



## Counter Fraud Professional Accreditation Board

### The Counter Fraud Core Subject Matrix – Accredited Counter Fraud Intelligence Specialist (Foundation)

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

## 1 Background

1.1 This matrix is for use by training providers who are planning to submit training material for approval in respect of the Accredited Counter Fraud Intelligence Specialist (Foundation) course.

1.2 It applies to all new applications and to all 3 year review applications submitted after the 3<sup>rd</sup> July 2017.

1.3 The matrix identifies those subjects, skills and knowledge which are mandatory and sets a minimum higher education rating of 40 Level 4 credits.

1.4 There is no restriction of other optional subjects a training provider may wish to add to these mandatory subjects.

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

1.6 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@portacuk](mailto:karen.nixon@portacuk)

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

1. Legislation and departmental policies			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
1.1	<p>Knowledge of relevant sections of legislation relating to their work:</p> <ul style="list-style-type: none"> <li>• Fraud Act 2006</li> <li>• Theft Act 1968</li> <li>• Bribery Act 2010</li> <li>• Proceeds of Crime Act 2002</li> <li>• Human Rights Act 1998</li> <li>• Data Protection Act 1998</li> <li>• Criminal Procedure &amp; Investigations Act 1996</li> <li>• Police and Criminal Evidence Act 1984</li> <li>• Criminal Justice Act 2003</li> <li>• Regulation of Investigatory Powers Act 2000</li> <li>• Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000</li> <li>• Freedom of Information Act 2000</li> <li>• Public Interest Disclosure Act</li> </ul>	<p>Can carry out work in accordance with the key legislation &amp; policies listed in the standards (for example HRA and DPA).</p>	<p>Assessment by knowledge test and/or case study.</p>

	<ul style="list-style-type: none"> <li>• 1998</li> <li>• Government Security Classifications</li> <li>• Civil Service Code</li> </ul>		
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<b>2. Understanding and communicating threats</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>2.1</b>	Knowledge of Action Fraud A-Z of Fraud. Knowledge of examples of intelligence been used to stop fraud.	Can identify how their organisation can be defrauded and understands the role of intelligence in stopping this.	Assessment by knowledge test and/or case study.
<b>2.2</b>	Knowledge of procedures for sharing details of confirmed frauds within and with other agencies.	Shares details of confirmed frauds and emerging areas of fraud risks within their organisation and with key partners.	Assessment by knowledge test and/or case study.
<b>2.3</b>	Can assess intelligence and identify wider implications of them.	Proactively uses intelligence and wider research to anticipate potential frauds.	Assessment by knowledge test and/or case study.

<b>3. Recording and evaluating</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
3.1	Knowledge of relevant procedures for recording intelligence and assessment of it.	Is able to assess the information to evaluate its reliability, accuracy and impact and judge the most suitable further action.	Assessment by knowledge test and/or case study.
3.2	Knowledge of procedures for dealing with a source who is under threat.	Is able to risk assess possible threats to the source and understands where further action is necessary.	Assessment by knowledge test and/or case study.

<b>4. Intelligence Products</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
4.1	Demonstration of skills in producing intelligence summaries.	Is able to produce intelligence summaries of specific fraud cases and threats to the organisation.	Assessment by case study.
4.2	Demonstrates skills and knowledge in assessing intelligence reports covering complex fraud issues.	Understands intelligence reports covering complex fraud issues.	Assessment by case study.
4.3	Demonstrates knowledge of the intelligence cycle and National Intelligence Model.	Understands the facets of the 'Intelligence Cycle' and how this fits into the National Intelligence	Assessment by knowledge test and/or case study.

		Model (NIM)	
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<b>5. Collecting and developing intelligence</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
5.1	Demonstrates skills to assess information to identify where further intelligence is required.	Is able to identify the critical facets of the information to develop and establish what further intelligence is required.	Assessment by knowledge test and/or case study.
5.2	Can utilise multiple sources to gather information on fraud or suspected fraudsters.	Uses different sources to gather information about fraud and suspected fraudsters.	Assessment by knowledge test and/or case study.
5.3	Can undertake a risk assessment of a source and identify strategies to protect them.	Assesses any risks to the source and protects them.	Assessment by knowledge test and/or case study.
5.4	Demonstrates knowledge of Government Security Classifications	Understands how to protect information in accordance with the Government Security Classifications.	Assessment by knowledge test.
5.5	Demonstrates knowledge on the legislation and regulations relating to covert human intelligence sources.	Is able to clearly understand when a person becomes a covert human intelligence source ("CHIS") and when to report the situation to a manager or an expert.	Assessment by knowledge test.
5.6	Demonstrates knowledge on the legislation and regulations relating to	Is able to understand that using a pseudonym to	Assessment by knowledge test.

