



Counter Fraud Professional Accreditation Board

Guidance Document : Continuing Professional Development of Accredited Counter Fraud Specialists, Accredited Counter Fraud Intelligence Specialists & Counter Fraud Managers

(this document should be read after reading the CFPAB CPD Policy document)

Version 5 11th July 2014

1. Introduction

1.1 This document sets out the details of the Counter Fraud Professional Accreditation Board (CFPAB) Continuing Professional Development Scheme (CPDS) for Accredited Counter Fraud Specialists (ACFS)¹, Accredited Counter Fraud Intelligence Specialists (ACFIS), Accredited Counter Fraud Managers (ACFM), Certified Counter Fraud Specialists (CCFS) and Graduate Counter Fraud Specialists (GCFS).

1.2 The CFPAB CPDS is a voluntary Scheme effective from 1/10/2014. Awards achieved are not affected by the CFPAB scheme.

1.3 A register of individual participants in the scheme will be retained by the CFPAB. Confirmation of inclusion on this register will allow participants to demonstrate to potential employers their knowledge is current. Inclusion on the register will also be recognised with the additional title of Professional Accredited Counter Fraud Specialist, Professional Accredited Counter Fraud Intelligence Specialist or Professional Accredited Counter Fraud Manager.

1.5 All new award holders of ACFS/ACFIS/ACFM from 1/10/2014 will be automatically placed on the Professional Register. To maintain their status upon the Register after the end of the three years they will need to engage in CPD.

1.4 Confirmation of inclusion on the register will be made via email from the Secretariat. A certificate will be available if required at a cost of £35.

1.5 The CFPAB defines continuing professional development as

"A commitment to continually maintain and update knowledge and skills in order to remain competent as the holder of an Accredited Counter Fraud Qualification"

1.6 There are two ways to participate in the scheme

- a) By participating as an individual by meeting the requirements set out in section 2

¹ Please note those award holders with the old Accredited Counter Fraud Officer award will be treated as ACFS.

- b) By participating in a scheme which the CFPAB recognises as meeting the requirements set out at Section 2. The list of recognised schemes operated by employers is shown at section 3

1.7 An annual declaration of CPD activities is required either by individuals or via an organisation whose CPD scheme is recognised by the CFPAB

2. Scheme requirements

2.1 Participants are currently required to undertake minimum of 90 hours of CPD activities over a 3 year period with a minimum of 20 hours in any one year.

2.2 The CFPAB will review this requirement with a view to increasing the hours required to 120 within 18 months of the launch of the scheme.

2.3 Participants may choose the areas they wish to undertake activities for CPD purposes. Participants have a degree of flexibility to choose the areas they wish to undertake anti fraud, bribery and corruption activities for CPD purposes. Although not exhaustive, some recommended subject areas are listed below.

- Anti-fraud culture.
- Prevention.
- Deterrence.
- Detection.
- Intelligence gathering.
- Development of policy and procedures.
- Strategic development.
- Pertinent offence legislation.
- Pertinent procedural legislation.
- Background subject areas.
- Investigation and prosecution skills and principles.
- Interviewing skills.
- Sanctions.

- Redress and recovery of assets.
- Management.

2.4 Activities identified must demonstrate skills, competencies, knowledge & learning. Activities should be referenced to which element of the core subject matrix they link to.

2.5 Examples of activities include (but are not restricted to)

- Identification, review & application of new/amended legislation (e.g. by producing a report and evidence of a professional discussion with a peer, line manager or coach regarding the implications)
- Identification, review & application of new/amended core subject area (e.g. by review of an investigation undertaken)
- Reflection and evaluation of proactive work undertaken
- Academic research/education
- Attendance at a training event

2.6 All participants are required to retain a portfolio of CPD activities undertaken.

2.7 The portfolio must include as a minimum the following information

- The objective of the CPD activity
- The details of the CPD activity undertaken (including date and time the activity took to complete)
- Relevant documentation e.g. course certificate, self reflection, academic research, case study etc
- Self declaration form (available at appendix A) to be submitted annually

2.8 There will be no requirement to submit the portfolio, only the annual self declaration form (see section 1.7). However the CFPAB will randomly select a sample for inspection for verification purposes each year. Failure to supply appropriate evidence will result in removal from the register.

2.9 Any participant who has been unable to meet the minimum requirements may request inclusion in the scheme by reviewing the extenuating circumstances guidance below and completing an extenuation circumstances request form.

3. Extenuating circumstances

Where a participant has been disadvantaged by extenuating circumstances which has affected their ability to complete CPD, they may apply for an extension beyond the three years to their status. Applications should be made to the Secretariat and cases will be considered by at least three members of the CFPAB who will deal with the application confidentially separate to normal CFPAB business. Appropriate evidence should be supplied with the application. Some of the circumstances which would be considered acceptable include:

- Extended illness or injury lasting over 3 months
- Long-term serious personal/domestic problems
- Victim of a crime which has had a long-term impact
- Maternity/Paternity leave
- Other circumstances may also be considered by the CFPAB if you consider they have affected your ability to complete CPD.

4. Recognised existing member organisations' CPD schemes

Organisational members of the CFPAB (and other organisations on request) are entitled to develop their own CPD scheme and secure approval of the CFPAB for that scheme. They can then table to the CFPAB names of persons who have completed CPD to go on the CPD or Professional Register. Employees of these organisations do not have to apply to the CFPAB as an individual. Current member organisations of the CFPAB are:

- Department for Work and Pensions and its Agencies (DWP).
- Department of Health (DH) / National Health Service (NHS).
- Her Majesty's Revenue and Customs.
- Her Majesty's Passport Office.
- Questgates.
- KPMG.
- City of London Police
- University of Portsmouth

Of these members with approved schemes include:

- None approved so far.

