

UNIT CODE	PSPFRU004
UNIT TITLE	Anticipate and detect possible fraud activity
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to undertake strategic analysis and detection of corruption or fraudulent activities.</p> <p>This unit applies to those working independently in a dedicated investigatory role, or one in which workplace activities require ethical actions, complying with legislation or exercising regulatory powers while performing complex tasks, in a range of familiar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Fraud control
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Hypothesise fraud and corruption situations	1.1 Formulate hypotheses and specify guidelines for input into information system design. 1.2 Collect data and information. 1.3 Identify new potential risk areas using hypothetical situations.
2. Initiate projects to test newly identified risk areas	2.1 Initiate new projects and define parameters in accordance with fraud and corruption control plan. 2.2 Justify significance and value of the project ensuring consistency with fraud and corruption control plan. 2.3 Review previous and ongoing activities in relevant areas for contribution to the project outcomes. 2.4 Design project activities for the identification of risks.

3. Analyse trends in fraud and corruption activities and investigations	<p>3.1 Identify emerging patterns of behaviour reflected in data.</p> <p>3.2 Draw conclusions from previous investigations, data, statistics and qualitative sources.</p> <p>3.3 Identify risks and strengths through analysis of trends.</p> <p>3.4 Include discussion with experienced staff as an additional source of information on trends.</p> <p>3.5 Use networks to provide useful contacts and information for investigation.</p> <p>3.6 Produce performance reports that identify trends in fraud and corruption activities and investigations.</p>
4. Recommend course/s of action	<p>4.1 Evaluate relevant elements to inform recommendations.</p> <p>4.2 Identify investigation targets and refer suggestions for future areas of investigation to management.</p> <p>4.3 Recommend changes to organisational controls and initiatives to target potential trouble spots.</p> <p>4.4 Check reliability of data.</p> <p>4.5 Recommend feasible options to management.</p>
5. Provide information on recommended actions	<p>5.1 Provide reports containing suggestions for actions and sufficient supporting information for management to resource future projects.</p> <p>5.2 Provide advice regarding appropriate controls and initiatives required to address fraud and corruption.</p> <p>5.3 Prepare and give operational briefings and other presentations.</p> <p>5.4 Explain operational risks as they arise.</p> <p>5.5 Give information that clearly explains the nature of possible risk, with suggested solutions.</p>

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Writing skills to:	<ul style="list-style-type: none"> ■ Accurately record and complete organisation documents using clear language and correct spelling.
Oral communication skills to:	<ul style="list-style-type: none"> ■ use communication and negotiation styles to suit different audiences and purposes.
Numeracy skills to:	<ul style="list-style-type: none"> ■ Understand familiar and sometimes unfamiliar data and reports.
Planning and organising skills to:	<ul style="list-style-type: none"> ■ use staff and other personnel effectively in the investigation of trends.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPFRU004 Anticipate and detect possible fraud activity.

LINKS	Companion Volume Implementation Guide
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TITLE	Assessment Requirements for PSPFRU004 Anticipate and detect possible fraud activity
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:</p> <ul style="list-style-type: none"> ■ analyse trends in fraud and corruption activities and investigations ■ hypothesise fraud and corruption situations ■ undertake the timely detection of fraud and corruption and the identification of fraud and corruption trends ■ explain complex concepts and recommendations relating to risk control ■ collect data and information from a variety of sources and methods, including fraud and corruption records, audit records, fraud and corruption risk assessment, past investigations and other organisations.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ agency structure and core business activities ■ legislation, policies and procedures relating to anticipation and detection of fraud and corruption activities, including privacy and confidentiality requirements ■ agency procedures relating to public interest disclosures, protected disclosures or whistleblowing legislation ■ 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 ■ methods for anticipating and detecting possible fraud and corruption activity ■ fraud and corruption control guidelines ■ fraud investigation standards ■ public sector values and codes of conduct.
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ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none">■ workplace environment or■ simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">■ legislation, policy and procedures relating to fraud and corruption control, including privacy and confidentiality requirements. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide