



Counter Fraud Professional Accreditation Board

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

	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 (Proficient).

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 (Proficient).

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 (Proficient) Subject Matrix

1. Legislation and departmental policies		
Number	What the Candidate Must Demonstrate	Guidance
1.1	Understands all the legislation & policies listed in the standards, applies them to their work, and guides others.	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	Has a wide knowledge of fraud types that could affect their organisation and others, and has subject matter expertise on a particular area of fraud.	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	Uses strategic intelligence to inform the organisation's risk, detection and prevention functions.	
2.3	Shares details of confirmed frauds and emerging areas of fraud risks with a wide range of partners through secure gateways.	
2.4	Is effective at establishing a network of contacts in other organisations to alert to potential frauds.	

3. Recording and evaluating		
Number	What the Candidate Must Demonstrate	Guidance
3.1	Can record information in the format of an intelligence report on the intelligence database.	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	Consistently records common entities within intelligence in accordance with the organisation's data standards.	
3.3	Uses source evaluation and handling codes.	
3.4	Always risk assess possible threats to the source.	
3.5	Is able to manage bulk amounts of new information and make decisions about what to evaluate and input as intelligence.	

4. Intelligence Products		
Number	What the Candidate Must Demonstrate	Guidance
4.1	Is able to produce an intelligence report in the format in the standards.	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	Consistently produces analysis of complex qualitative and quantitative information to answer a set of intelligence questions.	
4.3	Is able to produce a terms of reference for an intelligence analysis product and discuss with a stakeholder what one could offer and its limits.	
4.4	Can produce wide-ranging intelligence assessments	

	of complex fraud problems and issues.	
--	---------------------------------------	--

5. Collecting and developing intelligence		
Number	What the Candidate Must Demonstrate	Guidance
5.1	Always develops intelligence with a clear purpose and customer in mind.	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	Accesses and uses an extensive range of fraud intelligence sources and understands the strengths and weaknesses of each.	
5.3	Accesses and maintains the security of covert sources of fraud intelligence.	

5.4	Knows which information requires authorisation to use/collect, and can apply for this authorisation in accordance with legal requirements.	
5.5	Can task specialist intelligence collection teams to develop an intelligence objective.	
5.6	Is able to create a collection plan for gathering fraud intelligence.	
5.7	Consistently identifies any intelligence gaps and endeavours to fill them.	
5.8	Is proficient at developing intelligence packages.	
5.9	Can effectively develop applications to use covert evidence gathering, such as those governed by RIPA/Corporate Regulations either using their own organisations' powers or by informing applications with other enforcement bodies.	

6. Analysing different types		
-------------------------------------	--	--

of fraud information		
Number	What the Candidate Must Demonstrate	Guidance
6.1	Uses a wide range of advanced 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	Can distinguish between evidence and analysts' assumptions, interpretations and judgements, explicitly stating the latter when used.	
6.3	Is proficient at drawing out inferences from the intelligence in order to make logical and relevant recommendations	
6.4	Will take steps to combat incomplete information or their cognitive bias that may disproportionately influence the analysis.	
6.5	Is able to reflect how the characteristics of different intelligence sources affect their accuracy and	

	reliability in the analysis.	
6.6	Addresses any inconsistencies with similar intelligence analysis products from inside and outside the organisation. Resists the temptation to agree with the existing analysis if their assessment is different.	

7. Developing Judgements, and recommendations		
Number	What the Candidate Must Demonstrate	Guidance
7.1	Develops and tests hypotheses in response to intelligence problems.	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	Assesses the likely consequences, potential impact and future developments of findings.	
7.3	Develops a range of recommendations from	

	intelligence analysis having considered their advantages and disadvantages.	
7.4	States the level of confidence that can be placed in the intelligence analysis and judgements.	

8. Preparing Intelligence to start an Investigation		
Number	What the Candidate Must Demonstrate	Guidance
8.1	Is able to evaluate more complex intelligence, assess whether it should be investigated, and present it in a simple manner through the agreed process.	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 .
8.2	Clearly understands the limitations of the intelligence picture and where further intelligence work could support any investigation.	

8.3	Is able to take intelligence to the next stage and conduct some initial enquires to test whether allegations made, or suspicions held, should be referred for investigation.	
-----	--	--

9. Disseminating Intelligence		
Number	What the Candidate Must Demonstrate	Guidance
9.1	Presents findings from intelligence work in a structured way to others, including seniors.	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	Disseminates intelligence via legal gateways to those outside the organisation. Risk assesses sharing intelligence with partner	
9.3	Demonstrates they sanitise and protect the source when disseminating if	

	necessary and consider whether further dissemination should be restricted.	
9.4	Understands any restrictions to dissemination attached to intelligence received from another organisation.	

10. Evaluating the Effectiveness of Intelligence Processes and Products		
Number	What the Candidate Must Demonstrate	Guidance
10.1	Continuously assesses whether intelligence processes and products meet the standard and achieve their purpose.	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	Develops improvements to both based on a good awareness of best practice and cutting edge techniques across sectors.	
10.3	Understands how data analytics can be used to increase the effectiveness of the intelligence picture.	

11. Management Oversight, Quality Performance		
--	--	--

and Capability		
Number	What the Candidate Must Demonstrate	Guidance
11.1	Competent in identifying and planning training and development opportunities 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	Good understanding of performance management and proactively reporting success against criteria.	
11.3	Good understanding/skill in monitoring productivity and reporting upwards.	

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 the 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).”

Back cover page