Level 4
Counter Fraud Apprenticeship

Les Dobie and Heidi de Sousa
Counter Fraud Training

The Chartered Institute of Public Finance & Accountancy
Today’s Agenda

Introduction - David Fields

The UK fraud landscape - Les Dobie

Counter Fraud Training: the journey so far - Les Dobie

The CFIA Programme - Heidi de Sousa

Questions & Answers
“Fraud is a constant threat, and those who commit fraud take money away from public services and those who rely on them. The increase in fraud threat during COVID-19 reminds us that fraud is an increasingly complex and dynamic crime, and it requires skill, capability and commitment to mitigate it effectively.”

Lord Agnew, Minister of State (Cabinet Office)
Counter Fraud Training - the journey so far

- How things used to be
- The need for change
- Acceleration towards professionalism
- Where we are now - CFIA
- The future
### Why choose an apprenticeship?

<table>
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<tr>
<th>Cost effective</th>
<th>Employed at different levels (school leavers to graduates/ change of career direction)</th>
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<tbody>
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<td>Can be used to hire someone new or upskill an existing employee</td>
<td>Employers can get funding from the government to help pay for apprenticeship training</td>
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## The benefits

<table>
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<th>Expand</th>
<th>Expand and upskill your workforce – grow talent</th>
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<td>Adapt</td>
<td>Adapt their training according to the needs of your organisation</td>
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<td>Develop</td>
<td>Develop a motivated, skilled and qualified workforce</td>
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<tr>
<td>Strengthen</td>
<td>Strengthen your counter fraud response</td>
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<td>GCFP</td>
<td>Direct entry into the Government Counter Fraud Profession</td>
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Levy funding

- £15,000 max funding
- Can be used for new and, in some cases, existing counter fraud employees
- Additional incentives for new apprentices hired before 31st March 2021

Includes:
- All formal tuition, additional support & materials
- Work-based Learning Coach support
- Quarterly reviews and E-portfolio
Non-levy payers

5% towards cost of training and assessment + Government top-up equal to max funding band
Additional costs

• Apprentice salary (+ on costs) (mandatory)

• Accredited Counter Fraud Specialist (ACFS) Assessment and Accreditation fees (£200 optional)

• Association of Counter Fraud Practitioners (ACFP) – Membership fee (£50 – 2 years optional)
Accredited Counter Fraud Specialist (ACFS)

The Counter Fraud Professional Accreditation Board (CFPAB)

Benchmark for counter fraud training in the UK

Knowledgeable, experienced and accredited trainers

Influential stakeholders - CIPFA, HMRC, DWP, City of London Police and CIFAS

Mark of excellence
Association of Counter Fraud Practitioners (ACFP)

- Building a thriving counter fraud community
- Developing lasting friendships
- Effective professional relationships
- Outstanding CPD opportunities
- Industry news and updates
- Annual counter fraud events
Prospective apprentices are fully assessed prior to being accepted.

Prior learning is not automatically precluded – must meet the conditions of eligibility.

Level 2 English and Mathematics – required prior to End Point Assessment (GCSE grades 9 to 4 or A* to C)
What does the programme look like?

- Apprenticeship duration: 2 years
- 14 Modules (21 months), plus End Point Assessment (3 months)
- Expert tuition delivered by accredited CFPAB trainers
- Typically 2.5 formal tuition days per month
- Structured on the job training
- Average of 31 hours per month completing apprenticeship training (min)
Apprentices will learn how to:

| Develop professional knowledge of legislation | Conduct PACE and CJA compliant interviews |
| Plan investigations and prepare case files | Prepare applications and orders for court |
| Understand, differentiate and assess strength of evidence | Draft concise reports, briefings, letters, e-mails etc |
| Understand and utilise forensic evidence and forensic services | Recognise and respond to the varying demands of witnesses |
| Take evidential notes | Conduct operational briefings |
| Produce witness statements | Obtain, record and present evidence |
| Comply with the provisions for disclosure | Understand the differences and associated risks in parallel investigations |
| Gather evidence, adhering to continuity of evidence rules | Understand fraud from a civil law context |
| Conduct searches | Work with stakeholders |
| Apply the PEACE framework | Categorise fraud and report outcomes with recommendations |
What skills will be developed?

- Adoption of the investigative mindset
- Critical thinking
- Leadership & decision making
- Researching & problem solving
- Resistance management
- Ingenuity & persistence
- Understanding and applying professional scepticism
- Effective organisational skills & multi-tasking
- Commitment, conscientiousness & accountability
- Ethics, integrity and impartiality
- Being inquisitive, open-minded & objective, adding value to the organisation
- Demonstrating courage, resilience & flexibility
- Team working & collaboration with stakeholders
How are CIPFA apprentices assessed?

- Informal assessment
- Formal module assessments (specific to ACFS)
- End Point Assessment
Why choose CIPFA?

• Potential for two awards – CIPFA offers the Accredited Counter Fraud Specialist (ACFS) award in addition to the apprenticeship (optional – additional fees apply)
• Our learning experience is designed to improve best practice and performance
• High-level guidance and support are readily available to both employers and apprentices
• Regular assessment of learners’ progress and 1-2-1 support where appropriate
• CIPFA is a proven online training provider and an internationally recognised centre of excellence
How do I apply?

Register your interest at: cfi-apprenticeship@cipfa.org

A member of the team will contact you to start the application and enrolment process

Registration deadline – Friday 12 March 2021
Questions?