	the use of a pseudonym to acquire information and the procedures for seeking expert advice from a manager or other relevant person.	acquire information covertly is governed by legislation and is able to seek advice from an expert or manager when considering this action.	
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<b>6. Analysing different types of fraud information</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>6.1</b>	Demonstrates skills in analysing information about frauds or a fraudster.	Is able to analyse information to establish details about a fraud or fraudster.	Assessment by knowledge test and/or case study.
<b>6.2</b>	Demonstrates skills and knowledge in assessing information on trends, anomalies, gaps and changes.	Is able to identify relationships between pieces of information, including trends, anomalies, gaps and changes.	Assessment by knowledge test and/or case study.
<b>6.3</b>	Demonstrates knowledge in identifying further actions after assessing a fraud report.	Is able to identify further information collection that should be undertaken.	Assessment by knowledge test and/or case study.
<b>6.4</b>	Demonstrates knowledge of potential alternative perspectives on a fraud report.	Is aware of influence by existing reasoning and able to consider alternate perspectives.	Assessment by knowledge test and/or case study.

<b>7. Developing Judgements, and recommendations</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
7.1	Demonstrates knowledge and skills in assessing a case study and making recommendations concerning it which are supported with evidence.	Is able to make judgements and recommendations supported by evidence.	Assessment by case study.
7.2	Demonstrates knowledge of the risks associated with the recommendations they make.	Is able to assess the opportunities and risks associated with their recommendations.	Assessment by case study.

<b>8. Preparing Intelligence to start an Investigation</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
8.1	Demonstrates skills and knowledge in assessing a case study on whether there is a sufficient case to start an investigation.	Can help judge whether there is sufficient and accurate intelligence to start an investigation.	Assessment by knowledge test and/or case study.
8.2	Demonstrates the ability to write a report advocating an investigation based upon relevant intelligence.	Is able to produce a proposal for a new investigation based on a factual presentation of the intelligence case.	Assessment case study.



<b>9. Disseminating Intelligence</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>9.1</b>	Demonstrates presentation skills relating to an assessment of intelligence.	Is able to present their findings from intelligence work to others.	Assessment by presentation.
<b>9.2</b>	Demonstrates knowledge on the dissemination of intelligence within an organisation.	Is able to disseminate intelligence to others who need to be informed.	Assessment by knowledge test.
<b>9.3</b>	Demonstrates knowledge of the legislation and regulations regarding the dissemination of intelligence and who should receive it.	Is alert to the sensitivity of the intelligence and understands legal requirements when deciding who should receive it.	Assessment by knowledge test.
<b>9.4</b>	Demonstrates skills and knowledge in sanitising intelligence to protect a source during dissemination.	Is aware of how to sanitise intelligence and protect the source during dissemination.	Assessment by knowledge test or case study report.

<b>10. Evaluating the Effectiveness of Intelligence Processes and Products</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>10.1</b>	Undertakes assessment of own work/experience against an organisational standard.	Assesses whether own work meets the expected standard for both self and organisation.	Self-assessment by candidate against relevant standards.
<b>10.2</b>	Demonstrates knowledge of best practice in the sector.	Has a good awareness of best practice within their sector.	Assessment by knowledge test and/or case study.

<b>11. Management Oversight, Quality Performance and Capability</b>			
<b>Number</b>	<b>Skills and Knowledge</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>11.1</b>	Undertakes assessment of experience and training needs against an organisational standard and is able to identify gaps for development.	Is aware of their level of training and experience and can identify their training and development needs.	Self-assessment by candidate against relevant standards.
<b>11.2</b>	Demonstrates knowledge of performance measures in an organisation and how they impact on their role.	Good understanding of the performance measures in place and expectations of them in role.	Assessment by knowledge test and/or case study.
<b>11.3</b>	Demonstrates knowledge of performance measures in an	Good understanding of the measures in place to	Assessment by knowledge test and/or case study.

	organisation.	monitor productivity and their expected contribution.	
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**Appendix B**



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