



# **TRAINING AND COMPETENCY MODULE**



<b>MODULE:</b>	<b>TC (Training and Competency)</b>
	<b>Table of Contents</b>

		<b>Date Last Changed</b>
<b>TC-A</b>	<b>Introduction</b>	
	TC-A.1 Purpose	10/2013
	TC-A.2 Module History	10/2018
<b>TC-B</b>	<b>Scope of Application</b>	
	TC-B.1 Scope	07/2014
<b>TC-1</b>	<b>Requirements for Controlled Functions</b>	
	TC-1.1 Controlled Functions	10/2018
	TC-1.2 Continuous Professional Development Training (“CPD”)	10/2013
<b>TC-2</b>	<b>General Requirements</b>	
	TC-2.1 Recruitment and Assessing Competence	10/2013
	TC-2.2 Training and Maintaining Competence	10/2013
	TC-2.3 Transitional Period	04/2017
<b>APPENDICES</b>		
Appendix TC-1	Qualifications and Core Competencies	10/2018



MODULE	TC: Training and Competency
CHAPTER	TC-A: Introduction

## TC-A.1 Purpose

### *Executive Summary*

TC-A.1.1 This Module presents requirements that have to be met by Islamic bank licensees with respect to training and competency of individuals undertaking controlled functions (as defined in Paragraph LR-1A.1.2)

TC-A.1.2 Module TC provides Rules and Guidance to Islamic bank licensees to ensure satisfactory levels of competence, in terms of an individual's knowledge, skills, experience and professional qualifications. Islamic bank licensees, are required to demonstrate that individuals undertaking controlled functions are sufficiently competent, and are able to undertake their respective roles and responsibilities.

TC-A.1.3 The Rules build upon Principles 3 and 9 of the Principles of Business (see Module PB (Principles of Business)). Principle 3 (Due Skill, Care and Diligence) requires Islamic bank licensees and approved persons to observe high standards of integrity and fair dealing, and to be honest and straightforward in its dealings with clients. Principle 9 (Adequate Resources) requires Islamic bank licensees to maintain adequate human, financial and other resources sufficient to run its business in an orderly manner.

TC-A.1.4 Condition 4 of the Central Bank of Bahrain's ('CBB') Licensing Conditions (Chapter LR-2.4) and Chapter LR-1A (Approved Persons) of Module LR impose further requirements. To satisfy Condition 4 of the CBB's Licensing Conditions, an Islamic bank licensee's staff, taken together, must collectively provide a sufficient range of skills and experience to manage the affairs of the licensee in a sound and prudent manner (LR-2.4). This condition specifies that Islamic bank licensees must ensure their employees meet any training and competency requirements specified by the CBB. Chapter LR-1A (Approved Persons) of Module LR sets forth the 'fit and proper' requirements in relation to competence, experience and expertise required by approved persons; this Chapter specifies various factors that the CBB takes into account when reaching such a decision.

### *Legal Basis*

**TC-A.1.5** This Module contains the CBB's Directive (as amended from time to time) relating to training and competency and is issued under the powers available to the CBB under Articles 38 and 65(b) of the Central Bank of Bahrain and Financial Institutions Law 2006 ('CBB Law'). The Directive in this Module is applicable to all Islamic bank licensees (including their approved persons).

TC-A.1.6 For an explanation of the CBB's rule-making powers and different regulatory instruments, see Section UG-1.1.



<b>MODULE</b>	<b>TC:</b>	<b>Training and Competency</b>
<b>CHAPTER</b>	<b>TC-A:</b>	<b>Introduction</b>

## TC-A.2 Module History

### *Evolution of the Module*

TC-A.2.1 This Module was first issued in October 2013. Any material changes that are subsequently made to this Module are annotated with the calendar quarter date in which the change is made; Chapter UG-3 provides further details on Rulebook maintenance and version control.

