



**Australian Government**

# **PSPFRU002 Conduct fraud control awareness sessions**

**Release: 1**

## PSPFRU002 Conduct fraud control awareness sessions

### Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPFRAU407B Conduct fraud control awareness sessions.</p> <ul style="list-style-type: none"> <li>• Unit code updated</li> <li>• Content and formatting updated to comply with new standards</li> <li>• All PC transitioned from passive to active voice</li> </ul>

### Application

This unit describes the skills required to present information and/or awareness sessions focused on fraud and corruption control activities. It includes preparing for and delivering fraud and corruption control awareness presentations and reviewing the outcomes.

This unit applies to those whose responsibilities include raising workplace awareness of actual and potential fraud, corruption, deliberate non-compliance and unethical actions.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in familiar contexts.

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

### Competency Field

Fraud control

### Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
<b>1. Prepare for fraud and corruption control awareness presentation</b>	<p>1.1 Develop objectives for the presentation reflecting the identified needs of the participants and state these in terms of achievable outcomes.</p> <p>1.2 Select presentation methods to suit identified outcomes, participants' needs and availability of equipment and resources.</p> <p>1.3 Allow participants to contribute to the session based on their experience.</p> <p>1.4 Validate content of materials to be used, by experience where possible.</p> <p>1.5 Include examples of incidents and results of non-compliance in presentation materials.</p> <p>1.6 Include examples of successful cooperative arrangements in presentation materials.</p> <p>1.7 Structure presentation methods and information to suit the specified objectives of the session, needs of the participants and the size and location of the group.</p>
<b>2. Deliver session on fraud and corruption awareness</b>	<p>2.1 Structure session to facilitate opportunities for discussion of broad conceptual, ethical and legal issues.</p> <p>2.2 Explain objectives of the session, structure of the activities and other details to suit participants' level of understanding and experience, and seek feedback.</p> <p>2.3 Adapt materials and presentation techniques to the particular audience.</p> <p>2.4 Establish a positive response in the organisation and its clients regarding fraud and corruption control through presentation.</p> <p>2.5 Use case studies for illustrative purposes.</p> <p>2.6 Highlight models of excellence of fraud and corruption control in the public and private sectors.</p>
<b>3. Review fraud and corruption control awareness session outcomes</b>	<p>3.1 Encourage participants to provide feedback on all aspects of the awareness sessions.</p> <p>3.2 Review suitability of approach, content and outcomes as a guide for further activities.</p> <p>3.3 Review own performance against objectives and in response to participants' responses and comments.</p> <p>3.4 Provide advice regarding possible future activities or amendments to organisational awareness strategy and programs, including identification of high risk areas for fraud and corruption activities.</p>

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

## Unit Mapping Information

This unit supersedes and is equivalent to PSPFRAU407B Conduct fraud control awareness sessions.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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