



Counter Fraud, Risk, Investigations and Associated Training Solutions

ACCREDITED COUNTER FRAUD SPECIALIST (ACFS) COURSE INFORMATION

Learning Hours Total 400

Taught – 120 hours

Self-Directed Learning – 280 hours

Pre-Course

Course Pre-Read Material	<p>Delegates will be provided with course pre-read material at least 10 working days prior to the commencement of the course.</p> <p>Self-study and research are two of the key skills required of a Counter Fraud Specialist and the pre-course material provides an opportunity for delegates to practice these skills prior to the commencement of the course.</p>
Delegate Pre-Course Narrative (+/- 500 words)	<p>Prior to attending the course, delegates are required to construct a narrative outlining the following:</p> <ul style="list-style-type: none">• Their role• The structure of their organisation



Counter Fraud, Risk, Investigations and Associated Training Solutions

	<ul style="list-style-type: none"> • Previous experience • The subjects in the syllabus that interest them the most • Their personal learning objectives from attending the ACFS course • Thoughts on any personal learning challenges <p>The pre-course narrative is the first opportunity for delegates to think about the course and in doing so provide vital background information to training staff. It will enable training staff to have an early insight into each delegates' personal requirements and will assist in ensuring each delegate gains maximum benefit from the learning journey.</p>
--	--

Course Syllabus

Module 1 – (5 days)	Legislation and Core Proactive Areas
Session/Subject	Aim
Legislation and Investigation (General)	To provide a general overview of fraud, legislation, and investigation
Fraud Act 2006	To give an overview of the Act and its impact on the criminal law relating to fraud



Counter Fraud, Risk, Investigations and Associated Training Solutions

Economic Crime & Corporate Transparency Act 2023	To understand the offence of Failure to Prevent Fraud
Theft Act 1968	To give an overview of the Act and enable delegates to investigate fraud related theft offences which remain in force after the introduction of the Fraud Act 2006
Bribery Act 2010	To give an overview of the Act and its impact on the criminal law relating to bribery
Computer Misuse Act 1990	To give an overview of the Act and provide knowledge of the criminal law associated with computers
Criminal Law Act 1977	To provide an understanding of the Act in relation to fraud
Identity Documents Act 2010	To give an overview of the Act and its impact on the prosecution of offences relating to identity documents
Proceeds of Crime Act (POCA) 2002	To give an understanding of the Act and an understanding of the redress measures available to investigators
Criminal Finances Act 2017	To give an overview of the relevant sections of the Act



Counter Fraud, Risk, Investigations and Associated Training Solutions

Forgery & Counterfeiting Act 1981	To give an overview of the Forgery & Counterfeiting Act 1981
Criminal Procedure and Investigations Act (CPIA) 1996	To provide knowledge of the legislative and procedural requirements governing the disclosure of material in criminal and civil proceedings and tribunals
Police and Criminal Evidence Act (PACE) 1984 Codes of Practice	To enable examination of the relevant sections of the Act and Codes of Practice and identify their implications for a counter fraud investigation
Regulation of Investigatory Powers Act (RIPA) 2000 & the Investigatory Powers (Interception by Businesses etc for Monitoring and Record Keeping Purposes) Regulations 2018	To provide an understanding of the requirements of the Act and associated secondary legislation
Human Rights Act 1998	To provide delegates with an understanding of the legislation and how it may impact on counter fraud work
Public Interest Disclosure Act (PIDA) 1998	To provide delegates with an understanding of how the Act provides protection for a whistleblower
Data Protection 2018	To provide delegates with an understanding of the legislation and how it may impact on counter fraud work



Counter Fraud, Risk, Investigations and Associated Training Solutions

Freedom of Information Act 2000	To provide an understanding of the Act and how to apply its principles
Equality Act 2010	To provide an overview of the Act and its impact on counter fraud work
Developing a Counter Fraud Strategy	To introduce investigators to the concept of developing fraud strategy
Deterrence	To enable investigators to explore the role of deterrence in countering fraud
Prevention	To enable investigators to explore the concept of fraud proofing and its practical application
Detection	To enable investigators to identify methods for detecting fraud
Continuing Professional Development and Training	To enable delegates to identify their individual training needs to support their continuous professional development
Performance Management	To enable delegates to identify their role in organisational performance, their expected contribution and understand the quality control process.



