Learning and development

counter fraud specialist

Accredited training
Official figures show that fraud is the most prolific crime in the UK with millions of reported incidents costing billions of pounds in financial losses.

The scale of the problem is such that law enforcement cannot be expected to tackle the problem alone. Organisations must therefore play their full part, particularly those charged with a duty to safeguard public funds. However, managing fraud effectively is challenging and requires specialist knowledge and skills.

The CIPFA Accredited Counter Fraud Specialist (ACFS) provides you with the necessary practitioner skills and knowledge for the effective end-to-end management of fraud – from ‘up-stream’ activity of prevention and creating an anti-fraud culture to ‘down-stream’ investigation and resolution to the highest evidential standards.

The core syllabus is set by the Counter Fraud Professional Accreditation Board.

The programme focuses on:
- up-to-date sources of law that set out fraud and other acquisitive crime offences, including theft, bribery and money-laundering
- current procedural legislation and the legal framework within which fraud must be investigated
- creating an anti-fraud culture and the implementation of preventative measures
- the professional investigation of reports of fraud from beginning to end and to a robust evidential standard.

The programme is underpinned by numerous case studies that bring reality to the theory and help to develop practitioner skills.

Who is the course aimed at?
The CIPFA ACFS is specifically designed for practitioners whose work roles are concerned with counter fraud and anti-corruption activities, including investigators, investigator managers and supervisors and internal audit staff.

It is an ideal programme for strengthening or updating your counter fraud team’s skills; or officially demonstrating competency by obtaining a formal qualification either for those already performing a counter fraud role, or for those wishing to build a new career in the sector.

Structure and duration
The CIPFA ACFS consists of four modules:
- Module 1 – four consecutive days of classroom learning
- Module 2 – four consecutive days of classroom learning
- Module 3 – five consecutive days of classroom learning
- Module 4 – five consecutive days of classroom learning

The whole course is completed over 44 days, which includes:
- eight days of pre-course, self-directed learning
- 18 days of classroom learning
- 18 days to complete the three course assignments.

Assessment
You will be assessed via:
- module exams
- written assignments
- role play exercises observed by your trainer
- formative assessment (workbooks)
- group and individual exercises.

You will also be given a set of pre-course technical manuals, which you will need to read in advance of each module starting.
Accreditation
When you have successfully completed the programme you will be accredited by the Counter Fraud Professional Accreditation Board.

You will be included on the Board's Professional Register of Counter Fraud Specialists, listed as a 'Professional Accredited Counter Fraud Specialist'.

To maintain your professional status, you will need to complete 90 hours of CPD training over three years.

For details of our one day training courses, visit: www.cipfa.org/counterfraudevents

CIPFA membership
On successful completion of the programme, you can apply for CIPFA Affiliate membership. If you’re not already a CIPFA member, this is a great way to access a wealth of resources and networking opportunities.

To find out more and apply, click on ‘Other professionals’ at: www.cipfa.org/join

Pricing
Delegates pay £2,900 +VAT

The course fees include:
- Workbook
- Technical reference manuals and other reading materials
- Assessment marking and moderation
- Certification

If your organisation subscribes to the Counter Fraud Centre, you receive a 10% discount off the course fees.

For information about subscribing, visit: www.cipfa.org/subscribeandsave

How to book
For course dates and location details, visit: www.cipfa.org/acfs

Booking will close two weeks before a course starts, to ensure delegates have time to complete the pre-course reading. Any request for bookings within two weeks of a course starting will be considered on a case-by-case basis.

In house delivery
The CIPFA ACFS can also be delivered in-house, at your location, saving you valuable time and money. This is especially cost-effective for organisations interested in training a number of individuals or whole teams.

For more information about running the programme in-house, contact us at: InHouseTraining@cipfa.org

Your counter fraud career
The CIPFA ACFS is a professional qualification that can lead to further study and career development opportunities.

It is worth 60 Level 4 credits at a Higher Education Institution, which would count as advanced learning and attract exemptions from courses offered by Higher Education establishments.
Module 1
Principles of legislation for the Counter Fraud Specialist
This module is delivered largely in the context of investigations and will provide you with a good working knowledge of the law as it applies to fraud in England, Wales and Northern Ireland. ACFS courses conducted in Scotland refer specifically to Scottish legislation and sources of law.

You will learn about:
- the two different legal systems (criminal and civil) that deal with fraud and the role of the courts system
- the primary acquisitive crime offences and ‘points to prove’
- the essential rules of evidence that enable these primary offences to be proved in a court of law or other trier of fact
- the vital components of fraud, how it is committed and how it can be proved to the highest evidential standards (other offences are also considered)
- confidently assessing and classifying reports of fraud and other financial crime.

Module 2
Building the anti-fraud culture for the Counter Fraud Specialist
This module will provide you with the knowledge to develop, build and maintain the bedrock of any organisational counter fraud strategy: an anti-fraud culture.

You will learn about:
- what comprises an anti-fraud culture and how to put in place an organisational framework to prevent, detect and deter fraud
- benchmarking and assessing the anti-fraud culture in your own organisation against good practice elsewhere
- the UK’s primary whistleblowing legislation - the Public Interest Disclosure Act 1998
- risk management as a component of an anti-fraud culture
- the National Intelligence Model (NIM) and how this can be used to inform decision making when developing an anti-fraud strategy
- legislation relevant to the effective application of NIM.

It will certainly help us to safeguard our assets against the risk of fraud. And it will make us more focused when we investigate.

London Borough of Bexley
Module 3

Investigation process and case management

This module will provide you with the practical knowledge and skills to confidently plan and execute fraud investigations in a proportionate and evidentially sound manner.

You will learn about:

- the investigation life-cycle as well as good practice advice on case management, including investigative planning, direction, decision making and risk assessment
- assessing initial reports of fraud and how to begin the evidence gathering process by using tried and tested investigative planning methodologies
- identifying and handling different types of evidence, including digital evidence, and how to collate exhibits in a legally compliant way
- search and seizure procedures and appropriate briefing and communication models for the conducting of such exercises
- a framework for reporting investigative findings in a professional manner.

Module 4

Investigative interviewing and courtroom skills

This module will provide you with the knowledge and skills to conduct successful witness and suspect interviews, to prepare a criminal prosecution case file in accordance with national standards and to confidently give evidence in court.

You will learn about:

- the law and codes of practice relating to the interviewing of suspected fraudsters, formal cautioning and the difference between interviews under detention and those of a voluntary nature
- the need for pre-interview disclosure and the role of adversarial legal advisers
- conducting an investigative interview utilising the widely recognised PEACE model approach
- the psychology of interviewing and appropriate questioning styles, as well as the differences between suspect and witness interviews
- obtaining witness statements
- preparing a case file for court in line with nationally recognised MG standards
- confidently giving evidence in court.
Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance professionals and public service leaders 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.