<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Corporate Governance and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Policy Implementation and Revision</td>
</tr>
<tr>
<td>TSC Description</td>
<td>Identify priority areas for policy development and evaluate existing policies to determine currency and relevance</td>
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<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td>RET-CGP-1005-1.1</td>
<td>RET-CGP-2005-1.1</td>
<td>RET-CGP-3005-1.1</td>
<td>RET-CGP-4005-1.1</td>
<td>RET-CGP-5005-1.1</td>
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<tr>
<td>Assist in writing draft policies according to established formats and structures</td>
<td>Draft policies according to established formats and structures and provide inputs to support continuous improvements in evaluating review of policies effectively</td>
<td>Modify draft policies according to outcomes of consultation with relevant stakeholders and assess current business environment that may impact on organisational policy development</td>
<td>Evaluate existing policies, facilitate open constructive discussion on policy issues and possible resolutions for continuous improvements, identify priority areas for policy development and outline policy requirements</td>
<td>Develop policy compliance mechanisms, strategic directions and goals</td>
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**Knowledge**

- Organisational guidelines, standards and procedures
- Importance of policies
- Organisational guidelines, standards and procedures
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- Required resources for the effective implementation of policies and procedures
- Organisational guidelines, standards and procedures
- Implementation of policies and procedures
- Actions to ensure staff compliance to policies and procedures
- Organisational guidelines, standards and procedures
- Implementation of policies and procedures
- Methods of updating staff on policies and procedures
- Actions to motivate, enforce and ensure staff compliance to policies and procedures
- Organisational guidelines, standards and procedures
- Implementation of policies and procedures
- Acquisition of policies and procedures
- Policies and procedures implementation techniques
- Methods of updating staff on policies and procedures
- Techniques to motivate, enforce and ensure staff compliance to policies and procedures

**Abilities**

- Follow organisational policies and procedures
- Participate in discussions to support continuous improvements in evaluating review of policies effectively
- Follow organisational policies and procedures
- Provide inputs to support continuous improvements in evaluating review of policies effectively
- Interpret policies and procedures
- Provide staff with updates on policies and procedures
- Develop policy compliance mechanisms
- Determine and formulate strategic directions and goals using appropriate consultation processes with relevant stakeholders when developing policies
- Monitor resources in relation to policies and procedures
- Review the effectiveness of policies and procedures
- Take actions to ensure staff compliance to
- Devise policy compliance mechanisms
- Review the effectiveness of policies and procedures
- Provide staff with updates on policies and procedures
- Methods of updating staff on policies and procedures
- Techniques to motivate, enforce and ensure staff compliance to policies and procedures
<table>
<thead>
<tr>
<th>policies and procedures</th>
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<tbody>
<tr>
<td>• Provide feedback on the effectiveness of the procedures</td>
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