Australian Government

Department of Education, Employment and Workplace Relations

PSPFRAU401B Monitor data for indicators of fraud

Revision Number: 3

INDUSTRY SKILLS COUNCILS

Creating Australia's Future

PSPFRAU401B Monitor data for indicators of fraud

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the collection of data from a wide variety of sources and its input into appropriate data management systems for interrogation to identify indicators of fraud and corruption. It includes collating and interrogating data and monitoring for indicators of fraud and corruption.

Fraud in the unit title incorporates both *fraud and corruption*.

In practice, monitoring data for indicators of fraud and corruption may overlap with other generalist or specialist public sector workplace activities such as acting ethically, complying with legislation, exercising regulatory powers, etc.

Related units of competency dealing with investigation, evidence, powers of arrest, etc are located in the *Regulatory* Competency field of the Training Package.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in **_bold italics_** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. **Collate data**	1.1 Relevant data sources are identified and data is collected that is compatible, useful, relevant, reliable, valid and timely.
	1.2 *Data* is organised in prescribed form in accordance with the identified information needs and uses.
	1.3 Data is checked for accuracy, suitability and compliance with legal and privacy responsibilities and security.
	1.4 The need to liaise with specialists is determined and acted on in accordance with organisational policy and procedures.
	1.5 Ways to improve fraud and corruption control data content, interfaces and usefulness are monitored, and recommendations are made to supervisors and other *stakeholders*.
2. **Interrogate data**	2.1 Quantitative and/or qualitative analyses are performed to obtain required outcomes in accordance with the *purpose* of each analysis.
	2.2 Analysis and description tools and techniques are selected appropriate to the nature of the information and the required outcome.
	2.3 Priority of data to be interrogated is determined in consultation with appropriate people, and work is organised accordingly.
	2.4 An understanding of the nature of the program or activity from which the data is obtained, the way in which the information is structured in the system and the likely indications of fraud and corruption activities are reflected in the analysis of material.
	2.5 Preliminary recommendations are expressed in the detail, format and timeframe required.
3. **Monitor for indicators of fraud and corruption**	3.1 Fraud and corruption or possible fraud and corruption situations are identified, staff and systems alerted and *actions* initiated.
	3.2 Where indicators arise for which there are no precedents, information is referred to the appropriate people for further analysis.
	3.3 Trends indicating activities outside control limits are reported for further analysis and investigation.
	3.4 Checks are made for internal consistency and compliance with established structure, rules and authorities for accessing information.
	3.5 Variations from standards and *guidelines* are reported in accordance with organisational policy and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- undertaking research and analysis
- interrogating data to detect patterns indicating fraud and corruption
- applying effective management of data, abiding by all agency guidelines, formats and systems
- correctly recording data into information systems
- using data matching to identify factors required for an investigation
- collating and organising of data to assist in an investigation
- using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- using computer software for data analysis and matching
- applying occupational health and safety and environmental procedures in the context of fraud and corruption control data monitoring
- literacy skills to effectively read and interpret data

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing
- privacy, confidentiality or other specific legislation and guidelines relating to fraud and corruption control
- freedom of information legislation
- guidelines issued by standards-setting organisations
- organisation's programs and client base
- legislation and corresponding links with the organisation's programs
- how data is managed within the organisation
- legislation, policies and procedures relating to fraud and corruption control including occupational health and safety and environment

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together	• *Pre-requisite* units that <u>must</u> be achieved <u>prior</u> to this unit:*Nil*
	• *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil*
	• *Co-assessed units* that <u>may</u> be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
	  • PSPETHC401A Uphold and support the values and principles of public service
	  • PSPGOV406B Gather and analyse information
	  • PSPLEGN401A Encourage compliance with legislation in the public sector
	  • PSPREG401C Exercise regulatory powers
	  • PSPREG402C Promote client compliance
	  • PSPREG415A Receive and validate data

Overview of evidence requirements	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms: • the knowledge requirements of this unit • the skill requirements of this unit • application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework) • monitoring of data for indicators of fraud and corruption in a range of (3 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • fraud and corruption control guidelines • fraud investigation standards • public sector values and codes of conduct • organisational procedures and manuals • legislation, procedures and protocols relating to fraud and corruption control • legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing • case studies and workplace scenarios to capture the range of fraud/corruption situations likely to be encountered
Where and how to assess evidence	Valid assessment of this unit requires: • a workplace environment or one that closely resembles normal

work practice and replicates the range of conditions likely to be encountered when monitoring data for indicators of fraud and corruption, including coping with difficulties, irregularities and breakdowns in routine

- monitoring of data for indicators of fraud and corruption in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment
Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and/or apply the competency in different situations or environments.

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Data may include:	• electronic systems • paper-based systems • client data • other individuals and organisations
Stakeholders may include:	• staff and senior management • clients • law enforcement agencies • organisations providing data • standards-setting organisations
Purposes of data analysis may include:	• response to ongoing or individual requests for information from specified people to check for particular information • matching data as part of a random check • conducting a needs assessment for fraud and corruption prevention and awareness activities • generating and initiating fraud and corruption control activities
Actions resulting from data interrogation may include:	• investigation or inquiry • legislative change • administrative change • policy change • improved referral to another organisation for investigation
Guidelines may include:	• legislation and guidelines prepared by relevant standards-setting organisations

Unit Sector(s)

Not applicable.

Competency field

Fraud Control.