TC-A.2.2 A list of recent changes made to this Module is provided below:

Module Ref.	Change Date	Description of Changes
Appendix TC-1	01/2014	Added Chartered Financial Analyst as possible qualification for heads of other functions.
TC-B.1.4	07/2014	Clarified scope of application.
Appendix TC-1	10/2015	Added securities market regulation certification as other relevant certification for heads of other functions.
Appendix TC-1	10/2016	Added BIBF Advanced Diploma in Islamic Finance and Advanced Diploma in Commercial Jurisprudence from BIBF.
TC-2.3.3	04/2017	Amended Paragraph on exception to the grandfathering rule.
TC-1.1.1	10/2018	Amended Individuals occupying controlled functions.
TC-1.1.10	10/2018	Amended title to be Shari'a Officer and amended responsibilities.
TC-1.1.12A	10/2018	Added new Paragraph on Head of Internal Shari'a Audit.
Appendix-TC-1	10/2018	Amended qualifications and core competencies of Shari'a Officer.
Appendix-TC-1	10/2018	Added Head of Internal Shari'a Audit function qualifications and competencies.



MODULE	TC: Training and Competency
CHAPTER	TC-B: Scope of Application

## TC-B.1 Scope

**TC-B.1.1** This Module applies to all CBB Islamic bank licensees authorised in the Kingdom. It covers the training and competency requirements for staff occupying controlled functions (See Chapter TC-1).

TC-B.1.2 Module TC, unless otherwise stated, applies in full to both retail and wholesale Islamic bank licensees licensed in Bahrain. In the case of an overseas Islamic bank licensee, the application of this Module is restricted to its Bahrain operations.

TC-B.1.3 Persons authorised by the CBB as approved persons prior to the issuance of Module TC need not reapply for authorisation.

**TC-B.1.4** The requirements of this Module apply to approved persons holding controlled functions, including board members, in connection with the Islamic bank licensee's regulated banking services, or under a contract of service.

TC-B.1.5 In the case of outsourcing arrangements, the Islamic bank licensee should refer to the competency requirements, outlined in Appendix TC-1 for controlled functions, for assessing the suitability of the outsourcing provider.

**TC-B.1.6** Islamic bank licensees must satisfy the CBB that individuals performing a controlled function for it or on its behalf are suitable and competent to carry on that controlled function.

**TC-B.1.7** In implementing this Module, Islamic bank licensees must ensure that individuals recruited to perform controlled functions:

- (a) Hold suitable qualifications and experience appropriate to the nature of the business;
- (b) Remain competent for the work they do; and
- (c) Are appropriately supervised.



MODULE	TC: Training and Competency
CHAPTER	TC-1: Requirements for Controlled Functions

## TC-1.1 Controlled Functions

### TC-1.1.1

Individuals occupying controlled functions (refer to Paragraphs LR-1A.1.5 to 1A.1.16) in an Islamic bank licensee must be qualified and suitably experienced for their specific roles and responsibilities. The controlled functions are those of:

- (a) Board Member;
- (b) Chief Executive or General Manager and their Deputies;
- (c) Chief Financial Officer and/or Financial Controller
- (d) Head of Risk Management;
- (e) Head of Internal Audit;
- (f) **Shari'a Officer;**
- (g) Compliance Officer;
- (h) Money Laundering Reporting Officer;
- (i) Deputy Money Laundering Reporting Officer;
- (j) **Head of Internal Shari'a Audit; and**
- (k) Heads of other Functions.

### TC-1.1.2

An Islamic bank licensee must take reasonable steps to ensure that individuals holding controlled functions are sufficiently knowledgeable about their respective fields of work to be able to guide and supervise operations that fall under their responsibilities.

### TC-1.1.3

Competence must be assessed on the basis of experience and relevant qualifications described in Appendix TC-1 as a minimum. However, the CBB reserves the right to impose a higher level of qualifications as it deems necessary.

#### *Board Member*

### TC-1.1.4

Board members collectively are responsible for the business performance and strategy of the Islamic bank licensee, as outlined in more details in Section HC-1.2.

### TC-1.1.5

When taken as a whole, the board of directors of an Islamic bank licensee must be able to demonstrate that it has the necessary skills and expertise, as outlined in Paragraph HC-1.2.10.



MODULE	TC: Training and Competency
CHAPTER	TC-1: Requirements for Controlled Functions

## TC-1.1 Controlled Functions (continued)

### *Chief Executive or General Manager*

TC-1.1.6

The chief executive or general manager and their deputies (as appropriate) are responsible for the executive management and performance of the Islamic bank licensee within the framework or delegated authorities set by the Board. The scope of authority of the CEO and deputies is outlined in more detail in Subparagraph HC-6.3.2 (a).

