

STATEMENT OF WORK EXPERIENCE**Skills Development Provider:****Forensic Academy Africa (Pty) Ltd****Accreditation Number:****07-QCTO/SDP171025035245**

Qualification Number:	123002
Qualification Title:	Advanced Occupational Diploma: Fraud Examiner

Learner Details	
Full Name and Surname:	
ID Number:	
Learner Cell Phone #:	

Employer Details	
Name of Institution:	
Postal Address:	
Supervisor Name and Surname:	
Supervisor Position:	
Work Telephone #:	
Work E-Mail:	

242215000-WM-01, Establish an anti-fraud organisational culture, NQF Level 7, Credits 10

WM-01-WE01	Define Fraud Prevention Policy	
Scope Work Experience		
WA0101	Draft fraud prevention policies	Tick
WA0102	Analyse fraud-related responsibilities of management, staff, and auditors	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0101	Anti-fraud policy document that addresses specific Anti-fraud elements	
WM-01-WE02	Conduct fraud prevention program	
Scope Work Experience		
WA0201	Conduct a fraud prevention program, including procedures to prevent fraud	Tick
WA0202	Draft Anti-fraud policy	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0201	Draft fraud prevention program	
SE022	Draft policy document addressing specific elements	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)		
1	Organisational culture and processes	
2	Organisational vulnerabilities	

242215000-WM-02, Develop a fraud management plan, NQF Level 7, Credits 10

WM-02-WE01	Draft a fraud risk management plan	
Scope Work Experience		
WA0101	Analyse the existing fraud risk management practices in the organisation	Tick
WA0102	Established fraud-related responsibilities	Tick
WA0103	Draft Fraud Risk Management Program	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0101	A policy document that addresses the specific fraud risks of the organisation	
SE0102	Fraud Risk Management plan that covers the components crucial to effectively manage the organisation's or departments' fraud risks	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)		
1	Information pertaining to the fraud investigation	
2	Business Focus and Processes	
3	Business Protocol	

242215000-WM-03, Apply legal principles to examinations, NQF Level 7, Credits 10

WM-03-WE01	Submitted a report all of the learner ability in managing and conserving evidence in accordance with legal requirements and chain of custody protocols, guaranteeing it's integrity and admissibility in court.	
Scope Work Experience		
WA0101	Draft a report on the learners proficiency in handling, preserving, and documenting evidence according to chain of custody protocols and legal requirements, maintaining its integrity and admissibility in legal proceedings.	Tick
WA0102	Draft a report demonstrating the learners adherence to procedural fairness, due process, and ethical standards throughout the investigative process, including respecting the rights of individuals, maintaining confidentiality, and conducting investigations impartially and transparently.	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0101	Report on the participation of the learner in fraud investigations with reference to the nature of the frauds that was investigated the legal issues involved, process followed to maintain chain of custody.	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)		
1	Organisational culture and processes	
2	Organisational vulnerabilities	
3	Legal principles	

242215000-WM-04, Conduct fraud investigations, NQF Level 7, Credits 10

WM-04-WE01	Submit a report on the learner's role and responsibility during a fraud investigation	
Scope Work Experience		
WA0101	Participate in gathering, preserving, and analysing evidence relevant to fraud investigations.	Tick
WA0102	Demonstrating effective problem-solving skills and decision-making abilities when faced with complex fraud scenarios	Tick
WA0103	Identifying patterns of fraudulent behaviour, assessing risks, and devising investigative strategies to address fraudulent activities.	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0101	Report on participation in a fraud investigation with reference to the nature of the fraud that was investigated, planning process, techniques used, preservation of evidence and applicable legislation. No detail regarding the facts of the investigation, nor the results of the investigation, must be referenced.	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)		
1	Information pertaining to the fraud investigation	
2	Business Focus and Processes	
3	Business Protocol	

Knowledge and Practical Modules	Acknowledging that additional assignments are to be assessed by the Skills Development Provider	Tick
External Integrated Summative Assessment	Acknowledging that the External Integrated Summative Assessment is to be Externally Assessed at an accredited Assessment Centre, quality assured by the relevant Quality Partner.	Tick

We, the Employer and the Learner, declare that the above requirements were met and monitored.

Declaration by Learner	Date	Learner Signature
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Declaration by Employer	Date	Supervisor Signature
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Office Use Only	Statement of Workplace Experience on file at Skills Development Provider.	Thus, done and signed virtually using the last date of the parties above.
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