



Counter Fraud Professional Accreditation Board

The Counter Fraud Core Subject Matrix – Accredited Counter Fraud Intelligence Technician (Developing)

	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 Technician (Developing) course.

1.2 It applies to all new applications and to all 3 year review applications submitted after 3rd July 2017.

1.3 The matrix identifies those subjects, skills and knowledge which are mandatory and sets a minimum higher education rating of 10 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@port.ac.uk

Counter Fraud Professional Accreditation Board – Accredited Counter Fraud Intelligence Technician (Developing)
Subject Matrix

1. Legislation and departmental policies			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
1.1	Knowledge of relevant sections of legislation relating to their work: <ul style="list-style-type: none"> • Fraud Act 2006 • Theft Act 1968 • Bribery Act 2010 • Proceeds of Crime Act 2002 • Human Rights Act 1998 • Data Protection Act 1998 • Criminal Procedure & Investigations Act 1996 • Police and Criminal Evidence Act 1984 • Criminal Justice Act 2003 • Regulation of Investigatory Powers Act 2000 • Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 • Freedom of Information Act 2000 	Is aware of the main areas of legislation and policies that affect intelligence work.	Assessment by knowledge test and/or case study.

	<ul style="list-style-type: none"> • Public Interest Disclosure Act 1998 • Government Security Classifications • Civil Service Code 		
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2. Understanding and communicating threats			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
2.1	Knowledge of Action Fraud A-Z of Fraud.	Has an understanding of different types of fraud.	Assessment by knowledge test and/or case study.
2.2	Identifying what to do with a fraud referral.	Understands how to interpret specific intelligence referrals to identify the fraud risk(s) to which they are related.	Assessment by knowledge test and/or case study.
2.3	Knows who intelligence should be shared with and the risks of doing so.	Understands who needs to be made aware of specific intelligence referrals inside and outside of the organisation. Has awareness of the process, timing and risks involved.	Assessment by knowledge test and/or case study.

3. Recording and evaluating			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
3.1	Knowledge of the intelligence cycle.	Understands the intelligence cycle.	Assessment by knowledge test and/or case study.
3.2	Knowledge of relevant procedures for recording intelligence.	Understands how to record intelligence securely, accurately and in a manner that enables analysis across multiple intelligence items.	Assessment by knowledge test and/or case study.
3.3	Knowledge of procedures for dealing with a source who is under threat.	Understands the criteria where a source may be under threat and how to escalate.	Assessment by knowledge test and/or case study.

4. Intelligence Products			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
4.1	Demonstrate skills in explaining simple fraud cases.	Is able to summarise and explain a potential fraud case.	Assessment by case study.

4.2	Demonstrates skills and knowledge to assess a strategic intelligence report.	Understands what an intelligence report is and what strategic intelligence is.	Assessment by case study.
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5. Collecting and developing intelligence			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
5.1	Demonstrates knowledge and skills in using internal and external sources to further expand on a intelligence report.	Understands where further information can be found to develop intelligence, both within the organisation and externally.	Assessment by case study.
5.2	Demonstrates knowledge of Government Security Classifications.	Understands the Government Security Classifications.	Assessment by knowledge test.
5.3	Demonstrates knowledge of intelligence which requires special handling.	Is aware that some types of intelligence require special handling.	Assessment by knowledge test.
5.4	Demonstrates knowledge of covert and overt intelligence.	Is aware of the difference between covert and overt intelligence.	Assessment by knowledge test.
5.5	Demonstrates knowledge of the legislation and regulations relating to covertly obtained information.	Is aware that using a person to obtain information covertly is governed by legislation.	Assessment by knowledge test.

5.6	Demonstrates knowledge of the legislation and regulations relating to covertly obtained information via the internet.	Understands that the use of electronic means, such as the internet, to acquire information covertly is also governed by legislation.	Assessment by knowledge test.
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6. Analysing different types of fraud information			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
6.1	Demonstrates skills in the analysis of fraud indicators.	Knows some indicators of fraud and analysis techniques.	Assessment by case study.
6.2	Demonstrates knowledge of cognitive bias.	Has an awareness of cognitive bias.	Assessment by knowledge test.

7. Developing Judgements, and recommendations			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
7.1	Demonstrates knowledge and skills in the assessment of intelligence.	Understands that the result of intelligence analysis should be the formation of judgements,	Assessment by knowledge test and/or case study.

		hypotheses and recommendations and is aware of how to do this.	
7.2	Demonstrates through a specific case study that they can form judgements, hypotheses and make recommendations on the case.	Is able to form judgements, hypotheses and recommendations for specific referrals.	Assessment by case study.

8. Preparing Intelligence to start an Investigation			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
8.1	Demonstrates knowledge of the key triggers for intelligence to commence an investigation.	Knows that a key purpose of intelligence development is to establish whether there is enough intelligence to start an investigation.	Assessment by knowledge test and/or case study.
8.2	Can identify intelligence which may support the case for an investigation.	Is able to compile intelligence that supports the need for an investigation.	Assessment by knowledge test and/or case study.

9. Disseminating Intelligence			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
9.1	Demonstrates knowledge of the relevant legislation and regulations concerning the dissemination of intelligence.	Is aware that that legislation governs the dissemination of intelligence to others inside and outside the organisation.	Assessment by knowledge test.
9.2	Demonstrates knowledge of intelligence dissemination procedures within an organisation.	Understands the process for disseminating within their organisation.	Assessment by knowledge test.
9.3	Demonstrates knowledge of the difference between intelligence and evidence.	Understands the difference between intelligence and evidence.	Assessment by knowledge test.

10. Evaluating the Effectiveness of Intelligence Processes and Products			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
10.1	Demonstrates knowledge of procedures relevant to intelligence processes.	Is able to follow processes effectively and seeks opportunities to develop their intelligence skills.	Assessment by knowledge test or portfolio of past work.

11. Management Oversight, Quality Performance and Capability			
Number	Skills and Knowledge	What the Candidate Must Demonstrate	Guidance
11.1	Undertakes an assessment of their own capability and development needs.	Understands they should consider their intelligence capability and highlight the need for any training and development.	Self-assessment by candidate against relevant standards.
11.2	Demonstrates knowledge of performance measures in an organisation.	Has understanding that performance is monitored and measures are in place to enable this.	Assessment by knowledge test and/or case study.

Appendix B

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CFPAB Core Subject Matrix