### *Chief Financial Officer/ Head of Financial Control*

TC-1.1.7

The chief financial officer/head of financial control is responsible for directing the bank's financial function, including ensuring that the relevant accounting treatment is applied to all of the activities of the bank in a timely manner. The scope of authority of the CFO/ Head of Financial Control is outlined in more detail in Subparagraph HC-6.3.2 (b).

### *Head of Risk Management*

TC-1.1.8

Heads of risk management are responsible for the management and control of all risk exposures arising from the activities of the Islamic bank licensee.

### *Head of Internal Audit*

TC-1.1.9

Heads of internal audit are responsible for providing independent and objective review on the adequacy and effectiveness of the holistic internal control environment within the Islamic bank licensee. The duties of the head of internal audit are outlined in more detail in Subparagraph HC-6.3.2 (d).



MODULE	TC: Training and Competency
CHAPTER	TC-1: Requirements for Controlled Functions

## TC-1.1 Controlled Functions (continued)

### Shari'a Officer

#### TC-1.1.10

The Shari'a Officer in an Islamic bank licensee is responsible for the product design / development stage to assist the Shari'a Supervisory Board (SSB) in the issuance of Shari'a pronouncements / resolutions, Fatawas, guidelines and instructions about the products and services offered. He is also responsible for assisting the management in implementing the Fatawa and rulings of the SSB in the day to day functioning of the licensee. The Shari'a Officer must also assist the Human Resources Department in arranging for Shari'a training of the licensee's employees. Refer to SG-3.1 and SG-3.2 for a detailed description of his responsibilities.

### Compliance Officer

#### TC-1.1.11

In accordance with Paragraph LR-1A.1.12, an employee of appropriate standing must be designated by the Islamic bank licensee for the position of compliance officer. The duties of the compliance officer, include:

- (a) Having responsibility for oversight of the Islamic bank licensee's compliance with the requirements of the CBB and other applicable laws and regulations;
- (b) Raising awareness and providing training for the Islamic bank licensee's staff on compliance issues; and
- (c) Reporting to the Islamic bank licensee's Board in respect of that responsibility.

### Money Laundering Reporting Officer (MLRO) or Deputy Money Laundering Reporting Officer (DMLRO)

#### TC-1.1.12

The attributes and responsibilities of the MLRO/DMLRO are described more fully in Paragraphs FC-4.1.7 and FC-4.2.1.





MODULE	TC: Training and Competency
CHAPTER	TC-1: Requirements for Controlled Functions

## TC-1.1 Controlled Functions (continued)

### *Head of Internal Shari'a Audit*

TC-1.1.12A

The Head of Internal Shari'a Audit function is responsible for examining and evaluating the extent of the licensee's compliance with the following:

- (a) Shari'a principles;
- (b) The SSB's Fatawa, guidelines, pronouncements and instructions/recommendations;
- (c) Shari'a related regulations, resolutions and directives issued by the CBB;
- (d) Shari'a standards issued by AAOIFI; and
- (e) Shari'a related policies and procedures of the Bahraini Islamic bank licensee.

### *Heads of other Functions*

TC-1.1.13

Heads of other functions, where risk acquisition or control is involved, are responsible for tracking specific functional performance goals in addition to identifying, managing, and reporting critical organisational issues upstream. Certain functions require dealing directly with clients while others do not. Both categories of functions, however, require specific qualifications and experience to meet the objectives as well as compliance requirements of the Islamic bank licensee.

TC-1.1.14

For purposes of Paragraph TC-1.1.13, Islamic bank licensees should contact the CBB should they require further clarification on whether a specific position falls under the definition of "Heads of other Functions".



MODULE	TC: Training and Competency
CHAPTER	TC-1: Requirements for Controlled Functions

## TC-1.2 Continuous Professional Development Training (“CPD”)

### *CPD*

**TC-1.2.1** All individuals holding controlled functions in an Islamic bank licensee must undergo a minimum of 15 hours of CPD per annum.

**TC-1.2.2** An Islamic bank licensee must ensure that an approved person undertaking a controlled function undergoes appropriate annual review and assessment of performance.

