



Australian Government

PSPFRU002 Conduct fraud control awareness sessions

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPFRAU407B Conduct fraud control awareness sessions. • 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 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.
1. Prepare for fraud and corruption control awareness presentation	1.1 Develop objectives for the presentation reflecting the identified needs of the participants and state these in terms of achievable outcomes. 1.2 Select presentation methods to suit identified outcomes, participants' needs and availability of equipment and resources. 1.3 Allow participants to contribute to the session based on their experience. 1.4 Validate content of materials to be used, by experience where possible. 1.5 Include examples of incidents and results of non-compliance in presentation materials. 1.6 Include examples of successful cooperative arrangements in presentation materials. 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.
2. Deliver session on fraud and corruption awareness	2.1 Structure session to facilitate opportunities for discussion of broad conceptual, ethical and legal issues. 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. 2.3 Adapt materials and presentation techniques to the particular audience. 2.4 Establish a positive response in the organisation and its clients regarding fraud and corruption control through presentation. 2.5 Use case studies for illustrative purposes. 2.6 Highlight models of excellence of fraud and corruption control in the public and private sectors.
3. Review fraud and corruption control awareness session outcomes	3.1 Encourage participants to provide feedback on all aspects of the awareness sessions. 3.2 Review suitability of approach, content and outcomes as a guide for further activities. 3.3 Review own performance against objectives and in response to participants' responses and comments. 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.

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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Assessment Requirements for PSPFRU002 Conduct fraud control awareness sessions

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- presenting fraud and corruption awareness sessions aimed at improving investigative skills of less experienced members of staff
- tailoring sessions to the needs of adult learners
- explaining complex concepts and formal documents, including legislation, standards and codes of conduct
- using communication styles to suit different audiences and purposes
- mentoring culturally and linguistically diverse staff to maximise fraud and corruption control awareness
- designing or having input into awareness sessions delivered by specialists
- incorporating feedback from attendees into future session design and delivery

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, policies, guidelines and processes relating to fraud and corruption control and investigation
- legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing
- agency structure and core business
- the link between ongoing information/awareness sessions and effective fraud and corruption control

- adult learning principles
- public sector values and codes of conduct
- anti-discrimination and diversity legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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