

Level 4 Counter Fraud Apprenticeship

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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



Why choose an apprenticeship?

Cost effective

Employed at different levels (school leavers to graduates/ change of career direction)

Can be used to hire someone new or upskill an existing employee

Employers can get funding from the government to help pay for apprenticeship training

The benefits

Expand	Expand and upskill your workforce – grow talent
Adapt	Adapt their training according to the needs of your organisation
Develop	Develop a motivated, skilled and qualified workforce
Strengthen	Strengthen your counter fraud response
GCFP	Direct entry into the Government Counter Fraud Profession

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

Entry requirements

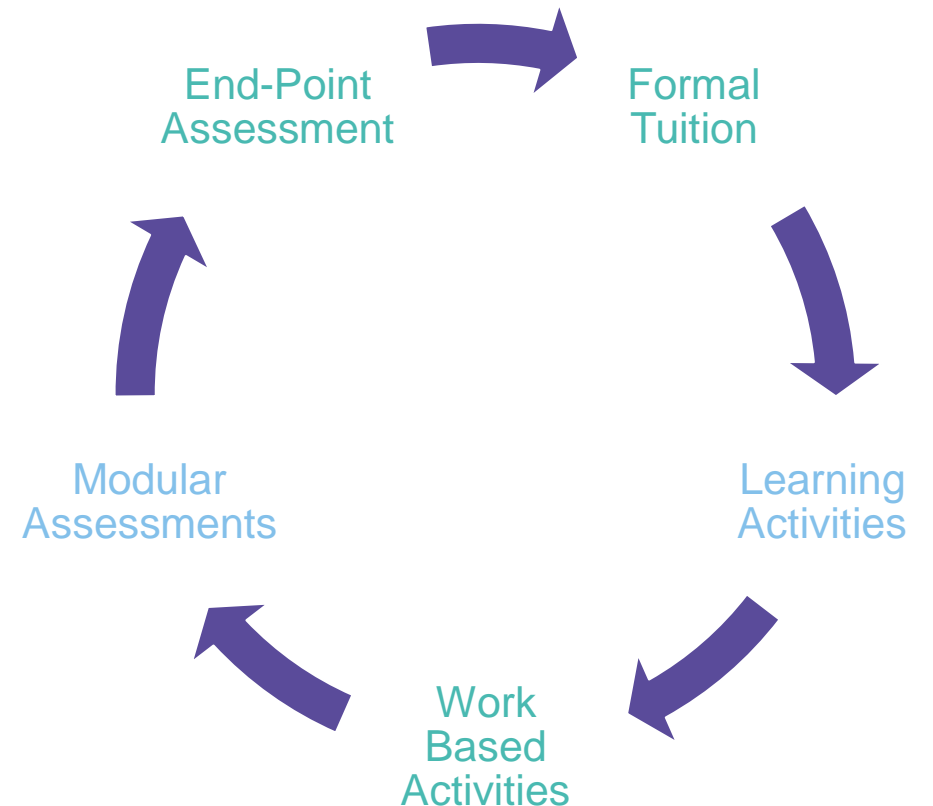
**Prospective apprentices are fully assessed
prior to being accepted**

**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?

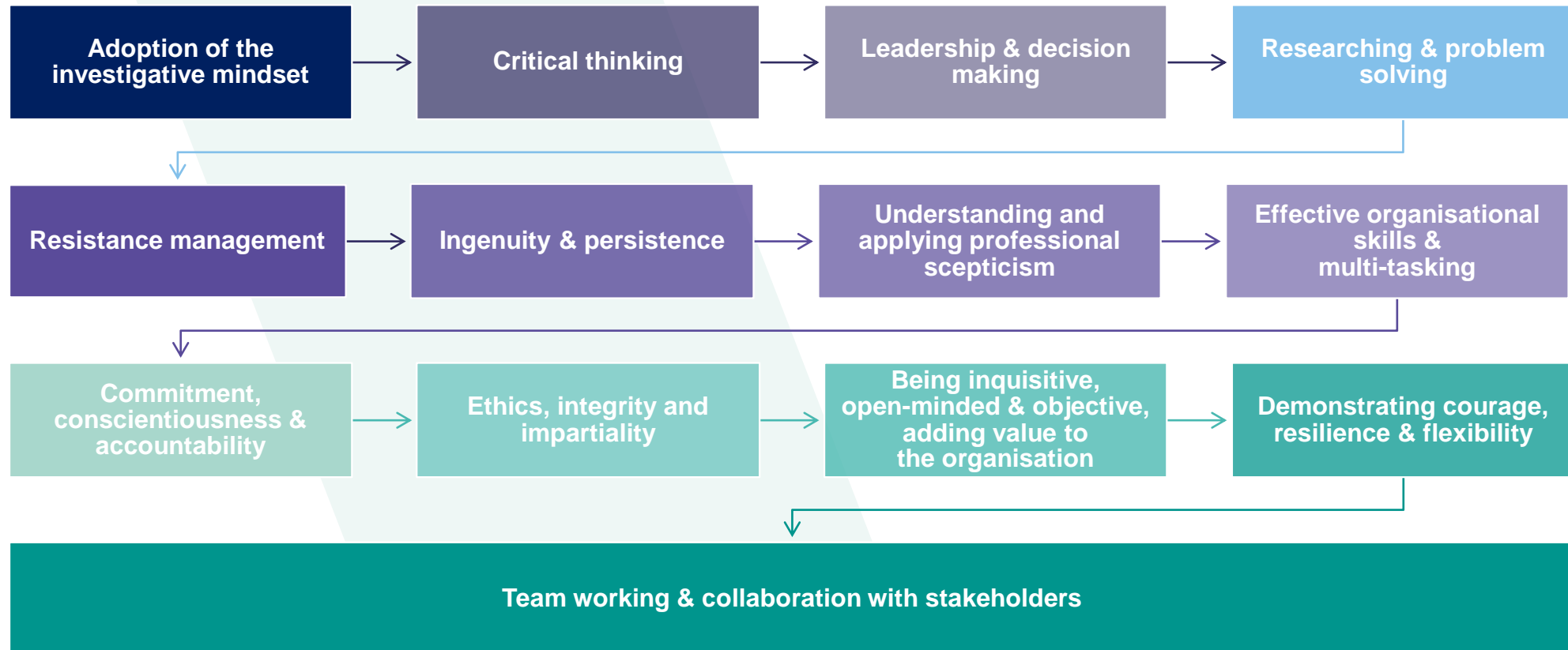
- Apprenticeship duration: 2 years
- 14 Modules (21 months), plus End Point Assessment (3 months)
- Expert tuition delivered by accredited CFPAB trainers
- Typically 2.5 formal tuition days per month
- Structured on the job training
- Average of 31 hours per month completing apprenticeship training (min)