TC-1.2.3 The level of supervision should be proportionate to the level of competence demonstrated by the approved person. Supervision will include, as appropriate:

- (a) Reviewing and assessing work on a regular basis; and
- (b) Coaching and assessing performance against the competencies necessary for the role.

TC-1.2.4 Supervisors of approved persons should have technical knowledge and relevant managerial skills.

### *Record Keeping*

TC-1.2.5 An Islamic bank licensee should, for a minimum period of five years, retain records of:

- (a) The annual training plan for each controlled function;
- (b) Materials used to conduct in-house training courses;
- (c) List of participants attending such in-house training courses; and
- (d) Results of evaluations conducted at the end of such training courses.



MODULE	TC: Training and Competency
CHAPTER	TC-2: General Requirements

## TC-2.1 Recruitment and Assessing Competence

### *Recruitment and Appointment*

#### TC-2.1.1

If an Islamic bank licensee recruits or promotes an individual to undertake a controlled function, it must first file Form 3 (Approved Persons) with the CBB and obtain the express written approval of the CBB for that person to occupy the desired position. In its application, the Islamic bank licensee must demonstrate to the CBB that full consideration has been given to the qualifications and core competencies for controlled functions in Appendix TC-1. (See Article 65(b) of the CBB Law and Paragraph LR-2.3.1).

#### TC-2.1.2

Islamic bank licensees should refer to Module LR (Licensing Requirements) providing detailed requirements on the appointment of individuals occupying controlled functions (approved persons).

#### TC-2.1.3

An Islamic bank licensee proposing to recruit an individual has to satisfy itself, of his/her relevant qualifications and experience. The Islamic bank licensee should:

- Take into account the knowledge and skills required for the role, in addition to the nature and the level of complexity of the controlled function; and
- Take reasonable steps to obtain sufficient information about the individual's background, experience, training and qualifications.

### *Record Keeping*

#### TC-2.1.4

An Islamic bank licensee must make and retain records of its recruitment procedures for a minimum period of five years. Such procedures should be designed to adequately take into account proof of the candidates' knowledge and skills and their previous activities and training.



MODULE	TC: Training and Competency
CHAPTER	TC-2: General Requirements

## TC-2.1 Recruitment and Assessing Competence (continued)

### TC-2.1.5

In addition to recruitment procedures in Paragraph TC-2.1.4, the Islamic bank licensee must retain the recruitment records of approved persons for a minimum period of five years following termination of their services or employment with the bank. Such records must include, but are not limited to, the following:

- (a) Results of the initial screening;
- (b) Results of any employment tests;
- (c) Results and details of any interviews conducted;
- (d) Background and references checks; and
- (e) Details of any professional qualifications.

#### *Assessing Competence*

### TC-2.1.6

Islamic bank licensees must not allow an individual to undertake or supervise controlled functions unless that individual has been assessed by the Islamic bank licensee as competent in accordance with this Section.

### TC-2.1.7

In determining an individual's competence, Islamic bank licensees may assess if the person is fit and proper in accordance with Chapter LR-1A.

### TC-2.1.8

Islamic bank licensees must assess individuals as competent when they have demonstrated the ability to apply the knowledge and skills required to perform a specific controlled function.

### TC-2.1.9

The assessment of competence will be dependent on the nature and the level of complexity of the controlled function. Such assessment of competence of new personnel may take into account the fact that an individual has been previously assessed as competent in a similar controlled function with another Islamic bank licensee.



<b>MODULE</b>	<b>TC:</b>	<b>Training and Competency</b>
<b>CHAPTER</b>	<b>TC-2:</b>	<b>General Requirements</b>

## TC-2.1 Recruitment and Assessing Competence (continued)

TC-2.1.10 If an Islamic bank licensee assesses an individual as competent in accordance with Paragraph TC-2.1.8 to perform a specific controlled function, it does not necessarily mean that the individual is competent to undertake other controlled functions.

TC-2.1.11 An Islamic bank licensee should use methods of assessment that are appropriate to the controlled function and to the individual's role.

### *Record Keeping*

**TC-2.1.12** An Islamic bank licensee must, for a minimum period of five years, make and retain updated records of:

- (a) The criteria applied in assessing the ongoing and continuing competence; and
- (b) How and when the competence decision was arrived at.

