



Australian Government

PSPFRU007 Implement fraud control activities

Release: 1

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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 PSPFRAU506B Implement fraud control activities.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement controls and educate staff in order to reduce or eliminate the risk of fraud and corruption. It includes assessing options and selecting actions for fraud and corruption control activities, setting down procedures and expectations for staff, and implementing performance evaluation and monitoring systems.

This unit applies to those working in roles involving fraud control implementation.

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 autonomously, performing complex tasks in a range of 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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess options and select actions	<p>1.1 Assess existing systems and procedures for compliance with fraud/corruption control plan and strategy, and broader organisational objectives.</p> <p>1.2 Determine possible courses of action based on an assessment of relevant resources and personnel available and integration with organisational activities.</p> <p>1.3 Obtain agreement of relevant staff and management on key features of the fraud/corruption control activities within their area of responsibility.</p> <p>1.4 Assess resource implications and efficiency and effectiveness of options.</p> <p>1.5 Specify desired outcomes in consultation with stakeholders.</p> <p>1.6 Recommend preferred options to senior management and seek agreement by those responsible for implementation.</p>
2. Set down procedures and expectations for staff	<p>2.1 Specify key tasks and deadlines and prepare a project timeline when appropriate.</p> <p>2.2 Develop ethical standards and guidelines in consultation with stakeholders.</p> <p>2.3 Develop procedures outlining the obligations and protections relating to public interest disclosures, protected disclosures or whistleblowing legislation.</p> <p>2.4 Document, test and disseminate procedures through most effective channels.</p> <p>2.5 Include opportunities for identifying possible new risks and threats in the procedures.</p> <p>2.6 Update procedures on the basis of regular reviews and evaluation.</p>
3. Implement performance evaluation and monitoring systems	<p>3.1 Identify mechanisms to monitor implementation through consultation with appropriate people.</p> <p>3.2 Obtain agreement between those involved of relevant information and methods of comparing progress of implementation procedures to objectives of fraud/corruption control plan.</p> <p>3.3 Assess quality of work, extent of progress, resource usage and other critical features and recommend variations or adjustments to the fraud/corruption control plan.</p> <p>3.4 Inform authorities of progress of implementation and problems as they arise.</p>

	3.5 Use regular reporting activities to provide advice regarding impact of procedures on effectiveness of fraud/corruption control strategy.
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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 PSPFRAU506B Implement fraud control activities.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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