

FSPFC07 – SQA Unit Code H5H5 04

Manage the quality of decisions to offer financing and credit facilities



Overview

This unit is about reviewing and/or authorising decisions to offer financing and or credit facilities. This may be in relation to individual cases requiring referral, or as part of an ongoing supervisory process. You will need to pay attention to details that are critical to work and will need to assess applications that have been prepared by others in your team, establishing that the level of risk is acceptable and that appropriate security is available where appropriate. You must act within your mandated authority level to approve and authorise applications', and demonstrate that you undertake this responsibility competently.

FSPFC07 – SQA Unit Code H5H5 04

Manage the quality of decisions to offer financing and credit facilities

Performance criteria

- You must be able to:*
- P1 Gather all the information necessary for you to carry out the review
 - P2 Ensure that application forms are accurate and complete
 - P3 Analyse and establish the level of risk presented by applications for financing and/or credit facilities against your organisation's criteria and guidelines
 - P4 Justify your decision to progress applications for financing and/or credit facilities in accordance with your mandated authority and your organisation's guidelines
 - P5 Ensure security for the financing and/or credit facility is in place where it is necessary, according to your organisation's guidelines
 - P6 Authorise and/or approve applications that fall within your mandated authority and your organisation's criteria for financing and/or credit facilities
 - P7 Refer applications outside your own authority to approve, to the appropriate person
 - P8 Comply with legal requirements, industry regulations, including ethical standards and health and safety, organisational policies and professional codes
 - P9 Identify potential risks

FSPFC07 – SQA Unit Code H5H5 04

Manage the quality of decisions to offer financing and credit facilities

Knowledge and understanding

You need to know and understand:

- K1 The financing and/or credit facilities offered by your organisation and the terms and conditions that apply to them
- K2 Relevant legislation and regulations affecting your work
- K3 Your organisation's criteria and procedures for approving and/or authorising applications for financing and/or credit facilities
- K4 The limits of your authority when approving and/or authorising applications for financing and/or credit facilities
- K5 To whom you should refer applications that you do not have the authority to approve
- K6 Your organisation's criteria and guidelines for establishing the risk inherent in applications for financing and/or credit facilities
- K7 Your organisation's guidelines for dealing with fraud and money-laundering issues
- K8 Your organisation's guidelines regarding security for financing and/or credit facilities
- K9 The documentation and information required to support applications for financing and/or credit facilities
- K10 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

FSPFC07 – SQA Unit Code H5H5 04

Manage the quality of decisions to offer financing and credit facilities

Additional Information

Behaviours

1. You use information and knowledge effectively, efficiently and ethically
2. You show integrity, fairness and consistency in the decisions you make

FSPFC07 – SQA Unit Code H5H5 04

Manage the quality of decisions to offer financing and credit facilities

Developed by	Financial Skills Partnership
Version number	1
Date approved	September 2012
Indicative review date	September 2015
Validity	Current
Status	Original
Originating organisation	Financial Skills Partnership
Original URN	FSPFC07
Relevant occupations	Finance
Suite	Financing and Credit
Key words	Lending; borrowing; lending decision; drawdown; mortgage application; mandate; security; entitlement; balance sheets; terms and conditions; loan; overdraft; secured; unsecured; arrears; credit