# Fraud Incident Report Form

**Fraud can be committed by an AITSL employee (internal fraud) or by persons outside of the company (external fraud). It may also be committed jointly by an employee and outside party. Offences of fraud against the Commonwealth may be prosecuted under a number of different Commonwealth laws.**

**AITSL defines Fraud as ‘dishonestly obtaining a benefit, or causing a loss, by deception or other means’ in accordance with the** [**Commonwealth Fraud Control Framework**](https://www.ag.gov.au/integrity/publications/commonwealth-fraud-control-framework)**.**

**If you would like to report a suspected incident of fraud, please complete this form and email it and any supporting documentation to** [**fraud@aitsl.edu.au**](mailto:fraud@aitsl.edu.au)**. AITSL will treat your contact details as confidential; however, you may be disclosed as the reporter of a fraud incident in certain circumstances, such as if the fraud is prosecuted. You may choose to remain anonymous; however, an anonymous report will significantly hinder the investigation and prosecution of the potential fraud.**

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| --- | --- | --- |
| Contact Details |  | |
| Report Date | Click or tap to enter the date you are making this report. | |
| Anonymity  *Please check one of the boxes* |  | I would prefer to remain anonymous. |
|  | I have provided my contact details below. |
| Full Name | Click or tap here to enter your full name. | |
| Email Address | Click or tap here to enter your email address. | |
| Contact Number | Click or tap here to enter your best contact number. | |
| Postal Address | Click or tap here to enter your postal address. | |

| Fraud Details |  | |
| --- | --- | --- |
| Date Committed | Click or tap here to enter date, dates, or date range the potential fraud was committeed. | |
| Person(s) Name(s) | Click or tap here to enter the name(s) of the person(s) who committee the potential fraud). | |
| Company/Organisation | Click or tap here to enter the name of the company/organisation for whom the person that may have committed the fraud works. | |
| Location | Click or tap here to enter the location the potential fraud occurred. | |
| Approximate Value | Click or tap here to enter the approximate value of the potential fraud. | |
| Detailed Description | Click or tap here to enter a detailed description of the potential fraud. Please include as much detail as possible. | |
| Supporting Documentation  *Please check one of the boxes* |  | I have supporting documentation |
|  | I do not have supporting documentation |
| If you do have supporting documentation, please list each document below and submit them with this form to[**fraud@aitsl.edu.au**](mailto:fraud@aitsl.edu.au). | |

| Additional Formal Fraud Reporting | | |
| --- | --- | --- |
| Have you reported the fraud to anyone else? (including your manager, the police etc.)  *Please check one of the boxes* |  | Yes |
|  | No |
| If yes, to whom did you report it? | Click or tap here to enter the full name of the person whom you reported the fraud to. | |
| If yes, when did you report it? | Click or tap here to enter the date you reported the potential fraud. | |

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| AITSL Fraud Control Office | |
| Name of Receiver | Click or tap here to enter your full name. |
| Date Received | Click or tap to enter the date the report was received. |
| Signature |  |
| AITSL Risk, Audit and Finance Committee (RAFC) | |
| Chair of the RAFC | Click or tap here to enter your full name. |
| Date Received | Click or tap to enter the date the report was received. |
| Signature |  |