



Counter Fraud Professional Accreditation Board

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

(this document should be read *before* reading the CFPAB CPD Guidance document)

Version 6 11th July 2014

1. Introduction

1.1 The role of the Counter Fraud Professional Accreditation Board (CFPAB) includes establishing and maintaining professional standards relating to counter fraud training. The full details of the role of the CFPAB together with a link to the current constitution can be found at;

<http://www.port.ac.uk/cfpab>

1.2 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"

1.2 The CFPAB supports the continuing professional development (CPD) of individuals who have achieved the following awards Accredited Counter Fraud Specialist, Accredited Counter Fraud Intelligence Specialist & Counter Fraud Managers

1.4 Maintenance of CPD allows individuals to demonstrate current expertise and professionalism in line with the PAB Principles of Good Practice.

2. CFPAB CPD Scheme

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

2.2 The CFPAB will maintain a current and up to date register of all award holders participating in the CPD scheme and they will be entitled to use the additional title of 'Professional' preceding their award title and to purchase an additional certificate. The awards which are eligible to participate in this scheme are:

Accredited Counter Fraud Officer (award holders with this would become Professional Accredited Counter Fraud Specialist)

Accredited Counter Fraud Specialist

Accredited Counter Fraud Intelligence Specialist

Accredited Counter Fraud Manager

Certified Counter Fraud Specialist

Graduate Counter Fraud Specialist

2.3 The requirements of the CFPAB CPD scheme are set out in the CFPAB CPD guidance document. This includes

- details of the scheme
- details on how to participate
- a declaration form
- extenuating circumstances form
- frequently asked questions

2.5 All queries relating to this policy document and the associated guidance document should be directed to Secretariat of the Counter Fraud Professional Accreditation Board cfpab-cpd@port.ac.uk

3. CFPAB Member Organisations CPD Scheme Recognition Arrangements

3.1 Member organisations of the CFPAB (and other organisations on request) may operate their own CPD scheme and seek approval of that scheme by the CFPAB to enable staff of that organisation who have successfully completed CPD to be entered upon the CFPAB Professional Register.

3.2 The organisation should submit details of the scheme to the TEC and offer written support to explain how it is equivalent to the CFPAB individual CPD scheme.

3.3 The TEC will consider the scheme and whether they accept it is equivalent. Upon completion of that examination they may make the following recommendations:

- To recommend the scheme to the Executive Board;
- To make recommendations for change;
- Reject the scheme.

3.4 The Executive Board will consider the recommendations of the TEC and will either accept these or ask it to reconsider the scheme.

3.5 Organisations whose scheme has been approved shall be listed on the CPD Guidance Document and website. Non-members will need to seek a member of the CFPAB to table the names of successful candidates at CFPAB meetings.

3.6 Organisations whose scheme is approved shall be able to provide a list of staff who have completed CPD to the Secretariat for presentation at an Executive Board for inclusion on the Professional Register for three years.

3.7 Successful candidates may purchase a certificate from the Secretariat.

3.8 Any changes to the scheme shall be communicated to the CFPAB Secretariat and depending upon those changes may result in the scheme being reconsidered by the TEC.

3.9 Individual award holders of the CFPAB also have the right to use the individual CPD scheme even if their organisation has a recognised scheme, but they are strongly advised to use their own employer's scheme.