

1. Overview

This programme introduces the concept of fraud and its control in an office environment to learners. It is intended for people working in administration as well as for managers of teams, sections, divisions and departments.

2. Programme Outcomes

Topic 1: Describing fraud as it occurs in an office environment

- Definition and Types of Fraud in the Workplace
- Causes of Fraud in Office Environments
- Identifying Fraudulent Activities
- Consequences of Fraud
- Preventing and Reporting Fraud
- Role of Leadership in Preventing Fraud

Topic 2: Understanding Legal Aspects of Fraud in an Office Environment

- Identify relevant legislation governing fraud in a specific business sector
- Outline legal recourse available to employers with real-life examples
- Explain the consequences of fraud for at least three different parties
- Discuss the impact of fraud on a selected business sector

Topic 3: Demonstrating knowledge and understanding of internal processes around the investigation of fraud in an office environment

- Describe the fraud policy of a selected organization or case study
- Explain the procedure for handling suspected fraud with a specific incident or case study
- Outline the process for gathering evidence and presenting a case using a particular example
- Identify available tools for managing information in a chosen organization
- Highlight the importance of confidentiality in investigations and the consequences of breaches

Topic 4: Analysing trends and the impact of fraud in an office environment

- Delegation is used correctly as a tool by the manager and subordinates when applicable to get the work done
- Emphasis is placed on proactive measures such as efficient information flow, efficient meeting planning and management and administrative procedures in the daily work processes of the department/division/section to minimize time wasting
- Plans are implemented once all involved are informed of their roles, duties and functions
- Progress with work plans is monitored on an on-going basis and amendments are made where necessary

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Topic 5: Explain and assist with control mechanisms used to contain fraud in a selected business sector

- List possible fraud control measures for at least three parties
- Explain the risks of not implementing proper controls with specific examples
- Provide assistance in implementing antifraud measures within the learner's authority

Qualification:

Certificate of Completion

Duration:

1-Month

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0856

SAQA US:

110026

NQF Level:

4

Credits:

4

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. Alternatively, the learning material will be emailed to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(110026 US):** Describe and assist in the control of fraud in an office environment

We trust that the above is in order and look forward to hearing from you for Implementation

Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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