

# Counter Fraud Investigator Apprenticeship



# 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), CIPFA is uniquely placed to support employers and students alike on their apprenticeship journeys.

We have also been awarded a "Good" provider grading by Ofsted for our apprenticeship programmes.

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 Accountancy Qualification

#### 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](https://cipfa.org/apprenticeships)

"The support we received at Enfield Council from CIPFA in recruiting our first Counter Fraud Investigator Apprentice was great. We worked collaboratively with the CIPFA team, who understood our recruitment requirements and were an essential part of our candidate shortlisting process. We were given clear guidance and feedback as to the requirements of the apprenticeship and really useful details on the schedule of learning, all of which was invaluable to our successful recruitment campaign."

- Mark Hunte, Apprenticeship & Placements Manager,  
Enfield Council

"Heidi has provided outstanding, and much appreciated, advice, guidance and support. From helping us decide if the Counter Fraud Investigator Apprenticeship Standard is right for us, advertising and recruiting to our apprenticeship opportunity through to getting our new colleague off to a great start, she has been instrumental in our success. We are really looking forward to continuing to work with Heidi and the CIPFA team in the months ahead and seeing our apprentice flourish in their new career, knowing we're in good hands."

- Nicholas Rozee, OD Consultant, Crawley Borough  
Council

# 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 offers the Counter Fraud Investigator Apprenticeship (CFIA), a professional standard 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 delivers innovative, dynamic and relevant training to aspiring counter fraud professionals working in a range of investigative roles across the counter fraud sector.

The programme incorporates 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 takes 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 online resources via our virtual learning environment, plus a week-long block of face-to-face training to cover the practical aspects of the programme.

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.

"The CIPFA Counter Fraud Investigator Apprenticeship process has been a real eye opener and the support we have received has been excellent right from the very start, not only for the apprentice but for me as her manager as well. Our officer is getting more than I imagined from the course tutors and has outstanding materials for her to look back on and use for years to come. I would highly recommend this course to anyone with new officers as the apprenticeship content is so informative and in-depth while being very well structured."

- **Natalie Broadhurst, Fraud and Litigation Team Leader, Exchequer Services, Trafford Council**

## Why choose CIPFA's apprenticeship?

- Potential for two awards – as an approved training provider for the Counter Fraud Professional Accreditation Board (CFPAB), CIPFA is the only provider able to offer the Accredited Counter Fraud Specialist (ACFS), the benchmark professional award for counter fraud practitioners in the UK, in addition to the apprenticeship. Please note: this is optional and additional fees apply.
- The programme has been mapped to the Government Counter Fraud Profession (GCFP) investigation core discipline and provides direct entry into the GCFP, utilising a practical work-based approach to training.
- We offer a learning experience which is designed to improve best practice and performance, with a focus on developing fully competent, well rounded investigators.
- Expert tuition is delivered 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.
- We are a proven online training provider and an internationally recognised centre of excellence.
- Our apprenticeships have been awarded a "Good" provider grading by Ofsted.

## 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 join the programme.

## Study modes

Classroom sessions are delivered online by our CFPAB accredited counter fraud trainers. We also offer a week-long block of face-to-face training to cover the practical aspects of the programme, including investigative interviewing, operational briefings, searches and cross examination. This training is currently run in London but we will consider other locations, based on demand. Please discuss this with the team when registering your interest in the programme.

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

Please contact the team to express interest in the programme: [cfi-apprenticeship@cipfa.org](mailto:cfi-apprenticeship@cipfa.org)

Or phone: [+44 \(0\)20 7543 5600](tel:+442075435600)

"The CIPFA Level 4 Counter Fraud Investigator Apprenticeship programme is of the highest standard. The training materials have been informative and provide a high level of detail to help the apprentice through the programme. The two years are well organised so that the manager and the apprentice in an organisation can plan. There is always support from the CIPFA team and though this is not an easy apprenticeship, I have no doubt that once my apprentices complete their programme, they will have the expertise they need to be high quality Fraud Investigation Officers. I would strongly recommend this programme."

**- Michaela Lambart, Fraud  
Manager, Reigate & Banstead  
Council**

[cipfa.org](https://cipfa.org)

**CIPFA**

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