Collaborative Working and Stakeholder Engagement	To enable delegates to identify partners in the fraud community and wider law enforcement sector
Module 2 – (5 days)	Core Investigative Principles and Investigative Interviewing Skills
Session/Subject	Aim
Case Management	To give an overview of Investigation Case Management
Intelligence and Intelligence Cycle	To provide an understanding of the role of the National Intelligence Model (NIM) in case progression
Evidence	To provide an understanding of the rules of evidence and how to correctly gather evidence, identify and secure exhibits
Note Taking	To provide an understanding of the purpose and objective of note taking and to enable investigators to take effective notes
Planning and Conducting a Search	To provide an understanding of search and seizure procedures



Counter Fraud, Risk, Investigations and Associated Training Solutions

Police Station Procedures	To provide an understanding of police station procedures
Obtaining and Providing Witness Statements	To enable delegates to take witness statements, procedural statements, and official statements
Reporting Findings	To provide an understanding of the principles of report writing
Preparation of Prosecution Files	To enable investigators to construct and evidential package for submission to the CPS or alternative prosecuting authority
Introduction to the Role of Formal Hearings	To provide an understanding of the courts system in England and Wales and Formal Hearings
Disciplinary and Employment Tribunal Process	To enable investigators to understand the internal organisational processes when dealing with cases of internal fraud
PEACE – Free Recall/Cognitive Interviews with Witnesses	To enable investigators to conduct effective and ethical interviews with witnesses



<p>PEACE – Conversation Management</p>	<p>To enable investigators to plan, prepare and legally and ethically conduct an interview under caution using the PEACE model in accordance with the PACE 1984 Codes of Practice</p>
<p>Pre-Interview Disclosure</p>	<p>To enable investigators to understand the process of pre-interview disclosure and the roles and responsibilities of those involved in the process</p>
<p>Module 3 – (5 days)</p>	<p>Practical Investigation and Investigative Interviewing Skills</p>
<p>Session/Subject</p>	<p>Aim</p>
<p>Practical Investigation and Investigative Interviewing Skills</p>	<p>To provide delegates with an opportunity to develop and consolidate the knowledge and skills from Modules 1 & 2.</p> <p>Delegates will practice a mock investigation, looking at offences and legislation, investigation process, sources of evidence, witness interviews, statements, pre interview briefings and suspect interviews.</p> <p>Delegates will also be required to complete a number of assessed assignments:</p> <ul style="list-style-type: none"> • Witness Interview • Witness Statement • Suspect Interview



Counter Fraud, Risk, Investigations and Associated Training Solutions

Assessment Process

Method	Assessment Criteria
Knowledge Checks	<p>During the course there will be two 'open book' and two 'closed book' knowledge checks each comprising of 30 multiple choice or gap questions, lasting 45 minutes.</p> <p>Knowledge checks will be conducted under examination conditions and are intended to evaluate delegates knowledge and understanding of taught material.</p> <p>The pass mark for each knowledge check is 60%.</p>
Assessed Witness Interview	<p>During the course delegates will undertake an assessed witness interview based on a given scenario.</p> <p>The pass mark for the assessment is 60% competency.</p>
Assessed Witness Statement	<p>During the course delegates will produce an assessed statement based on a given scenario.</p> <p>The pass mark for the assessment is 60% competency.</p>



Counter Fraud, Risk, Investigations and Associated Training Solutions

Assessed Suspect Interview	During the course delegates will undertake an assessed suspect interview based on a given scenario. The pass mark for the assessment is 60% competency.
Post Module Assignments (+/- 2,000 words)	Delegates will be required to complete three post module assignments, based on a pre-determined subject related to the module. The assignments will be based on course material, suggested reading and will also provide the delegate with an opportunity to conduct their own research. The pass mark for each Post Module Assignment is 60%.

Accreditation

On successful completion of the course delegates will be awarded the title of 'Accredited Counter Fraud Specialist'.

The course is accredited by the Counter Fraud Professional Awards Board (CFPAB), supported by the University of Northumbria and attracts 40 level 4 credits at Regulated Qualifications Framework within England, Wales and Northern Ireland (or 40 credits at Level 7 of the Scottish Credit and Qualification), that is, one-third of the first year (or second year within Scotland) of a university degree. This is the same level as an NVQ Level 4 in Investigation.

The CFPAB seeks to maintain professional standards in the delivery and to formally recognise the successful completion of professional training courses in the field of counter fraud work. It oversees the delivery of the training courses taking into account the quality and effectiveness of the courses and ensures that courses are conducted so that Higher Education credits can be awarded, and that in particular a recommended credit rating is communicated to the Higher Education Institution.



Counter Fraud, Risk, Investigations and Associated Training Solutions

The CFPAB also seeks to establish and maintain professional standards in the delivery of an 'Advanced Level' counter fraud qualification based on an agreed common syllabus, to be delivered by higher education institutions and resulting in an Award at Certificate of Higher Education level.

The CFPAB actively promotes professional training for counter fraud specialists and works with organisations with a common interest in the development of professional training and access to relevant programmes of Higher Education.

Quality

Larus Consulting prides itself in both the quality of its training and professionalism of its trainers.

Feedback is vital for the continued development and improvement of the course and feedback forms will be provided for completion during the course.

In the unlikely event that a delegate wishes to raise a specific issue in respect of either the quality of training or assessment process and they are unable to resolve the matter with their trainer, it should be referred to the course director for review.

Any matters that are unable to be concluded satisfactorily will be referred to the CFPAB.

Gary Sommerford
Course Director
Tel: +44 (0) 7737 966561
Email gsommerford@larusconsulting.com

www.larusconsulting.com