



## **Credit Rating Analyst Training Policy**

Scope Ratings GmbH  
Scope Ratings UK Limited

November 2021



# Credit Rating Analyst Training Policy

Scope Ratings GmbH and Scope Ratings UK Limited

## 1. Introduction

The Credit Rating Analyst Training Policy (the "Policy") is applicable to Scope Ratings GmbH and Scope Ratings UK Ltd ("Scope CRAs"), with a specific focus on training of Analysts. Scope Group has implemented a learning management system tool to efficiently and expertly keep Analysts updated and trained on the most recent methodologies and the Rating Process Manual. In addition, the Analysts have to pass a mandatory Compliance refresher training in case of any material changes to the rating process. All of the Scope CRAs' methodologies and rating process training modules are shown in different courses. A participant finalises the training with a test to receive certification upon successful completion of the respective course(s).

This presents the large advantage that information on the progress and knowledge levels of all Analysts is readily available. In addition, new employees can be easily trained with a short introduction.

## 2. Applicability

This Policy and its requirements apply to all Analysts involved in the Credit Rating Activities of the Scope CRAs.

The latest version of this Policy is available on the Scope Ratings intranet.

For defined terms used in the Policy, please see Scope's Defined Terms Glossary available on the Scope Ratings website and intranet.

## 3. Qualification and skill

The Analytical Groups shall maintain, enforce, and document standards of training, experience and competence for the Employees who participate in the determination of Credit Ratings. These standards shall be reasonably designed to achieve the objective of the production of accurate Credit Ratings by the Scope CRAs in the classes of Credit Ratings for which they are registered.

## 4. Development and update of training modules

The Analytical Groups and Team Heads must ensure the development or update of methodology training courses and associated tests to enable the following:

- (1) Analysts have the necessary knowledge to perform qualitative analysis and to effectively evaluate and process the data relevant to the credit analysis of the issuer or instrument being rated.
- (2) Analysts have the technical expertise to perform quantitative analysis necessary to understand the models and model inputs that are a part of the procedures and methodologies.
- (3) Analysts have knowledge of the classes and subclasses of Credit Ratings that are relevant to the Analyst for determining Credit Ratings and the factors relevant to such classes and subclasses, including geographic location, sector, industry, regulatory and legal framework, and underlying assets that are applicable to the obligors or issuers in the classes and subclasses.
- (4) Analysts are informed of the complexities of the obligors, securities, or money market instruments that are relevant to the Analyst for determining Credit Ratings.

The Internal Review Function will review and approve each new or updated training module and test.

## 5. Violation of this Policy

Analysts must immediately report violations or suspected violations of this Policy to Compliance.

Any action by the Scope CRAs or by any Employee that violates or might reasonably be expected to lead to or result in a violation of the provisions set forth in this Policy is strictly prohibited and can result in disciplinary action, up and including, the termination of employment. Any infringement of these requirements will be investigated and reported to senior management to determine appropriate intervention.

Compliance and the respective Scope CRA management will be responsible for the implementation and the enforcement of this Policy.



## Credit Rating Analyst Training Policy

Scope Ratings GmbH and Scope Ratings UK Limited

### Scope Ratings GmbH

#### Headquarters Berlin

Lennéstraße 5  
D-10785 Berlin

Phone +49 30 27891 0

#### Oslo

Karenslyst allé 53  
N-0279 Oslo

Phone +47 21 62 31 42

#### Frankfurt am Main

Neue Mainzer Straße 66-68  
D-60311 Frankfurt am Main

Phone +49 69 66 77 389 0

#### Madrid

Paseo de la Castellana 141  
E-28046 Madrid

Phone +34 91 572 67 11

#### Paris

23 Boulevard des Capucines  
F-75002 Paris

Phone +33 6 62 89 35 12

#### Milan

Via Nino Bixio, 31  
20129 Milano MI

Phone +39 02 30315 814

### Scope Ratings UK Limited

#### London

52 Grosvenor Gardens  
London SW1W 0AU

Phone +44020-7340-6347

[info@scoperatings.com](mailto:info@scoperatings.com)

[www.scoperatings.com](http://www.scoperatings.com)