

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to assist in the control of fraud in an office environment and adhere to the organisation's code of conduct.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Describe fraud as it occurs in an office environment.
- Demonstrate knowledge and understanding of legal aspects relating to fraud in an office environment.
- Demonstrate knowledge and understanding of internal processes around the investigation of fraud in an office environment.
- Analyse trends and the impact of fraud in an office environment.
- Explain and assist with control mechanisms used to contain fraud in an office environment.
- Describe the code of conduct and ethical issues
- Adhere to code of conduct
- Identify and understand the ethical issues in the organisation

PROGRAMME OUTLINE

- Control of Fraud
- Legal aspects
- Internal processes
- Code of conduct and ethical issues

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication and Mathematical Literacy at NQF Level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Portfolio of evidence will be submitted within two weeks after completing the training. Assessment activities include questioning to test knowledge and understanding.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 110026 - Describe and assist in the control of fraud in an office environment
- 10022 - Comply with organisational ethics

NQF Level: 4

Credits: 8

TARGET GROUP

Anyone who wishes to learn how to assist in the control of fraud in an office environment and adhere to the organisation's code of conduct.

BENEFITS

- Increased productivity
- Friendly work environment
- Credits towards a qualification
- Improved opportunities to claim skills grants