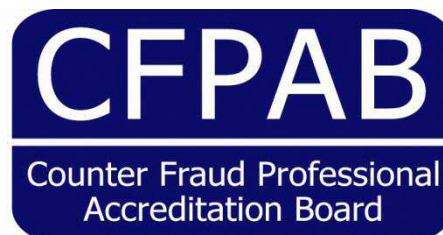
4. Further information

4.1 Frequently asked questions are listed at Appendix C

4.2 All queries relating to this guidance and the policy document should be directed to Secretariat of the Counter Fraud Professional Accreditation Board

cfpab-cpd@port.ac.uk

Appendix A



CFPAB – CPD Self Declaration Form

Please complete electronically and forward to Counter Fraud Professional Accreditation Board cfpab-cpd@port.ac.uk

Name:

Contact email address:

Contacts address:

Contact telephone number:

Please identify the CFPAB award you hold:

Accredited Counter Fraud Officer Accredited Counter Fraud Specialist

Accredited Counter Fraud Intelligence Specialist

Accredited Counter Fraud Manager Certified Counter Fraud Specialist

Graduate Counter Fraud Specialist

Certificate Number:

Date of Award:

Objective of the CPB activity undertaken

Details of the activity undertaken including times & dates

Details of supporting evidence which can be supplied to support the above (e.g. relevant documentation e.g. course certificate, self reflection, academic research, case study etc). **Please note there is no requirement to submit this evidence with the declaration form, but you must retain copies should you be selected in the sample for checking.**

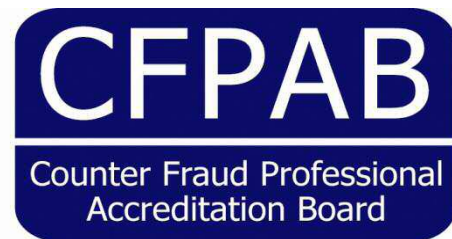
You do not have to submit evidence with this form, but you have a duty to maintain copies of that evidence. A sample of applicants will be contacted by the Secretariat and asked to provide evidence. Failure to provide the evidence may result in the application being rejected.

I declare that everything I have stated in this application is true and accurate and if contacted I will be willing to supply the evidence noted in this application.

I also declare that I have adhered to the Principles of Good Practice as set out in the Appendix 8 of the Constitution of the CFPAB.

Signature

Date



CFPAB – CPD Scheme Extenuating Circumstances Form

Please complete electronically and forward to Counter Fraud Professional Accreditation Board cfpab-cpd@port.ac.uk

Name:

Contact email address:

Contacts address:

Contact telephone number:

Contact email address:

Award and Certificate Number:

Date of Award:

Outline the extenuating circumstances resulting in the need for an extension on the time limits to complete and submit CPD activities.

Action plan and timescales to complete CPD activities.

I declare everything I have stated in this application is true.

Signature

Date

Frequently asked questions

What is the purpose of the CFPAB CPD scheme?

To ensure knowledge and skills are maintained and updated in order to remain competent as the holder of an Accredited Counter Fraud Qualification

Do I have to do CPD?

No, but the CFPAB strongly encourages you to and completion is recognised with the additional award of Professional Accredited Counter Fraud Specialist.

Why is the scheme not mandatory?

It is not mandatory because the CFPAB does not have the power to enforce CPD on the existing award schemes.

What happens if I don't do the scheme?

You will not be added to the additional professional register which is recognised with the additional title of 'Professional'. In the future this may become the more important register to prospective employers and not been on it may disadvantage you.

Can I lose my current CFPAB award if I don't do CPD?

No.

What CPD do I have to do?

You must do a minimum of 90 hours CPD over the three years and the type of activities acceptable are listed in Section 2 of this document.

What is the difference between the organisational and individual schemes?

Some organisations like the DWP and NHS are likely to put forward their own scheme which is recognised by the CFPAB. All of those who complete these recognised schemes will be added to the CPD register by their employer. If you work for an organisation which is a member of the CFPAB you should consult them

regarding CPD. If you do not you will have to apply as an individual under this scheme. You can check if your employer has a recognised scheme by looking at section 4.

If I work for organisational scheme can I go for the individual?

Yes, but you would be better placed to do it through your own organisation as you will end up submitting the information twice.

I don't work for an organisation with an organisational scheme so how can I pursue CPD?

Through the individual scheme.

How long will my registration last?

Three years.

What will happen at the end of three years?

You will need to submit further evidence of your CPD to maintain your status on the professional register.

What happens if I'm ill or pregnant and I'm off work for 3 months or more?

You can claim for an extension under extenuating circumstances.

Who has access to the CFPAB registers?

The register is maintained by the secretariat in line with Data Protection requirements. Third party confirmation of your status on the registers requires evidence of your consent to do so.

Will I get a certificate if I do CPD?

Yes you can apply for a certificate, but there is a cost for this.

Do I have to purchase a CPD professional certificate?

No, it's your choice.

I have just been awarded ACFS but haven't done any CPD yet so how do I get on to this register?

If you have received your ACFS after the 1st October 2014 you will automatically be entered on to the register. If you wish to maintain your status on the register you will need to undertake CPD. You can purchase the additional certificate if you wish. If you secured your ACFS before 1st October 2014 you will need to have undertaken CPD to secure entry on to this register.