

FSPFC03 – SQA Unit Code H5H1 04

Charge and control securities for financing



Overview

This unit is about taking, maintaining and releasing valid security in compliance with your organisation's requirements. You will need to pay attention to details that are critical to work and will need to ensure that security is both valid, insured where necessary and is in the condition expected by your organisation. You will also have to monitor the ongoing condition, insurance position and value of the security to ensure that your organisation's interest in the security is maintained. At the termination of the financing agreement you are expected to release securities and make arrangements for entitlements to the security to be returned to the customer or their representative.

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Performance criteria

- You must be able to:*
- P1 Arrange for the assignment and/or deposit of securities
 - P2 Complete the charge over of the required security in accordance with your organisation's requirements
 - P3 Establish and update the current market value of the security
 - P4 Confirm that all insurances required for the security are current, sufficient in value and valid for the required time span, where appropriate
 - P5 Release securities for which you have authority, in accordance with your organisation's policies
 - P6 Send notices to all interested parties indicating the cancellation of your organisation's interest
 - P7 Confirm that legal releases are made with reference to your organisation's legal representative if appropriate
 - P8 Hand over discharged securities to your customer against formal receipt, where appropriate
 - P9 Complete all appropriate documentation in accordance with the required procedures
 - P10 Keep accurate and up-to-date records
 - P11 Comply with legal requirements, industry regulations, including ethical standards and health and safety, organisational policies and professional codes
 - P12 Identify potential risks

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Knowledge and understanding

You need to know and understand:

- K1 Relevant legislation and regulations affecting your work
- K2 The sources of information on maintaining and releasing security
- K3 The formalities that need to be completed and the records that need to be kept for different types of security
- K4 Actions you can take to resolve problems
- K5 Your organisation's guidelines and procedures for maintaining the validity of security.
- K6 Types of security, quasi-security and assets that can be charged
- K7 The people to whom you should refer problems and from whom you can seek advice
- K8 The documents required for the different types of security
- K9 The parties that are concerned with your organisation's interest in securities
- K10 How to verify the existence, value and insurance of security
- K11 The purpose of, and procedure for, releasing securities
- K12 Your organisation's requirements relating to the application of codes, laws and regulatory requirements, including ethical standards and health and safety as they impact on your activities

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Additional Information

Behaviours

1. You use information and knowledge effectively, efficiently and ethically

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