TC-2.1.13 For purposes of Paragraph TC-2.1.12, the record keeping requirements apply to both current employees as well as to employees following termination of their services or employment with the bank, for a minimum period of five years.



MODULE	TC: Training and Competency
CHAPTER	TC-2: General Requirements

## TC-2.2 Training and Maintaining Competence

**TC-2.2.1** An Islamic bank licensee must annually determine the training needs of individuals undertaking controlled functions. It must develop a training plan to address these needs and ensure that training is planned, appropriately structured and evaluated.

TC-2.2.2 The assessment and training plan described in Paragraph TC-2.2.1 should be aimed at ensuring that the relevant approved person maintains competence in the controlled function. An individual can develop skills and gain experience in a variety of ways. These could include on-the-job learning, individual study, and other methods. In almost every situation, and for most individuals, it is likely that competence will be developed most effectively by a mixture of training methods.

**TC-2.2.3** The training plan of Islamic bank licensees must include a programme for continuous professional development training ('CPD') for their approved persons.

TC-2.2.4 Approved persons may choose to fulfil their CPD requirements by attending courses, workshops, conferences and seminars at local or foreign training institutions.

**TC-2.2.5** The annual training required under Paragraph TC-2.2.1 must also include the quarterly updates, if any, to the CBB Volume 2 (Islamic Banks) Rulebook, in areas relevant to each controlled function.

TC-2.2.6 Islamic bank licensees should maintain appropriate training records for each individual. Licensees should note how the relevant training relates to and supports the individual's role. Training records may be reviewed during supervisory visits to assess the Islamic bank licensee's systems and to review how the Islamic bank licensee ensures that its staff are competent and remain competent for their roles.

### *Maintaining Competence*

**TC-2.2.7** An Islamic bank licensee must make appropriate arrangements to ensure that approved persons maintain competence.



<b>MODULE</b>	<b>TC:</b>	<b>Training and Competency</b>
<b>CHAPTER</b>	<b>TC-2:</b>	<b>General Requirements</b>

## TC-2.2 Training and Maintaining Competence (continued)

TC-2.2.8 An Islamic bank licensee should ensure that maintaining competence for an approved person takes into account:

- (a) Application of technical knowledge;
- (b) Application and development of skills; and
- (c) Any market changes and changes to products, legislation and regulation.

TC-2.2.9 An Islamic bank licensee may utilise the CPD schemes of relevant professional bodies to demonstrate compliance with Paragraph TC-2.2.1. In-house training, seminars, conferences, further qualifications, product presentations, computer-based training and one-to-one tuition may also be considered to demonstrate compliance with Paragraph TC-2.2.1.

### *Record Keeping*

**TC-2.2.10** An Islamic bank licensee must, for a minimum period of five years, make and retain records of:

- (a) The criteria applied in assessing continuing competence;
- (b) The annual assessment of competence; and
- (c) Record of CPD hours undertaken by each approved person.



MODULE	TC: Training and Competency
CHAPTER	TC-2: General Requirements

### TC-2.3 Transitional Period

**TC-2.3.1** The requirements of this Module for Islamic bank licensees are effective from the issuance date of this Module.

**TC-2.3.2** New applications for approved persons are subject to the requirements of this Module (See Paragraph TC-B.1.4).

**TC-2.3.3** Approved persons occupying controlled functions at the time this Module is issued will be grandfathered and not subject to the requirements of this Module, with the exception of CPD requirements in Paragraph TC-1.2.1 and Paragraphs BR-1.1.4(m) and BR-1.2.3(g). However, should the approved person move to another controlled function, Paragraph TC-2.3.4 will apply.

TC-2.3.4 In instances, where an approved person in one Islamic bank licensee moves to another Islamic bank licensee and occupies the same function, the CBB will exercise its discretion on whether to grandfather such approved person from the required qualifications and competencies outlined in Appendix TC-1 into the new Islamic bank licensee. The grandfathering criteria used by the CBB will include a comparison of the scope and size of both positions. This will also apply in instances where an approved person in one Islamic bank licensee moves from one department to another within the same Islamic bank licensee.





