

Business Facilitation Advisory Committee

Wholesale and Retail Taskforce

Corruption Prevention Training Package for the Retail Industry

Purpose

This paper briefs members on the training resources for the retail industry developed by the ICAC's Corruption Prevention Department (CPD) to support its initiative of incorporating corruption prevention training into vocational training through the Qualifications Framework (QF).

Background

2. QF is a seven-level hierarchy providing objective benchmarks for quality assurance of qualifications in the academic, vocational and continuing education sectors. In the vocational sector, the benchmarks for different QF levels in each industry are specified as Units of Competency (UoCs) under a set of Specification of Competency Standards (SCS), developed by the respective Industry Training Advisory Committee (ITAC). With its coverage of 21 industries and 1.9 million employees (i.e. 52% of the local workforce), QF is regarded as a far-reaching and sustainable platform for enhancing the penetration of ICAC's anti-corruption messages to the private sector.

3. To enhance the private sector's corruption prevention knowledge and capabilities, CPD embarked on a new initiative to inject corruption prevention training into QF in late 2013, using the retail industry as a pilot. The pilot scheme included the development of UoCs on corruption prevention and integrity management for retail practitioners, as well as a set of training materials to help trainers (including retail corporations and training institutes) apply UoCs and deliver the training programmes.

Units of Competency on Corruption Prevention and Integrity Management

4. With the support of the QF Secretariat and Retail ITAC, CPD drafted two UoCs for the trade, one on corruption prevention, integrity management and implementing “clean” business practices for supervisory staff (pitched at QF Level 3); and the other on integrity and anti-bribery law for frontline staff (pitched at QF Level 1). Both UoCs have been incorporated into the Retail SCS for adoption by training providers.

Training Package

5. To support trainers in applying UoCs for programme design and training delivery, CPD further developed a corruption prevention training package, entitled “Integrity + Quality: Shopper’s Paradise”, which includes the following components:

- ***Training video*** – Comprising six drama filmlets, the training video illustrates the common corruption pitfalls that exist in retail businesses, followed by an educational part that recaps the vulnerabilities featured and recommends corresponding safeguards;
- ***Quick-reference guide*** – The guide summarises the anti-bribery law, corruption opportunities and recommended preventive measures in retail operations, with a view to providing a handy reference for trainers and practitioners; and
- ***Training guide*** – Designed to be used as a “teacher’s handbook”, this set of training guide provides in-depth guidance to trainers and supervisory staff on anti-bribery law and related integrity issues, as well as integrity management and corruption prevention knowledge to facilitate them in course delivery.

Promulgation of the Training Package

6. In collaboration with the QF Secretariat and Hong Kong Retail Management Association, CPD organised a “train-the-trainer” seminar in April 2016 to familiarise practitioners with the UoC requirements and the

usage of training materials, which was attended by about 30 HR/training personnel from retail groups. The seminar was well received with all participants considered it important to include corruption prevention and integrity management in vocational training, and 90% of the participants considered the training package useful for them in delivering relevant training. CPD further publicised the pilot scheme in May 2016 through a joint press briefing with the Secretariat and the Association, which was covered by 13 major local media.

Way Forward

7. To continuously raise the corruption prevention awareness of retail practitioners and equip them with the relevant competencies, CPD will explore collaboration with trade associations and training institutes (e.g. the Vocational Training Council) to further promote the idea of incorporating corruption prevention elements into their vocational/staff training as well as the use of the training package for the retail industry.

8. Members are invited to note the contents of this paper and offer comments, if any.

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