

**Unit: CC4 Ensure your own compliance with financial services regulation**

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**Overview**

This Standard is about working within the regulatory environment of the financial services industry. Most organisations within financial services have to operate within specific regulations, and every person working for these organisations must carry out their role in compliance with these regulations. To achieve this unit you will find out about the regulations which affect your role, and make sure that you comply with them. You will identify and correct any failures in compliance, reporting these when necessary. You will also make sure that you maintain and improve your competence to do your job.

***Outcomes of effective performance***

- CC4/O1 You find out about relevant regulatory information and evaluate the effect this has on your role
- CC4/O2 You clarify your understanding of the regulatory requirements, where your understanding is unclear
- CC4/O3 You monitor your work to confirm that it complies with regulatory requirements
- CC4/O4 You identify and correct any failures to comply with regulatory requirements and report these to the appropriate person when necessary
- CC4/O5 You respond to changes in regulation and modify your work practices to comply with those changes
- CC4/O6 You evaluate, with your manager, your competence in your role and agree and implement a plan to maintain and improve your competence

***Behaviours which underpin effective performance***

- CC4/B1 You give a consistent and reliable performance at work
- CC4/B2 You use information and knowledge effectively, efficiently and ethically
- CC4/B3 You constantly seek to improve your performance at work
- CC4/B4 You identify and raise concerns within the working environment
- CC4/B5 You pay attention to details that are critical to your work
- CC4/B6 You carry out tasks with due regard to your organisation's policies and procedures, including those covering health and safety at work

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***Knowledge and understanding***

1. How to find out about the relevant regulatory requirements which affect your role
2. The agreed requirements of your job including the limits of your responsibilities
3. your organisation's policies and procedures to make sure you comply with regulatory requirements
4. who to ask if you need clarification of the regulatory requirements
5. the ways in which you may fail to comply with requirements, how to recognise them and the consequences of non-compliance for you, your organisation and your customers
6. the procedures to follow if you do not comply with regulatory requirements
7. Your organisation's requirements relating to the application of codes, laws and regulatory requirements, including health and safety, as they impact on your activities