ECF-Fintech (Core Level) module exemption. Please refer to "**ECF-Fintech**" for details.
12. For exemption only. Holders of the Professional Certificate for ECF-Compliance or respective grandfathered certificate are eligible to apply for ECF-Compliance (Professional Level) module exemption. Please refer to "**ECF-Compliance**" for details.
13. For exemption only. Holders of the Advanced Certificate for ECF-Compliance or respective grandfathered certificate are eligible to apply for ECF-Compliance (Core Level) module exemption. Please refer to "**ECF-Compliance**" for details.
14. For exemption only. Holders of the Postgraduate Certificate for ECF-Fintech or respective grandfathered certificate are eligible to apply for ECF-Fintech (Professional Level) module exemption. Please refer to "**ECF- Fintech**" for details.

\* For CB, the Professional Qualification of CB is recognised under the QF at Level 6. (QR Registration No.: 20/000543/L6) Validity period: 1/8/2020 – 31/7/2025