<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

## Qualifications and Core Competencies

Role	Core Competencies	How can competence be demonstrated?
Board Member	<p>Board members should have:</p> <ul style="list-style-type: none"> <li>(a) Sufficient experience to demonstrate sound business decision-making; and</li> <li>(b) A good understanding of the industry and its regulatory environment.</li> </ul>	<p>Competence is demonstrated by:</p> <ul style="list-style-type: none"> <li>(a) (i) Holding a Bachelor's Degree; and</li> <li>(ii) A minimum experience of 7 years in business and/or government/quasi government of which at least 4 years at a senior management level;</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>(b) A minimum experience of 10 years in business.</li> </ul>
Chief Executive or General Manager and their Deputies	<p>The Chief Executive or General Manager and their Deputies should have:</p> <ul style="list-style-type: none"> <li>(a) A clear understanding of the role and responsibilities associated with this position;</li> <li>(b) A good understanding of banking business and the wider industry and its regulatory environment; together with;</li> <li>(c) Relevant experience and qualifications associated with such executive responsibilities; and</li> <li>(d) The necessary professional and leadership capabilities which qualify him for this position.</li> </ul>	<p>This person should have a minimum experience of 15 years in the banking sector of which at least 7 years at a senior management level in an Islamic bank.</p> <p>He/she should hold a relevant academic/professional qualification, preferably MBA, Masters in finance/accounting/economics or masters in any other subject, or preferably other qualification related to banking, accounting or finance, including BIBF Advanced Diploma in Islamic Finance.</p>



<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

<p>Chief Financial Officer/ Head of Financial Control</p>	<p>The Chief Financial Officer/ Head of Financial Control should have:</p> <ul style="list-style-type: none"> <li>(a) A clear understanding of the role and responsibilities associated with the position;</li> <li>(b) A good understanding of banking business and the wider industry and its regulatory environment;</li> <li>(c) The relevant experience and qualifications to fulfill his responsibilities; and</li> <li>(d) A good knowledge and understanding of international accounting standards and how they are applied in a business context, including IFRS, and where appropriate AAOIFI.</li> </ul>	<p>The Chief Financial Officer/ Head of Financial Control should have a minimum of 10 years of practical experience in a bank and of which at least 7 years in a finance function of a bank. Experience of external audit on banks will also be counted as part of the minimum experience requirements.</p> <p>He/she should:</p> <ul style="list-style-type: none"> <li>(a) Hold a relevant academic/professional qualification, preferably MBA, Masters in finance/accounting/economics or masters in any other subject, or preferably other qualification related to banking, accounting or finance, including BIBF Advanced Diploma in Islamic Finance; and</li> <li>(b) Have relevant certification(s) specific to this role. Such certifications may include but are not limited to: <ul style="list-style-type: none"> <li>(i) The Association of Chartered Certified Accountants (ACCA); or</li> <li>(ii) Certified Public Accountant (CPA); or</li> <li>(iii) Similar designation with a valid current practicing certificate.</li> </ul> </li> </ul>
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<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

<p>Chief Risk Officer/Head of Risk Management</p>	<p>The Chief Risk Officer/ Head of Risk Management should have:</p> <ul style="list-style-type: none"> <li>(a) An appropriate level of experience and standing to demonstrate suitable independence from other functions within the bank;</li> <li>(b) A clear understanding of the role and responsibilities associated with the position;</li> <li>(c) A good understanding of banking business and the wider industry and its regulatory environment; and</li> <li>(d) The relevant experience and qualifications to fulfill his responsibilities.</li> </ul>	<p>The Chief Risk Officer/ Head of Risk Management should have a minimum of 7 years of practical experience in a bank and of which at least 5 years in a risk management position.</p> <p>He/she should:</p> <ul style="list-style-type: none"> <li>(a) Hold a degree from a university at bachelor level or higher or a relevant professional qualification, including BIBF Advanced Diploma in Islamic Finance; and</li> <li>(b) Have relevant certification(s) specific to this role. Such certifications may include but are not limited to: <ul style="list-style-type: none"> <li>(i) Institute of Risk Management qualifications (IRM); or</li> <li>(ii) Financial Risk Manager (FRM); or</li> <li>(iii) Professional Risk Manager (PRM); or</li> <li>(iv) Other relevant qualifications.</li> </ul> </li> </ul>
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<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

