

**SKILLS FRAMEWORK FOR SOCIAL SERVICE  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	General Management					
<b>TSC</b>	Corporate Governance					
<b>TSC Description</b>	Establish, guide and endorse organisation's corporate governance and compliance policy. This includes being aware of the regulatory frameworks and global leading practices in similar organisations					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>SSC-CGP-3007-1.1</b>	<b>SSC-CGP-4007-1.1-1</b>	<b>SSC-CGP-5007-1.1-1</b>	
			Adhere organisation's compliance to relevant legislative and regulatory requirements	Operationalise corporate governance policies through operational plans to monitor compliance which includes interpreting, executing and communicating corporate governance policies and evaluating compliance with the policies	Endorse corporate governance framework within the organisation to maintain levels of compliance with statutory laws and regulatory policies as well as the goals for which the organisation is governed	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Legislative and regulatory frameworks for the relevant industry and operating environment</li> <li>Objectives of legislative and regulatory compliance</li> <li>Organisation's policies and procedures that meet compliance of legislative and regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory frameworks</li> <li>Corporate governance principles and related issues</li> <li>The code of corporate governance</li> <li>Operational plans for achieving compliance</li> <li>Techniques to implement operational plans</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory frameworks applicable to the organisation and global leading practices</li> <li>Roles, accountabilities and responsibilities of company directors, functions and committees in corporate governance</li> <li>Processes for operationalising the corporate governance policies</li> <li>Corporate governance principles</li> <li>Internal and external corporate governance controls</li> <li>Operational plans for monitoring and internalising corporate governance in the organisation</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Identify legislative and regulatory requirements in accordance with organisational strategies and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Operationalise and manage corporate governance policies for the business units</li> <li>Communicate corporate governance policies to</li> </ul>	<ul style="list-style-type: none"> <li>Endorse the principles of corporate governance and compliance in the organisation</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Adhere with organisation's policies and procedures to meet legislative and regulatory requirements</li> <li>• Facilitate development of operational plans to monitor and internalise corporate governance within the organisational culture</li> <li>• Apply ethical codes of practice in the evaluation of compliance by the business units to ensure adherence to legislative and regulatory requirements</li> <li>• Interpret corporate governance policies for execution to ensure compliance on roles, accountabilities and responsibilities of employees</li> </ul>	<p>relevant stakeholders in accordance with organisational procedures to facilitate organisational compliance</p> <ul style="list-style-type: none"> <li>• Evaluate compliance with corporate governance policies to determine appropriate follow-up actions</li> <li>• Keep abreast of the latest legislative and regulatory requirements applicable to the organisation by subscribing to various information channels to ensure currency of knowledge and organisational compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Define roles and responsibilities of company directors and various committees for compliance with corporate governance policies</li> <li>• Provide feedback to inform management on the overall compliance with corporate governance policies</li> <li>• Evaluate operational plans to monitor and internalise corporate governance in the organisation for endorsement purposes</li> <li>• Provide feedback on areas for improvement to enhance effectiveness of organisational corporate governance management</li> <li>• Develop processes to operationalise the corporate governance policies for the business units</li> <li>• Adhere to organisation ethical codes of practice when endorsing corporate governance principles, policies and operational plans to ensure organisational compliance to corporate governance requirements</li> <li>• Provide guidance to operationalise corporate governance policies in the organisation</li> </ul>	
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