



Counter Fraud Professional Accreditation Board

The Counter Fraud Core Subject Matrix – Accredited Counter Fraud Intelligence Specialist Course (Expert)

	Date
Accepted by the Executive Board	3-7-2017
Due for review on	3-7-2020

1. Background

1.1 This matrix sets out the standards a candidate must meet to secure the award of Accredited Counter Fraud Intelligence Specialist (Expert).

1.2 The matrix should be utilised by candidates seeking to apply for this award and CFPAB recognised assessors, approved to support candidates putting together portfolios to demonstrate they meet the standards/skills set in this Matrix.

1.3 The Matrix has been developed and is based upon the Cabinet Office counter fraud standards for investigation. This standard should be read in conjunction with this Matrix.

1.4 The Matrix sets out all the relevant skills, knowledge and experience a candidate must demonstrate to be awarded with Accredited Counter Fraud Intelligence Specialist (Expert).

1.5 Evidence to prove the candidate can demonstrate the relevant capabilities can come from the following.

1. **Certificated Learning** where you have been assessed and have certificates or other documents that prove your learning. You will also have to explain this relevance on your claim form.
2. **Non-Certificated Learning** that is partially or wholly gained through working or through courses where there were no formal assessments. You will have to show with evidence from this this learning how it proves you have the relevant skill.
3. **Letter of Reference** from a credible superior, line manager or other relevant person that clearly sets out how a skill has been demonstrated by the candidate. This could also include an official review if the candidate is named specifically.
4. **Relevant Work** which demonstrates a skill such as a report, case file, policy document etc produced by the candidate. You will need to prove this is solely your work or which parts you were responsible for if authorship is not clear or there were multiple authors.

Different skills will necessitate different types of evidence.

1.6 Candidates seeking this award must work with an approved assessor who must declare along with the candidate that everything in the submission is 'true' and that all the relevant skills are demonstrated using the wording in appendix b.

1.7 The candidate with the support of the approved assessor must submit a portfolio with a front section that uses the template in appendix b for ALL skills listed in appendix b.

1.5 Any queries in relation to this matrix should be addressed in the first instance to the Secretariat of the Counter Fraud Professional Accreditation Board karen.nixon@port.ac.uk

Counter Fraud Professional Accreditation Board – Accredited Counter Fraud Intelligence Specialist (Expert) Subject Matrix

1. Legislation and departmental policies		
Number	What the Candidate Must Demonstrate	Guidance
1.1	Is able to inform strategic risk and threat assessments of the impact of current legislation and policies.	In this category Certificated and Non-Certificated Learning may be used to demonstrate some of the knowledge. There will also be an expectation to demonstrate by real cases the application of this knowledge which is likely to be demonstrated through Letters of Reference and Relevant Work .

2. Understanding and communicating threats		
Number	What the Candidate Must Demonstrate	Guidance
2.1	Is able to establish the wider impacts of fraud risks and is able to use relevant intelligence on fraud risk and threats to support other areas of the organisation.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
2.2	Is able to produce an integrated and organisation wide internal and external threat assessment.	
2.3	Is able to work with other organisations to produce joint fraud risk and threat assessments for their sector or sub sector.	
2.4	Is recognised as a Subject Matter Expert.	
2.5	Has access to or knowledge of how to deploy technology to address key and emerging threats including those from Cyber.	

3. Recording and evaluating		
Number	What the Candidate Must Demonstrate	Guidance
3.1	Has a well-developed awareness of the reliability of different sources and how to manage and protect these	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
3.2	Has a well-developed knowledge of statistics and other analytic tools and routines.	
3.3	Is aware of the strengths And limitations of different types of analysis.	
3.4	Is able to apply the right statistical and analytical models to a wide variety of situations quickly and effectively.	
3.5	Is able to develop intelligence held through cross checking and collating a number of different sources and provide an accurate and reliable base from which to launch complex and sensitive investigations.	

4. Intelligence Products		
Number	What the Candidate Must Demonstrate	Guidance
4.1	Is able to produce protocols which govern how intelligence (and counter fraud) works with others both within and outside the organisation.	In this category Certificated and Non-Certificated Learning may be used to demonstrate some of the knowledge. There will also be an expectation to demonstrate by real cases the application of this knowledge which is likely to be demonstrated through Letters of Reference and Relevant Work .
4.2	Is able to produce reports on complex matters based upon relevant, reliable material.	
4.3	Is able to produce a strategic risk and threat assessment.	
4.4	Is able to translate the strategic risk and threat assessment into programmes of work for other teams and parts of the counter fraud team.	
4.5	Is able to produce bespoke reports and presentations on complex, emerging or sensitive	

	threats quickly.	
4.6	Is able to summarise complex issues for management and briefings for ministers.	