**Qualifications and Core Competencies (continued)**

Head of Internal Audit	<p>The Head of Internal Audit should have:</p> <ul style="list-style-type: none"> <li>(a) An appropriate level of experience and standing to demonstrate suitable independence from other functions within the bank;</li> <li>(b) A clear understanding of the role and responsibilities associated with the Internal Audit function;</li> <li>(c) A good understanding of <u>banking</u> business and the wider industry and its regulatory environment;</li> <li>(d) The relevant accounting and auditing experience and qualifications to fulfill his responsibilities; and</li> <li>(e) A demonstrable knowledge and understanding of the Standards for the Professional Practice of Internal Audit.</li> </ul>	<p>The Head of Internal audit should have a minimum experience of 7 years in a bank of which at least 5 years of that experience should have been in an internal audit role. He/she should:</p> <ul style="list-style-type: none"> <li>(a) Hold a university degree preferably in accounting or banking and finance or finance or BIBF Advanced Diploma in Islamic Finance or a relevant professional qualification; and</li> <li>(b) Have relevant certification(s) specific to this role. Such certifications may include but are not limited to Chartered Internal Auditor (CIA) by the Institute of Internal Auditors.</li> </ul>
Shari'a Officer	<p>The Shari'a Officer should:</p> <ul style="list-style-type: none"> <li>(a) Have appropriate level of knowledge in Islamic Finance and Shari'a principles; and</li> <li>(b) Have a good understanding of the banking industry and the regulatory environment; and</li> <li>(c) Possess reasonable understanding of economics and finance.</li> </ul>	<p>Competence is demonstrated by:</p> <ul style="list-style-type: none"> <li>(a) Having at least a bachelor degree (or its equivalent) in Islamic Shari'a including the study of Usul Fiqh (the origin of Islamic law) and/or Fiqh Muamalat (Islamic jurisprudence);</li> <li>(b) Having adequate understanding of banking, Islamic finance, accounting and economics (as demonstrated by, for example, obtaining BIBF's Advanced Diploma in Islamic Finance qualification; or Advanced Diploma in Islamic Commercial Jurisprudence (ADICJ)).</li> <li>(c) Holding the relevant professional qualification specific to this role, which may include but is not limited to AAOIFI's Certified Shari'a Advisor &amp; Auditor (CSAA) qualification;</li> <li>(d) Having strong proficiency in Arabic; and</li> <li>(e) Having a minimum overall relevant experience of at least 5 years with an Islamic bank or financial institution dealing with Islamic products and services.</li> </ul>



<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

Compliance Officer	<p>A Compliance Officer should have:</p> <ul style="list-style-type: none"> <li>(a) An appropriate level of experience and standing to demonstrate suitable independence from other functions within the bank; and</li> <li>(b) A thorough understanding of the industry and its applicable regulatory requirements.</li> </ul>	<p>The Compliance Officer should have a minimum of 5 years relevant experience in a bank, financial institution or financial regulator He/she should:</p> <ul style="list-style-type: none"> <li>(a) Hold a degree from a university at bachelor level or higher or a relevant professional qualification, including BIBF Advanced Diploma in Islamic Finance; and</li> <li>(b) Have relevant certification(s) specific to this role. Such certifications may include but are not limited to: <ul style="list-style-type: none"> <li>(i) International Diploma in Compliance offered by the International Compliance Association; and/or</li> <li>(ii) International Advanced Certificate in Compliance and Financial Crime offered by the International Compliance Association; and/or</li> <li>(iii) Any other relevant professional qualification deemed suitable by the CBB. These may include qualifications in areas related to the license.</li> </ul> </li> </ul>
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<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

