

Accredited Counter Fraud Specialist

The benchmark
award for public
sector professionals



Fighting Fraud and Financial Crime Together

World class qualifications, bespoke training and digital learning that provide the skills, expertise and knowledge to protect individuals and organisations.



Data



Intelligence



Learning



Accredited Counter Fraud Specialist (ACFS)

The Accredited Counter Fraud Specialist (ACFS) qualification is the benchmark professional award in counter fraud for the public sector, and is accredited by the Counter Fraud Professional Awards Board (CFPAB) and approved by Northumbria University. It delivers the key knowledge and expertise required for a successful career in counter fraud and fraud investigation, including the skills needed to undertake investigations to a criminal standard and interview under caution.

Our expertise in fraud prevention and investigation, and our access to leading public sector data and intelligence, means this qualification contains exclusive and continually updated content alongside established learning - including the unique module Understanding Fraud and Fraudsters. Created and delivered in collaboration with leading experts, the ACFS is the essential and complete award to support a successful and respected career both in the field of counter fraud and in the public sector.

Accredited Counter Fraud Specialist (ACFS)

Who is it for?

The ACFS can be studied by those starting out in their career as a counter fraud professional, or looking to secure a role in the field, within the public sector. It is also ideal for more established professionals who wish to diversify, or formalise existing, skills and knowledge.

Module details:

- ▲ Roles and responsibilities of a counter fraud specialist
- ▲ Understanding fraud and fraudsters
- ▲ Developing a counter fraud culture
- ▲ Fraud and financial crime offences
- ▲ Generic underpinning legislation
- ▲ Criminal and civil procedure
- ▲ Principles of investigation and intelligence gathering
- ▲ Investigative interviewing
- ▲ Report writing and file preparation
- ▲ Court, civil and disciplinary hearings

The ACFS is continually monitored and updated to ensure it delivers the most relevant and up-to-date content for learners. Specific details of the module content as outlined may vary as a result.

The ACFS is targeted at the public sector. If you are not a public sector professional, we recommend you explore our Professional Certificate in Fraud Investigation, which is developed with and designed for the corporate and private sectors.



Roles and responsibilities of a counter fraud specialist

As an accomplished counter fraud specialist, it is essential that you understand what is expected of you, know how you can achieve your objectives, and effectively monitor your performance. This module covers the broader areas that define and support your work, as well as the intricacies of the role that ensure your success.

- ▲ Effective notetaking
- ▲ The importance of CPD
- ▲ Performance measurement
- ▲ The law in England and Wales
- ▲ The UK Court system including the Criminal Justice system
- ▲ Legal judgements and case law
- ▲ Types of crime, the components of a crime and offence categories



Understanding fraud and fraudsters

Investigations are about the who, the what, the how, and the why. Who commits fraud? Why do they do it? What does it look like, and how do you recognise it?

- ▲ Understanding fraud
- ▲ Fraud theories
- ▲ Victim susceptibility to fraud
- ▲ Fraud types
- ▲ Corporate structures used in fraud
- ▲ Recognising fraud
- ▲ Money laundering
- ▲ Reporting fraud
- ▲ Tackling fraud and corporate governance
- ▲ The fraud management model

This module, unique to Cifas, draws on our exclusive data, intelligence and experts to give you a complete understanding of the threats you face, and the perpetrators behind them.



Developing a counter fraud culture

Organisational culture is a crucial element of fraud prevention, detection and deterrence. But first the culture must be developed and implemented. This module shows you what an effective anti-fraud culture looks like, and the strategies, intelligence and resources that ensure it protects an organisation and its people.

- ▲ The counter fraud strategy
- ▲ Developing an anti-fraud culture
- ▲ Fraud deterrence
- ▲ Fraud enablers, disruption and fraud proofing
- ▲ Whistle-blowing
- ▲ Fraud detection and intelligence



Fraud and financial crime offences

Fraud and financial crime are ever-evolving threats, and the law and legislation defining them ensures they can be detected, prosecuted and punished. This module looks at key Acts, from fundamental definitions of theft and fraud from an analogue age through to newer laws prompted by the rise of the digital era. Areas this module may cover include:

- ▲ The Theft Act 1968
- ▲ False Accounting
- ▲ Fraud Act 2006
- ▲ Criminal Law Act 1977 as it relates to Conspiracy
- ▲ Criminal Attempts Act 1981
- ▲ The Identity Documents Act 2010
- ▲ The Bribery Act 2010
- ▲ The Computer Misuse Act 1990
- ▲ The Proceeds of Crime Act 2002
- ▲ Criminal Finances Act 2017



Generic underpinning legislation

As well as fraud-specific legislation, it is important to understand the wider law and its impact on your role and your investigations – such as what you can disclose, the human rights of both victims and perpetrators, and how you handle data. Areas this module may cover include:

- ▲ The Human Rights Act 1998
- ▲ The Equality Act 2010
- ▲ The Freedom of Information Act 2000
- ▲ The Public Interest Disclosure Act 1998
- ▲ The Data Protection Act 2018
- ▲ Serious Crime Act 2007
- ▲ Digital Economy Act 2017



Criminal and civil procedure

As an investigator in the public sector, you will need the skills to undertake investigations – potentially, depending on your role, to a criminal standard – including interviewing witnesses under caution. This module gives you a comprehensive and essential knowledge into the investigative process, including the public bodies and laws that you must understand, navigate and work with in your role. Areas this module may cover include:

- ▲ An introduction to investigation
- ▲ The Crown Prosecution Service
- ▲ Criminal Procedure and Investigations Act 1996
- ▲ The Police and Criminal Evidence Act 1984
- ▲ The Regulation of Investigatory Powers Act 2000
- ▲ Investigatory Powers (Interception by Businesses etc. for Monitoring and Record Keeping Purposes) Regulations 2018



Principles of investigations and intelligence gathering

This module delves into fundamentals of the investigative process, ensuring each and every one of your investigations hits key markers and is undertaken in a thorough, comprehensive and methodical manner.

- ▲ Principles of investigations and evidence collection
- ▲ The investigative process and case management
- ▲ Intelligence gathering



Investigative interviewing

Interviewing witnesses is a key skill – an interview conducted well or poorly can make or break an investigation. From a psychological understanding of your interviewee and how they may recall events, to ensuring you proceed in an ethical manner, to managing and recording your interview, this module is dedicated to ensuring you become a skilled and competent investigative interviewer.

- ▲ Ethics
- ▲ Memory
- ▲ Pre-interview disclosure
- ▲ Structured recording of information
- ▲ PACE (The Police and Criminal Evidence Act 1984)
- ▲ Conversation management
- ▲ Obtaining statements
- ▲ Victim management



Report writing and file preparation

An investigation is only as good as its recorded findings and file submission. To ensure the best chance of success, this module focuses on the importance of your written reports and the quality of your case file. You'll find out about the different types of reports, the audience you are reporting to, and how to prepare an effective file submission.

- ▲ Report writing
- ▲ Reporting to a specific audience
- ▲ Adverse reports
- ▲ Investigative reports
- ▲ File preparation



Court, civil and disciplinary hearings

As an investigative specialist it is vital that you understand the processes and procedures that await you when you enter a court of law, or participate in civil and disciplinary hearings. This module will ensure you are well prepared and can discharge your role effectively and within the rules of the environment. Areas this module may cover include.

