Counter Fraud Investigator Apprenticeship
About the programme

Fraud is a continually evolving threat faced by individuals and organisations alike. When fraudulent activity occurs in the public sector, it weakens government finances and adds further pressure on vital public services.

Research published in 2020 by CIPFA found that nearly two thirds (64%) of local government professionals believe fraud is a major risk for local authorities. Furthermore, both the City of London Police and the National Crime Agency have stated that fraud is the most common crime in Britain.

Crises like the COVID-19 pandemic can serve as opportunities for fraudsters. The resulting confusion, disruption and vulnerability, can create the perfect environment for criminals to exploit public money for personal gain. In such a dynamic sector, law-enforcement alone cannot successfully tackle the problem.

Though it may be impossible to fully eliminate financial crime, it certainly is possible to ensure organisations have the in-house knowledge, protocols and highly-skilled counter fraud professionals needed to mitigate changing risks. In response to this, CIPFA now offers the Counter Fraud Investigator Apprenticeship (CFIA), a brand-new professional standard which has been approved for delivery by the Institute for Apprenticeships and Technical Education (IATE).

About the apprenticeship

At CIPFA, we are committed to delivering education and lifelong learning of the highest quality. Our programme is a market-leading Level 4 apprenticeship that will deliver innovative, dynamic and relevant training to aspiring counter fraud professionals working in a range of investigative roles across the counter fraud sector.

The programme will incorporate a blended learning approach which promotes the development of professional standards, knowledge, skills and behaviours essential in achieving professional competence in the field.

The apprenticeship will take around two years to complete and learning activity is supported by structured on-the-job training. In addition to live web classes, all apprentices will have access to our virtual learning environment, CIPFA Learning where they will find online resources to support their journey.

Apprentices will also have access to their Individual Learning Record, where they can monitor their learning outcomes and track their development, thus ensuring successful progression to the End Point Assessment.

CIPFA’s Counter Fraud Apprenticeship team will be on hand to provide support to apprentices and employers throughout the course of the programme.

Funding

The Level 4 Counter Fraud Investigator Apprenticeship funding band has been approved at £15,000 to pay for the training of each apprentice. Employers in England can use their Apprenticeship Levy accounts to fund the training costs of their new and, in some cases, their existing counter fraud employees.
Why choose CIPFA's apprenticeship?

- Potential for two awards - CIPFA is an approved training provider for the Counter Fraud Professional Accreditation Board (CFPAB) and is therefore able to offer the well-regarded Accredited Counter Fraud Specialist award in addition to the apprenticeship (optional). Please note: ACFS assessment and accreditation cannot be funded by the Apprenticeship Levy. Additional fees apply.
- We offer a learning experience which is designed to improve best practice and performance.
- Expert tuition will be delivered by live web classes taught by CIPFA’s experienced and knowledgeable trainers who are formally accredited to deliver counter fraud training by the CFPAB.
- Apprentices will gain valuable on-the-job experience and a relevant professional award to build a solid foundation for a career in counter fraud.
- CIPFA ensures that high-level guidance and support are readily available to both employers and apprentices. We will regularly assess learners’ progress and provide 1-2-1 support where appropriate.
- The course is a means of direct entry into the Government Counter Fraud Profession utilising a practical work-based approach to training.
- We are a proven online training provider and an internationally recognised centre of excellence.

What will the apprenticeship cover?

Apprentices will learn how to:

- develop professional knowledge of relevant legislation and regulatory requirements
- plan investigations and prepare case files
- understand, differentiate and assess strength of evidence
- understand and utilise forensic evidence and forensic services
- understand and apply the Regulation of Investigation Powers Act 2000
- take evidential notes and produce witness statements and transcripts
- gather evidence, applying and adhering to continuity of evidence rules
- conduct searches such as search of premises, person, business records and digital data
- correctly identify, classify and handle incoming and outgoing information
- conduct briefing and de-briefing activities
- apply the ‘PEACE’ framework for planning and conducting an interview
- conduct Police and Criminal Evidence Act 1984 (PACE) and Criminal Justice Act (CJA) compliant interviews
- recognise and respond to the varying demands of witnesses
- draft concise reports, briefings, letters, e-mails and other items of correspondence
- prepare applications and orders for court
- comply with the provisions for disclosure
- understand how, when and why to refer cases internally and/or externally
- obtain, record and present evidence in court during proceedings
- be aware of the differences and associated risks in parallel investigations
- understand fraud from a civil law context
- work with stakeholders
- categorise fraud and report outcomes with recommendations
What workplace skills will be developed?

Apprentices will also gain valuable workplace skills and behavioural techniques, including:

- adoption of the investigative mindset
- critical thinking
- leadership and decision making
- researching and problem solving
- resistance management
- ingenuity and persistence
- understanding and applying professional scepticism
- effective organisational skills and multi-tasking
- commitment, conscientiousness and accountability
- ethics, integrity and impartiality
- being inquisitive, open-minded and objective, adding value to the organisation
- demonstrating courage, resilience and flexibility
- team working and collaboration with stakeholders

Entry requirements

Apprentices without level 2 English and Mathematics (GCSE grades 9 to 4 or A* to C) on entry will need to achieve this level prior to taking the End Point Assessment.

Prospective apprentices are fully assessed against all of the knowledge, skills and behaviours set out in the professional standard prior to being accepted for an apprenticeship. Those with prior learning are not automatically precluded but they must meet the conditions of eligibility to enter on programme.

Study modes

The classroom sessions will be delivered online by our CFPAB accredited counter fraud trainers.

Other study modes include e-learning, workshops, extensive written materials, mini projects, directed self-study and structured workplace tasks and learning activities.

Duration

Full time apprentices will typically spend 24 months on-programme working towards the occupational standard, with a minimum of 20% off-the-job training.

National Apprenticeship Service

CIPFA is working with the Department of Education’s National Apprenticeship Service to bring our employer partners the latest information and news on apprenticeships. Further details on becoming an apprenticeship employer and guidance is available here: visit the GOV.UK website

How to apply

The first cohort will begin in April 2021.

Please contact the team to express interest in the programme: cfi-apprenticeship@cipfa.org

Or phone: +44 (0)20 7543 5600
About us

Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance and counter fraud professionals in the UK and across the world.

As the only professional body exclusively for people in public finance, we understand the market challenges and are committed to providing the best training and development tools to support practitioners at all levels of public service, throughout their careers.

CIPFA apprenticeships

As both a professional qualifying body and as a registered training provider (through CIPFA’s Education and Training Centre), we are uniquely placed to support employers and students alike on their apprenticeship journeys.

Our full range of apprenticeships is listed below.

Eligible employers in England are able to use their Apprenticeship Levy accounts to fund the training costs of their trainees and apprentices.

Assistant Accountant Apprenticeship (Level 3)
Includes study for the AAT Advanced Diploma

Professional Accounting Technician (Level 4)
Includes study for the AAT Professional Diploma

Accountancy Professional Apprenticeship (Level 7)
Includes study for the CIPFA Professional Qualification

NEW Counter Fraud Investigator Apprenticeship (Level 4)
Includes study for the CIPFA Accredited Counter Fraud Specialist qualification

For details on all of our apprenticeships, visit: cipfa.org/apprenticeships