

UNIT CODE	PSPFRU012
UNIT TITLE	Review fraud control activities
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to review the breadth of activities in fraud and 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 including changes in service delivery or significant increases in fraudulent activities.</p> <p>This unit applies to those working independently in roles involved in fraud control activities, in particular the review of activities within their organisation, 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. Prepare for review of fraud and corruption control activities	1.1 Identify current fraud and corruption prevention activities. 1.2 Establish timetable for evaluation and review. 1.3 Gather information from across the organisation. 1.4 Include stakeholder perspectives in the assessment.

2. Assess the ability of control activities to minimise fraud and corruption	<p>2.1 Assess implementation of the organisation's fraud and corruption control plan and activities.</p> <p>2.2 Conduct assessment considering core business and broader management activities of the organisation.</p> <p>2.3 Assess effectiveness of performance indicators in collecting fraud and corruption control information.</p> <p>2.4 Assess efficacy of mechanisms to assist staff to minimise fraud and corruption.</p> <p>2.5 Assess efficacy of fraud and corruption control awareness-raising activities against their objectives.</p>
3. Provide advice and recommend action to improve effectiveness of fraud and corruption controls	<p>3.1 Provide advice based on significant knowledge of the organisation's culture, structures, programs and services, and constraints under which the organisation is operating.</p> <p>3.2 Recommend options for action, based on consultation with stakeholders, and balance strict compliance with operational and political pressures.</p> <p>3.3 Revise and provide fraud and corruption control strategy and procedure advice.</p> <p>3.4 Report on the effectiveness of fraud and corruption control activities in the organisation.</p>

FOUNDATION SKILLS

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	<ul style="list-style-type: none"> communicate complex ideas relating to fraud and corruption, matching style of writing to purpose and audience.
Oral communication skills to:	<ul style="list-style-type: none"> participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPFRU012 Review fraud control activities.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPFRU012 Review fraud control activities
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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"> ■ review fraud and corruption control processes and assess key functions of overall strategy ■ provide advice and recommendations tailored to the needs of stakeholders ■ prepare a report regarding the effectiveness of fraud and corruption control activities in the organisation.
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 structures, programs and services ■ agency fraud and corruption control strategy ■ legislative framework under which the organisation operates ■ external reporting requirements ■ law enforcement needs ■ best practice initiatives in fraud and corruption control ■ the role of fraud and corruption control in the broader agency corporate planning environment ■ legislation and procedures relating to public interest disclosures, protected disclosures or whistleblowing ■ fraud and corruption control guidelines and standards ■ public sector values and codes of conduct that relate to fraud and corruption.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a 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. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide