



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPFRAU507B Coordinate development and implementation of fraud information systems**

Release 3

## **PSPFRAU507B Coordinate development and implementation of fraud information systems**

### **Modification History**

<b>Release</b>	<b>TP Version</b>	<b>Comments</b>
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 activities required for coordinating the development of data information systems relevant to fraud/corruption control. The system/s may be developed by internal staff or external contractors or consultants. The unit includes establishing objectives of data collection, ensuring that data collection matches requirements and implementing data collection/matching systems.

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

In practice, coordinating development and implementation of fraud information systems may overlap with other generalist or specialist public sector workplace activities such as acting ethically, promoting compliance with legislation, delivering client services, coordinating research, etc.

This unit replaces and is equivalent to PSPFRAU507A Coordinate development and implementation of fraud information systems.

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.

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## 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. Establish objectives of data collection

- 1.1 Requirements of *data collection* system in terms of possibilities and constraints are determined through consultation with *clients* and key *stakeholders*.
- 1.2 Options to satisfy requirements are assessed in consultation with key people taking into consideration cost, time for development and operation, ease of use, and organisation's objectives and priorities in fraud/corruption detection activities.
- 1.3 Most suitable option is determined and specifications are developed in consultation with key staff.

#### 2. Ensure that data collection matches requirements

- 2.1 Techniques of data collection and analysis are agreed/approved in accordance with organisational policy and procedures.
- 2.2 Interface specifications are designed to reflect awareness of user characteristics and needs, and to facilitate the use of the information management systems.
- 2.3 Systems are structured to be open to modification to reflect changing organisational focus, user needs and targeted initiatives.

#### 3. Implement data collection and matching systems

- 3.1 Strategies are developed and maintained to improve access to and use of networks for communication and information access and retrieval.
- 3.2 Mechanisms for more efficient delivery of information from remote and regional sources are identified and implemented as required.
- 3.3 Increasing efficiency of network access and use is balanced against security, legal and privacy issues.
- 3.4 Systems developed are matched against standards for compliance.
- 3.5 Input into policy and procedural changes regarding accessibility of information is provided based on a knowledge of organisation's core business, trends in fraud/corruption activities, and the nature and limitations of the information systems in use.

## 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:

- managing projects and specialist staff or personnel
- using computerised fraud/corruption information systems
- analysis and problem solving
- using a range of liaison and communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- applying occupational health and safety and environmental procedures in the context of developing and implementing fraud/corruption information systems

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- the requirements of a data collection system that meets agency needs and that can be developed within specified time and resource constraints
- legislation and guidelines relating to information systems including privacy and freedom of information
- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing
- data collection and management systems
- agency structure, services and environment
- agency fraud/corruption control strategy
- public sector legislation, policies and procedures including anti-discrimination and diversity legislation, occupational health and safety and environment

## 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 must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPETHC501B Promote the values and ethos of public service
  - PSPFRAU506B Implement fraud control activities
  - PSPGOV502B Develop client services
  - PSPGOV504B Undertake research and analysis
  - PSPLEGN501B Promote compliance with legislation in the public sector

### 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)
- development (or review) and implementation of fraud/corruption information systems in a range of (2 or more) contexts (or occasions over time)

### Resources required to carry out assessment

These resources include:

- legislation, policy and procedures relating to fraud/corruption control
- information and records management guidelines
- privacy and confidentiality legislation and guidelines
- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing
- fraud/corruption control guidelines and standards
- public sector values and codes of conduct
- case studies and workplace scenarios to capture the range of fraud/corruption control information system requirements 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 coordinating the development and implementation of fraud/corruption information systems, including coping with difficulties, irregularities and breakdowns in routine

- development (or review) and implementation of fraud/corruption information systems in a range of (2 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
- portfolios
- projects
- questioning
- scenarios
- 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 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.

<b><i>Data collection techniques</i></b> take into account:	<ul style="list-style-type: none"><li>• desired outcomes</li><li>• privacy issues</li><li>• political imperatives</li><li>• community concerns</li><li>• relevance of information</li><li>• information provided under public interest disclosures, protected disclosures or whistleblowing legislation</li></ul>
<b><i>Clients</i></b> may include:	<ul style="list-style-type: none"><li>• those internal or external to the organisation</li></ul>
<b><i>Stakeholders</i></b> may include:	<ul style="list-style-type: none"><li>• relevant government Ministers</li><li>• agency staff and senior management</li><li>• agency clients</li><li>• community and lobby groups</li><li>• contractors and consultants</li><li>• suppliers and customers</li><li>• industry associations</li><li>• other agencies with an interest in fraud/corruption control (including standards-setting organisations)</li><li>• law enforcement agencies</li><li>• prosecution agencies</li><li>• internal/external audit personnel</li><li>• agencies providing data for analysis</li></ul>

## Unit Sector(s)

Not applicable.

## Competency field

Fraud Control.