



Australian Government

Department of Education, Employment and Workplace Relations

PSPFRAU605B Review fraud control activities

Revision Number: 1

PSPFRAU605B Review fraud control activities

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit covers review of the breadth of activities in fraud/corruption control in an organisation. The review cycle is determined according to organisational needs and any external reporting requirements, though this cycle could be interrupted in particular circumstances such as changes in service delivery or significant increases in fraudulent activities. The unit includes preparing for review of fraud/corruption control activities, assessing the ability of fraud/corruption control activities to minimise fraud and corruption, and providing advice and recommendations for action to improve effectiveness of fraud/corruption controls.

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

In practice, reviewing fraud control activities may overlap with other generalist or specialist public sector workplace activities such as managing evaluation, managing risk, networking, implementing policy, managing client service, etc.

This unit replaces and is equivalent to PSPFRAU605A Review fraud control activities.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills 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. Prepare for review of fraud/corruption control activities	1.1 Current fraud/corruption prevention activities are identified, taking into account the objectives of the organisation's fraud/corruption control strategy, plan and procedures 1.2 Timetable for evaluation and <i>review</i> is established in accordance with organisational policy and procedures 1.3 Information is gathered from relevant areas across the organisation 1.4 Perspectives of staff and management, clients and reporting organisations are included in the assessment
2. Assess the ability of control activities to minimise fraud and corruption	2.1 Implementation of the organisation's fraud/corruption control plan and activities is assessed in terms of progress in areas relevant to the organisation 2.2 Assessment is conducted taking into account core business and broader management activities of the organisation 2.3 Assessment is based upon knowledge of best practice initiatives in fraud/corruption prevention 2.4 Effectiveness of performance indicators in collecting fraud/corruption control information is assessed 2.5 Mechanisms to assist staff minimise fraud/corruption are assessed for effectiveness 2.6 Fraud/corruption control awareness-raising activities are assessed for effectiveness against their objectives
3. Provide advice and recommend action to improve effectiveness of fraud/corruption controls	3.1 Advice is provided based on significant knowledge of the organisation's culture, structures, programs and services, and constraints under which the organisation is operating 3.2 Options for action are recommended, based on consultation with <i>stakeholders</i> , and balance strict compliance with operational and political pressures 3.3 As a result of consultation with stakeholders, fraud/corruption control objectives that are found to be unrealistic are revised, and advice is provided regarding amendment to the fraud/corruption control strategy and procedures in accordance with organisational policy and procedures 3.4 Reports tailored to various <i>audiences</i> are prepared regarding the effectiveness of fraud/corruption control activities in the organisation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- agency structures, programs and services
- agency fraud/corruption control strategy
- legislative framework under which the organisation operates
- external reporting requirements
- law enforcement needs
- best practice initiatives in fraud/corruption control
- the role of fraud/corruption control in the broader agency corporate planning environment
- public sector legislation and guidelines relating to anti-discrimination and diversity legislation, occupational health and safety, and environment in the context of fraud/corruption control
- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing

Skill requirements

Look for evidence that confirms skills in:

- applying analysis and evaluation
- reviewing fraud/corruption control processes and assessing key functions of overall strategy
- writing reports requiring formal structure and language and precision of expression
- providing advice and recommendations tailored to the needs of stakeholders
- using a range of communication and presentation 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 fraud/corruption control reviews

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 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:

PSPETHC601B Maintain and enhance confidence in public service

PSPFRAU601B Develop fraud control strategy

PSPGOV601B Apply government systems

PSPGOV602B Establish and maintain strategic networks

PSPMNGT608B Manage risk

PSPMNGT611A Manage evaluations

PSPPOL603A Manage policy implementation

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)

- review of fraud/corruption control activities 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

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 situations likely to be encountered during fraud/corruption control reviews

EVIDENCE GUIDE

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 reviewing fraud/corruption control activities, including coping with difficulties, irregularities and breakdowns in routine
- review of fraud/corruption control activities 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

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 *italics* in the Performance Criteria is explained here.

Review of fraud/corruption control activities should

enhance integrity in the agency
be cost effective
meet an agency's law enforcement needs

Stakeholders may include

relevant government Ministers
agency staff and senior management
law enforcement agencies
prosecution agencies
internal/external audit personnel
standards-setting organisations

Audience for reports may include

agency colleagues and management
government Ministers
relevant standards-setting organisations

Unit Sector(s)

Not applicable.

Competency field

Competency field Fraud Control