<p>Head of Internal Shari'a Audit Function</p>	<p>A Head of Internal Shari'a Audit Function must:</p> <ul style="list-style-type: none"> <li>(a) Have the relevant accounting and auditing experience and qualifications to fulfill his responsibilities; and</li> <li>(b) Have appropriate level of knowledge in Shari'a rules and principles, AAOIFI Shari'a standards and Islamic finance.</li> </ul>	<p>Competence is demonstrated by:</p> <ul style="list-style-type: none"> <li>(a) Having at least a bachelor degree in accounting, banking, finance, business, economics or any other relevant discipline;</li> <li>(b) Holding the relevant professional qualification specific to this role, which may include but is not limited to: <ul style="list-style-type: none"> <li>(i) Chartered Certified Accountant (ACCA); or</li> <li>(ii) Certified Public Accountant (CPA); or</li> <li>(iii) Certified Islamic Professional Accountant (CIPA); or</li> <li>(iv) Chartered Internal Auditor (CIA); or</li> <li>(v) Certified Shari'a Advisor &amp; Auditor (CSAA); or</li> <li>(vi) Similar qualification with a valid current practicing certificate.</li> </ul> </li> <li>(c) Having familiarity with and reasonable understanding of Shari'a rules and principles, AAOIFI Shari'a standards, etc. as demonstrated by the relevant qualification / certification such as Advance Diploma in Islamic Finance or Advanced Diploma in Islamic Commercial Jurisprudence from BIBF, other Islamic Shari'a studies or by any other means;</li> <li>(d) Having a minimum 5 years in the Internal Shari'a audit function with an Islamic bank or financial institution dealing with Islamic products and services.</li> </ul>
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<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

<p>Money Laundering Reporting Officer (MLRO)/ Deputy Money Laundering Reporting Officer (DMLRO)</p>	<p>The MLRO and DMLRO should:</p> <ul style="list-style-type: none"> <li>(a) Understand the business of the bank and how the Anti Money Laundering framework applies to it;</li> <li>(b) Demonstrate independence from bank staff who deal directly with customers; and</li> <li>(c) Have a thorough knowledge of the financial industry and be familiar with relevant FATF and applicable domestic regulatory requirements.</li> </ul>	<p>An MLRO should have a minimum experience of 5 years in the banking industry of which at least 3 years of experience in anti-money laundering or anti-money laundering related role. The DMLRO should have a minimum of 2 years experience in the banking industry of which at least 1 year experience in an anti-money laundering or anti-money laundering related role. The MLRO/DMLRO should:</p> <ul style="list-style-type: none"> <li>(a) Hold a degree from a university at bachelor level or higher or a relevant professional qualification, including BIBF Advanced Diploma in Islamic Finance; and</li> <li>(b) Have relevant certification(s) specific to this role. Such certifications may include but are not limited to: <ul style="list-style-type: none"> <li>(i) Certified Anti-Money Laundering Specialist Examination (ACAMS); and/ or</li> <li>(ii) Diploma in Anti-Money Laundering offered by the International Compliance Association; and/ or</li> <li>(iii) International Diploma in Financial Crime Prevention offered by International Compliance Association; and/ or</li> <li>(iv) International Advanced Certificate in Compliance and Financial Crime offered by the International Compliance Association.</li> </ul> </li> </ul>
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<b>MODULE</b>	<b>TC: Training and Competency</b>
<b>CHAPTER</b>	<b>Appendices: Appendix TC-1</b>

### Qualifications and Core Competencies (continued)

<p>Heads of Other Functions</p>	<p>Heads of Other Functions should have:</p> <ul style="list-style-type: none"> <li>(a) A clear understanding of the role and responsibilities associated with the function;</li> <li>(b) A good understanding of banking business and the wider industry and its regulatory environment; and</li> <li>(c) The relevant experience and qualifications to fulfill his responsibilities.</li> </ul>	<p>A senior manager responsible for a specialist function should have a minimum experience of 7 years in the banking/financial industry of which at least 5 years of experience in the same function that he/she will be heading. He/she should:</p> <ul style="list-style-type: none"> <li>(a) Hold a relevant academic/professional qualification, preferably MBA, Masters in finance/accounting/economics or masters in any other subject, and preferably other qualification related to banking/accounting; and</li> <li>(b) Have other relevant certification(s) specific to this role. Such certifications may, depending on the function being fulfilled, include but are not limited to: <ul style="list-style-type: none"> <li>(i) Chartered Financial Analyst (CFA);</li> <li>(ii) Certificate in Securities and Financial Derivatives;</li> <li>(iii) Certificate in Investment Management;</li> <li>(iv) Professional Certification in Accounting;</li> <li>(v) Equivalent certificates or qualifications;</li> <li>(vi) Advanced Diploma in Banking/ Islamic Finance or Financial Advisory Program from the BIBF or other institutions; and/or</li> <li>(vii) Securities Market Regulation Certification.</li> </ul> </li> </ul>
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