5. Collecting and developing intelligence		
Number	What the Candidate Must Demonstrate	Guidance
5.1	Is able to see new threats and trends and adapt intelligence operations to deal with these.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
5.2	Is able to identify new sources of information on emerging, sensitive and complex threats and be aware of the risks of doing so.	
5.3	Be able to recognise when current intelligence arrangements are not able to cope with emerging, sensitive or	

	complex threats and be able to produce robust and persuasive arguments as to how to proceed.	
5.4	Is able to work with other parts of the organisation and other organisations to develop intelligence and intelligence products when this is required.	
5.5	Is a subject matter expert, in covert information gathering and is able to advise others on the consideration and development of applications under relevant legislation.	

6. Analysing different types of fraud information		
Number	What the Candidate Must Demonstrate	Guidance
6.1	Researches and introduces new techniques to present, visualise and analyse information.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .

6.2	Produces action plans and work programmes for others to use.	
6.3	Is used to quality assure the work of others.	
6.4	Is able to review the work of others independently and identify and correct any analysis, judgements and conclusions that may be incorrect.	
6.5	To be aware of limitations in current techniques and analyses and recommend reliable solutions to these.	

7. Developing Judgements, and recommendations		
Number	What the Candidate Must Demonstrate	Guidance
7.1	Is able to establish the wider implications of emerging intelligence and its associated analysis.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
7.2	Is able to see the connections within intelligence and be able to recognise the need for a	

	strategic rather than tactical response to key threats working with other organisations and other parts of the organisation as appropriate.	
7.3	Has a detailed understanding of different business drivers and is able to produce analyses, judgements and recommendations that are proportionate to the risks faced Is able to inform and influence senior managers of the need for action, change and investment where this is needed.	

8. Preparing Intelligence to start an Investigation		
Number	What the Candidate Must Demonstrate	Guidance
8.1	Has a knowledge of investigative procedures and processes and is able to ensure that intelligence products meet the needs of investigation teams and can offer relevant advice as to where and how to locate additional material, from both overt and covert	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .

	sources.	
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9. Disseminating Intelligence		
Number	What the Candidate Must Demonstrate	Guidance
9.1	Sets procedures for the handling and dissemination of intelligence ensuring that it meets the National Intelligence Model.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
9.2	Puts in place proportionate arrangements for the protection of sources and data.	
9.3	Is able to conduct pre-investigation briefings to investigators using an appropriate briefing model.	
9.4	Quality assures team intelligence products and other output.	

10. Evaluating the Effectiveness of Intelligence Processes and Products		
Number	What the Candidate Must Demonstrate	Guidance
10.1	Is able to audit intelligence products and processes and highlight both the strength and weaknesses of current products and procedures.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
10.2	Is able to prepare a business case supporting change to intelligence operations where this is needed.	
10.3	Is able to design and initiate change to intelligence products and processes when these are required.	
10.4	Is able to present to expert audiences, from both within and outside of the organisation, authoritatively when making the case for change.	

11. Management Oversight, Quality Performance and Capability		
Number	What the Candidate Must Demonstrate	Guidance
11.1	Experienced in leading and/developing intelligence training for self and others.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through Letters of Reference and Relevant Work .
11.2	Ability to identify and develop high and poor performers.	
11.3	Ability and experience to design and manage a range of outcome based metrics and monitor productivity.	

Appendix B

Number	What the Candidate Must Demonstrate	Candidate Statement	Evidence
The relevant skill number	The section from appendix a.	A statement from the candidate detailing how they meet the relevant skill.	The evidence the candidate has to demonstrate this skill with the relevant page number in the application.

On the front sheet:

The Candidate must declare, sign and date: “I declare that everything I have stated in this application is true and accurate.”

The assessor must declare, sign and date: “I declare that to the best of my knowledge everything stated in this application by [insert name of candidate] is true and has been verified and that they meet all the relevant standards to achieve the award of Accredited Counter Fraud Specialist (Expert).”

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