



Accredited Counter Fraud Specialist

About the course

The benchmark professional award for counter fraud practitioners in the UK

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 management of fraud – from 'up-stream' activity of 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 Awards 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
- 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 three modules:

- Module 1 – five consecutive days of classroom learning
- Module 2 – five consecutive days of classroom learning
- Module 3 – five consecutive days of classroom learning

You will be required to commit to 400 hours of learning, completed via:

- 4 days of pre-course, self-directed learning
- 15 days of classroom learning
- 3 course assignments in your own time following the classroom learning.

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.

Course outline

Module 1

Fraud Landscape, Law and Legislation

This module reviews the UK fraud landscape and encourages you to consider how an anti-fraud culture can be established within your organisation. It will provide you with a good working knowledge of the law as it applies to fraud, and fraud investigation, 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 UK fraud landscape and creating an anti-fraud culture
- the criminal and civil justice systems
- evidence, elements of offences, legislation and case law
- fraud, theft and related offences
- bribery and the UK Bribery Act
- computer misuse
- money laundering, Proceeds of Crime Act (POCA) and criminal finances
- human rights and equality in investigations
- Police and Criminal Evidence Act
- Disclosure and the Criminal Procedure and Investigations Act (CPIA)
- Whistleblowing and the Public Interest Disclosure Act (PIDA)
- Data Protection and Freedom of Information
- Regulation of Investigatory Powers Act (RIPA) and the monitoring of communications

“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 2

Intelligence, Investigation and Case Management

This module makes extensive use of case studies, scenarios and activities to enable you to understand good practice in relation to gathering intelligence and case management.

You will learn about:

- the National Intelligence Model (NIM)
- case management and the fraud investigation model
- note-taking, evidence collection and exhibit handling
- operational briefings and searching
- management briefings
- report writing
- Communicating and questioning strategies
- Cognitive interviewing and witness statements

Module 3

Investigative Interviewing and Case Preparation

This module also makes extensive use of activities and exercises to allow you to understand good practice and gain confidence in investigative interviewing and case preparation.

You will learn about:

- Interviewing suspects
- Case file preparation
- Evidence for disciplinary and employment hearings
- Police station procedures and courtroom skills

Accreditation

When you have successfully completed the programme you will be accredited by the Counter Fraud Professional Awards Board.

Delegates achieving both the Accredited Counter Fraud Specialist and CIPFA Certificate in Fraud Risk Management can receive the CIPFA Diploma in Counter Fraud Management.

Pricing

Delegates pay £2,500 + VAT

The course fees include:

- Workbook
- Technical reference manuals and other reading materials
- Assessment, marking and moderation
- Certification

A 10% discount is available to all CIPFA members.

How to book

For course dates and location details, visit:

www.cipfa.org/acfs

Booking will close two weeks before the course starts.

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: counterfraudtraining@cipfa.org

Your counter fraud career

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

Many universities and Higher Educational establishments will offer exemptions to other courses for Accredited Counter Fraud Specialists.

Your CPD

All CIPFA training counts towards your continuing professional development (CPD). If you are a CIPFA Chartered Member, you are required to undertake a minimum of 20 hours of relevant CPD activity each year as part of maintaining your professional competence and to develop skills and knowledge.

For full details visit: www.cipfa.org/cpd



About us

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.

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