

AREAS FOR FURTHER DEVELOPMENT

T LEVEL: FINANCE

T Level learners will have covered a broad spectrum of knowledge and understanding of the concepts, theories and principles relevant to the T level in the core content. They will then specialise and cover the knowledge and skills required in that occupational specialism, putting this into practise during the industry placement. There may be some areas a learner will need to further develop in a workplace environment following a T Level to reach full competence, such as behaviours. Following engagement with employers, industry experts and providers, we have captured below what these areas for development may be following a T Level. This will depend on the learner and an initial assessment. The RPL guidance gives further details.

Occupational Specialism: Investment Banking and Asset and Wealth Management Analyst Standard: Investment Operations Technician

Aspects for further development

Full Coverage Required

Skills:

- S1: Service delivery:
Capable of performing non-complex tasks to consistently high standards of client service, timeliness, accuracy and attention to detail. For example, ensures the timely preparation and accuracy of computerised cash position, valuation, and client reports; monitors and processes the timely allocation of investment income to client account; Ensures that client instructions relating to increasing or liquidating their investments are communicated and processed promptly. Manages own workload and adheres to agreed systems and processes. Meets required risk, regulatory and governance requirements.

Further Practical Application

Knowledge:

- K4: Systems & processes:
Proficient in the IT skills, systems and processes required to deliver the role outcomes.

Aware of how these support and fit within the corresponding markets and counterparty organisations. Able to conduct an entire process independently with reliable results.

Skills:

- **S2: Communication:**
Demonstrates high quality written and verbal communication skills with both clients and colleagues. Builds and maintains good relationships with clients and counterparties.
Handles everyday situations and issues that arise within the context of their job role. Ensures transactions arising from corporate actions are correctly communicated and allocated to client accounts.
- **S3: Team working & collaboration:**
Consistently supports colleagues and contributes towards making improvements and efficiencies. Aware of their role within the team, how their team fits within the business, and the impact of team decisions impacts on internal and external clients.
- **S4: Ownership & Initiative:**
Takes ownership for delivery in their area of responsibility. Finds ways to progress and resolve non-complex issues, adopting alternative approaches where appropriate. Escalates decisions and issues swiftly when necessary.

Additional Learning

Further Practical Application of knowledge and skills to reach full occupational competence. They will need further support to apply their knowledge and skills, particularly in non-routine situations to develop their:

- Quality of skill
- Pace
- Adaptability
- Independence and focus
- Appropriate workplace behaviours

Behaviours.