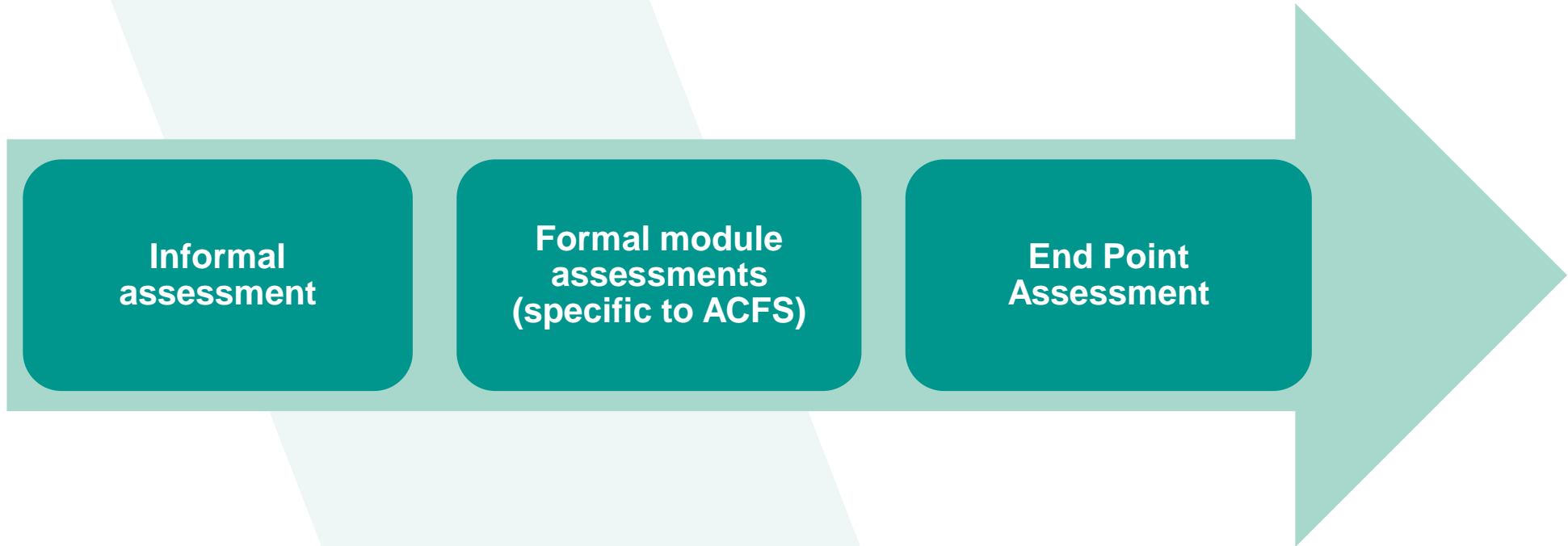
Apprentices will learn how to:

- Develop professional knowledge of legislation
- Plan investigations and prepare case files
- Understand, differentiate and assess strength of evidence
- Understand and utilise forensic evidence and forensic services
- Take evidential notes
- Produce witness statements
- Comply with the provisions for disclosure
- Gather evidence, adhering to continuity of evidence rules
- Conduct searches
- Apply the PEACE framework
- Conduct PACE and CJA compliant interviews
- Prepare applications and orders for court
- Draft concise reports, briefings, letters, e-mails etc
- Recognise and respond to the varying demands of witnesses
- Conduct operational briefings
- Obtain, record and present evidence
- Understand 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 skills will be developed?



How are CIPFA apprentices assessed?



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?