

NOTES ABOUT NATIONAL OCCUPATIONAL STANDARDS

What are National Occupational Standards, and why should you use them?

National Occupational Standards (NOS) are statements of the standards of performance which individuals must achieve for effective performance in the workplace, together with specifications of the underpinning knowledge and understanding.

NOS provide UK-wide, demand-led and evidence-based benchmarks of competent performance which underpin vocational learning and development, apprenticeships and qualifications across all sectors, occupations and parts of the UK.

NOS have a variety of important uses for both individuals and organisations, including providing guidance for career changes and upskilling, assisting in the development of person specifications, job descriptions and career pathways, providing guidelines for certification and accreditation, and underpinning training design and delivery.

NOS are developed by the industry, for the industry. They are produced in consultation with practitioners carrying out the roles described on a daily basis, and they avoid the need to 'reinvent the wheel'. **NOS are a 'must-have' resource for everyone and they are here to help you.**

A set of NOS is presented as a 'suite' – relating to a particular business area or occupation. This suite of NOS is for **Compliance**..

What is included within these National Occupational Standards?

This suite contains 19 individual standards. Each standard is set out in the same way and contains the following:

- **Title** – this explains the key competence for the unit.
- **Overview** – this describes what the unit is about and what it covers.
- **Performance** – lists the critical functions that are required in order to meet the standard of competence outlined in the title and overview.
- **Knowledge and Understanding** – underpin the performance statements – i.e. what you need to know to be considered competent.

Terminology and language in these NOS

These NOS aim to contain terminology in current use, or at least recognisable to those working in Compliance roles. However, in order to 'future proof' the NOS, the Knowledge and Understanding section of each unit includes broad reference only to legislation and regulations, rather than specific references which may be superseded or otherwise become outdated within the life of the NOS.

The use of such language also helps the NOS to be used within an international context. As such, where reference within units is made to the '**regulatory bodies**', this term should be extended (where appropriate) to any authority, body or person having, or who has had, responsibility for the supervision or regulation of any regulated activities or other financial services, whether in the United Kingdom or overseas.

Similarly, where reference within units is made to '**regulations**', this term encompasses (where appropriate) the range of obligations including rules, principles, codes and guidance plus all primary and secondary legislation, as well as supervision to which your organisation is accountable.

Where reference within units is made to '**organisation**' this term encompasses both single and multi entity firms, including subsidiaries, and global organisations with a UK presence.

The 'pick and mix' approach in using these NOS

It is important to recognise that very few people will carry out all of the functions described in any full suite of NOS. In addition, many of the functions / those carrying them out will vary dependent on the size of the organisation.

NOS are designed so that a 'pick and mix' approach can be used to develop the job description, training programme, etc. Each user should select the appropriate combination of Performance and Knowledge and Understanding statements from across the units. To assist in this process, the NOS units have been grouped under the following categories.

- Research your organisation and its requirements to help inform a compliance policy
- Develop and communicate a compliance policy for your organisation
- Develop and monitor compliance controls in your organisation
- Support the staff in your organisation to maintain compliance
- Maintain an effective relationship with relevant external bodies and respond to requests on consultations
- Identify and deal with non-compliant activity in your organisation
- Prepare for an inspection visit to your organisation from regulatory bodies