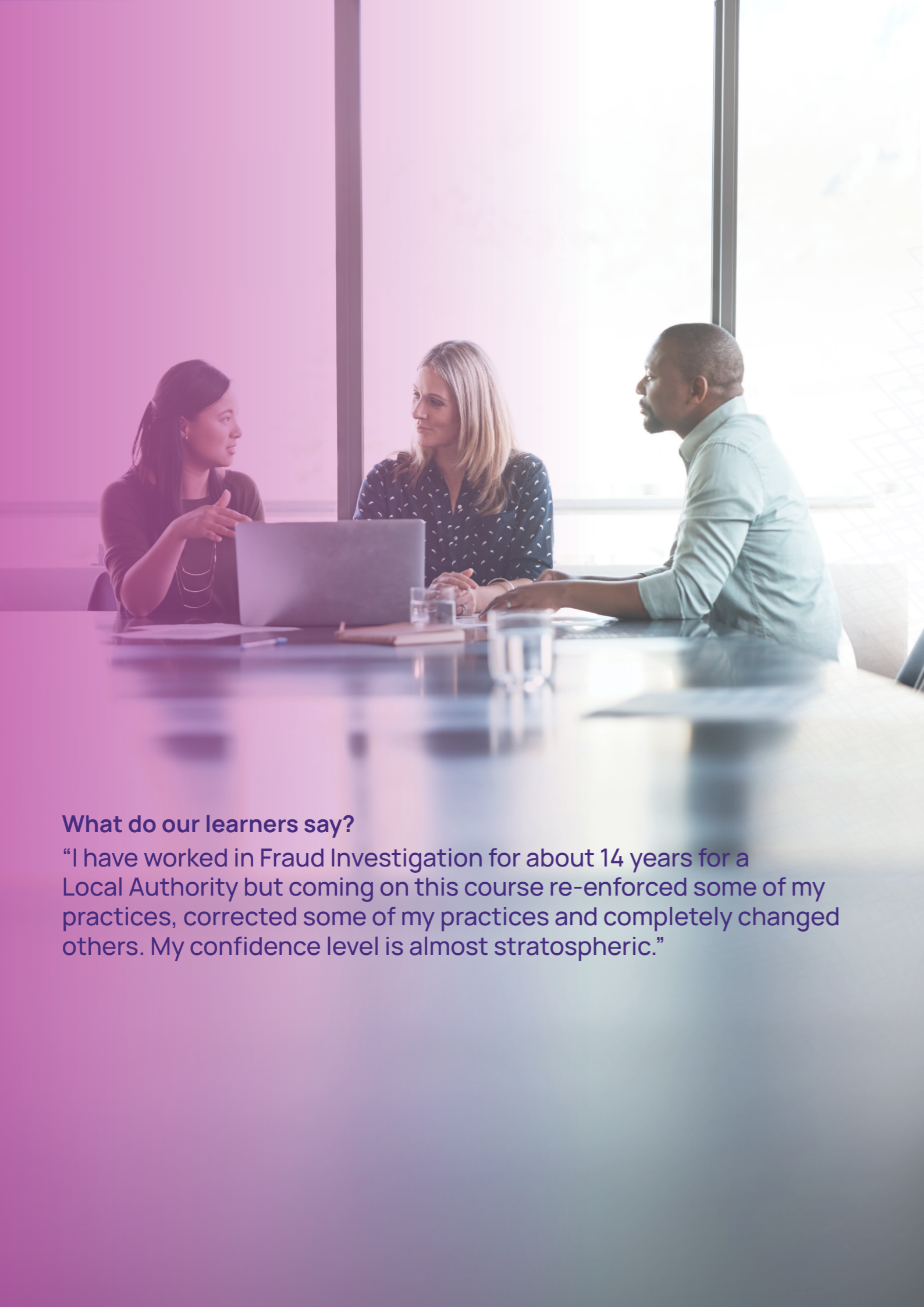
- ▲ The judicial process
- ▲ Court procedure
- ▲ Attending court and giving evidence
- ▲ Criminal and civil procedure rules
- ▲ Disciplinary and employment tribunal process

Key reasons to study the Cifas Accredited Counter Fraud Specialist (ACFS)

- ▲ Experience our original module Understanding Fraud and Fraudsters – unique to the Cifas programme
- ▲ Fully online with a flexible schedule - all live Zoom teaching sessions are recorded

- ▲ Course content is informed by cutting edge intelligence drawn from Cifas databases - the largest sources of fraud risk data in the UK - and collaborative events and forums

- ▲ Continually updated to teach the 'issues of the day' alongside established knowledge
- ▲ Expert tutors on hand to support you



What do our learners say?

