public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER ONLINE CERTIFIED FRAUD EXAMINER COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Online Certified Fraud Examiner course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of needs.

Certified Fraud Examiner course was identified by three (03) officials in the Chief Directorate: Internal Audit Services and Directorate: Internal Control.

3. Expected Outcomes/ Deliverables

This course is designed to equip officials with the skills to develop and implement anti-fraud programs aimed at preventing fraud before it occurs. It will also help them to identify and assess fraud risks within organisations and recommend appropriate control measures to mitigate those risk.

3.1 The course would cover and not limited the following topics:

- Accounting concepts,
- Financial statement fraud,
- Asset misappropriation: cash receipts,
- Asset misappropriation: fraudulent disbursements,
- Asset misappropriation: inventory and other assets,
- Corruption,
- Theft of data and intellectual property,
- Identify theft,
- Financial institution fraud,
- Payment fraud,
- Insurance fraud,
- Health care fraud,
- Consumer fraud,

- Cyberfraud,
- Contract and procurement fraud,
- Overview of the legal system,
- The law related to fraud,
- Bankruptcy fraud,
- Securities fraud,
- Money laundering,
- Tax fraud,
- Individual rights during examinations,
- Criminal prosecutions,
- Civil actions,
- Basic principles of evidence,
- Testifying,
- Planning and conducting a fraud examination,
- Collecting evidence,
- Interview theory and application,
- Interviewing suspects and signed statements,
- Convert operations,
- Sources of information,
- Data analysis and reporting tools,
- Digital forensics,
- Tracing illicit transactions,
- Report writing,
- Understanding criminal behaviour,
- White-collar crime,
- Corporate governance,
- Management's fraud-related responsibilities,
- Auditors' fraud-related responsibilities,
- Fraud prevention programs,
- Fraud risk assessment,
- Fraud risk management, and
- Ethics for fraud examiners.

4. Total number to be trained

Three (03) employees from Head Office are to attend the course.

5. Certification

Learners should not be subjected to any practical assessment but on completion of the course should be awarded CPD points.

6. Training Dates

The course should be presented over a period of ten (10) days.

7. Specific professional experience

The Service provider should be chosen for their training experience have proven relevant experience in management and facilitation of Online Certified Fraud Examiner. The successful bidder must provide a competent facilitator for this skills programme.

8. Special requirements

It is a requirement that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

9. All disbursements must be included within the cost per employees.

10. Enquiries

All enquiries should be directed to:

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