



Australian Government

PSPFRU003 Communicate fraud control awareness

Release: 1

PSPFRU003 Communicate fraud control awareness

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 PSPFRAU501B Communicate fraud control awareness. • 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 raise awareness on fraud and corruption. It includes planning and designing fraud and corruption control awareness activities, promoting compliance, developing and maintaining cooperative client relationships, conducting fraud and corruption awareness activities and evaluating their success.

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 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	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan fraud and corruption control awareness activities	1.1 Determine need for activities, taking into account client needs, feedback from clients and staff and priorities identified in the organisation's fraud and corruption control plan. 1.2 Initiate, gather and assess ideas for new or improved activities, taking into account legislative and policy directions and the human, financial and physical resources required. 1.3 Obtain approval for fraud and corruption awareness-raising activities.
2. Design fraud and corruption control awareness activities	2.1 Target individuals and groups, establish formal and informal networks and use them as communication channels. 2.2 Incorporate precedents in activities. 2.3 Employ a range of media. 2.4 Link fraud and corruption control awareness activities with organisational guidelines, codes of conduct and related aspects of corporate policy. 2.5 Draw attention to potential incidents and effects of non-compliance. 2.6 Promote compliance.
3. Develop and nurture cooperative client relationships	3.1 Establish and document expectations of clients and contractors. 3.2 Anticipate opportunities for establishing contacts and networks with external and internal clients in consultation with work colleagues and managers. 3.3 Monitor changes in organisational focus for effects on organisation-client relationships and take action to inform clients of changes. 3.4 Seek feedback on organisational activities and report within the organisation. 3.5 Communicate organisation's fraud and corruption control philosophy, policy and procedures in a way which facilitates stakeholder understanding. 3.6 Advise clients, where required, when and how they may modify their practices to meet organisational standards.
4. Conduct fraud and corruption awareness activities	4.1 Plan fraud and corruption awareness activities and ensure they are feasible within existing resource and time constraints. 4.2 Identify intended outcomes and ensure they meet realistic expectations of the audience. 4.3 Vary, refine and adapt activities as indicated by audience response or by changes in the organisation's strategy and procedures. 4.4 Link fraud and corruption control awareness information with codes of conduct, ethical requirements, and the fraud and

	corruption control guidelines of the organisation together with its broader corporate goals.
5. Evaluate success of awareness-raising activities	5.1 Assess fraud and corruption control awareness activities against predetermined objectives. 5.2 Document results of evaluation and use as the basis for planning future activities. 5.3 Identify and act upon opportunities for new fraud and corruption awareness activities. 5.4 Obtain evidence, if any, of a decrease in the level of fraud and corruption as a result of the 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 PSPFRAU501B Communicate fraud control awareness.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPFRU003 Communicate fraud control awareness

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.

- developing and maintaining client relationships
- tailoring sessions to the needs of adult learners and a variety of audiences using adult learning techniques
- explaining complex concepts and formal documents, including legislation, standards and codes of conduct
- using communication styles to suit different audiences and purposes

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.

- agency structure and core business activities
- fraud and corruption and how they relate to the specific functions and activities of the organisation, together with an understanding of ethical standards required by the organisation of its staff, contractors and suppliers
- jurisdictional fraud and corruption control requirements

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.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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

Companion Volume implementation guides are found in VETNet -

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