“I have worked in Fraud Investigation for about 14 years for a Local Authority but coming on this course re-enforced some of my practices, corrected some of my practices and completely changed others. My confidence level is almost stratospheric.”

What does the Academy offer?

Launched in 2020, the Cifas Fraud and Cyber Academy was created to deliver a consistent and high quality level of counter fraud training, curated to meet the needs of organisations and businesses in all sectors. The Academy delivers cutting-edge counter fraud, cyber and financial crime training and learning in a range of areas:



SFJ Awards-accredited and Ofqual recognised professional qualifications



Certified courses in specialist areas



Short courses to build skills and expertise



Game-changing digital learning in fraud awareness for the whole workforce



Ian Sales

Head of Learning and Counter Fraud Studies, Cifas

“The Cifas Fraud and Cyber Academy is built on listening to today’s business leaders. Cifas members often told us of their frustration at the lack of trusted, accredited counter fraud training, particularly for the corporate sector. This led to the fundamental driver behind the creation of the Academy – curating quality courses and training that utilise the unique intelligence we hold to ensure it is always cutting-edge and industry-leading.”

“We have come far since the Academy was created – our courses are now independently recognised by national awarding bodies, and we have created the first counter fraud benchmarking award for the private sector through our Ofqual-recognised Professional Certificates. And, of course, we are not-for-profit, meaning any surplus funds are reinvested back into our wider fraud prevention activity to refine and improve our courses, for our learners and to support and reinforce the UK’s response to fraud nationally and globally.”

Why is the Academy industry-leading?

As part of Cifas, the UK's leading fraud prevention organisation, we have unique access to the fraud risk data and intelligence of hundreds of Cifas member organisations. Our expert teams support and maximise this unique resource for the benefit of our learners:

- ▲ Our Intelligence team analyse and feed current data and intelligence to our Academy trainers, keeping our learning content cutting-edge and relevant
- ▲ Our Learning Advisory Board, made up of organisations from across the sectors, ensures our learning outcomes meet the needs of and are sought after by today's business leaders
- ▲ Our Academy trainers are all established experts and specialists in their field of counter-fraud, highly respected in the counter fraud community

Why choose to study with the Academy?

Our learning content is constantly updated with the latest intelligence, information and insights to teach the 'issues of the day' as well as established learning. You'll also benefit from courses that are:

- ▲ Recognised by Ofqual, the exam watchdog for England and Wales
- ▲ Independently accredited and quality assured by SFJ Awards, a national awarding body, and hold SFJ Awards Approved Learning Centre status
- ▲ Fully online, with 24/7 access to course content via our study platform, Moodle
- ▲ Flexible - all live Zoom teaching sessions are recorded
- ▲ Taught by leading experts in the fields of fraud prevention, investigation, cyber and financial crime

How will you learn at the Academy?

We take a learner-centric approach to all our courses and qualifications, which means:

- ▲ Tailored learning to meet your needs and optimise your learning potential
- ▲ Diverse learning and assessment techniques, boosting understanding and retention through active and practical engagement
- ▲ Inter-learner collaboration and interaction - learn from your peers as well as your tutors
- ▲ Continuous improvement of our courses and training methods by actively seeking learner feedback and recommendations

What do our learners say about the Academy?

"I have learned so much that I can take back and use within my role and the trainers are very knowledgeable and a great laugh."

"I would definitely do another course with the Cifas Academy."

"The tutors are extremely knowledgeable and approachable - they want you to succeed! The course has been a worthwhile investment of my time and money."

Key Information

Teaching Schedule

Duration: 15 teaching days, scheduled over four to five months

Academic credits

40 credits at Level 4

Entry requirements

Good written English required. Recommended for professionals working in, or wishing to work in, the public sector but relevant corporate sector professionals are welcome to enrol.

Delivery method

Delivered as blended learning, combining live teaching via Zoom with course content, assignments and resources via our online study platform Moodle, accessible 24/7. Live teaching sessions are recorded for flexibility.

How to book

Visit our website www.cifas.org.uk

Scan the QR code



