



Counter Fraud Professional Accreditation Board

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

	Date
Accepted by the Executive Board	5.12.16
Due for review on	5.12.19

1. Background

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

1. Legislation and departmental policies		
Number	What the Candidate Must Demonstrate	Guidance
1.1	Is proficient in applying the relevant legislation and associated codes of practice, can identify points to prove and support colleagues to do so. Subject matter expert in departmental policy.	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 .
1.2	Consistently demonstrates the application of the DPA/FOI to obtain information / evidence for an investigation, and knows its limitations. Supports others to apply the correct principle to obtain relevant information / evidence.	

1.3	Is proficient in applying the principles of HRA & RIPA to obtain approval for surveillance & CHIS and can support others in applying them.	
1.4	Is acknowledged as a subject matter expert and supports others to arrive at a CTA/NCTA conclusion. Is aware of the requirement to continue investigations where the subject has resigned and has experience of working with HR/Legal to best pursue such cases.	
1.5	Is proficient in applying PACE Codes of Practice to investigations, has the expertise to address complex issues arising under the act.	
1.6	Has the expertise to appreciate all investigative issues raised by the Act, including the conclusion of lines of enquiry and the recording, retention and revealing of material at the enquiry conclusion.	
1.7	Is proficient in applying PIDA and WB policies to investigations and	

	supports others to ensure processes are correctly applied and WB's are afforded the necessary protection.	
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2. Management oversight, Quality Performance and Capability		
Number	What the Candidate Must Demonstrate	Guidance
2.1	Is able to produce advice on changes in practice, policy and law concerning counter fraud investigation. Experienced in leading and/developing Investigation 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 .
2.2	Ability to identify and develop high and poor performers in the context	

	of investigations.	
2.3	Ability and experience to design and manage a range of outcome based metrics and monitor productivity of investigations.	
2.4	Ability to lead a program of quality control for complex range of investigations including recommendations /lessons learnt. Ability to suggest process improvements through analysis of QC results.	

3. Case Initiation		
Number	What the Candidate Must Demonstrate	Guidance
3.1	Consistently maintains case files to the required standards and is acknowledged as a subject expert.	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 produces robust investigation plans to the required standard and is acknowledged as a subject expert. Has produced plans to support complex cases incorporating all aspects of the investigation process. Skilled in leading/coordinating the resource requirements for an investigation and escalating requirements upwards.	
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4. Evidence Gathering		
Number	What the Candidate Must Demonstrate	Guidance
4.1	Consistently demonstrates a well-developed knowledge of the different types of evidence and their significance. Is acknowledged as a	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

	subject expert and supports others.	real cases the application of this knowledge which is likely to be demonstrated through Letters of Reference and Relevant Work .
4.2	Has considerable experience of using forensic services and the evidence obtained. Is acknowledged as a subject expert and supports others (where departmental requirements regularly support the need for forensic services).	
4.3	Extensive experience of conducting surveillance to RIPA standards. Has experience of planning and leading a surveillance operation.	
4.4	Consistently demonstrates the application of best practice in note taking. Is acknowledged as a subject expert and supports others to do so.	
4.5	Is an expert in planning and executing large search operations, using intelligence and tools to conduct an effective	

	search and specialist legislative requires such as legal privilege.	
4.6	Consistently demonstrates the ability to assess the strength of evidence in an investigation. Is acknowledged as a subject expert and supports others.	
4.7	Provides advice and guidance to others in the application of required standards to gather evidence.	
4.8	Consistently produces witness statements to CPIA standards. Is experienced in producing witness statements in complex investigations. Is acknowledged as a subject expert and supports others.	
4.9	Has the experience to review and question such that continuity is fully supported and evidence can be relied upon.	
4.10	Consistently demonstrates the ability to identify people and exhibits in witness statements & review potential statement discrepancies. Is seen as	

	a subject expert and supports others.	
4.11	Consistently demonstrates the application of the National Intelligence Model and methodology. Supports others to produce NIM assessments.	

5. Interviewing		
Number	What the Candidate Must Demonstrate	Guidance
5.1	Has experience to ensure interviews are conducted in accordance with legislative requirements, address the matters required and are conducted in the best manner to obtain maximum relevant 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 .
5.2	Has experience of a wide variety of individuals from whom information is sought and the ability to	

	address the many different issues they can raise. Has the understanding to cover both practical and legal issues in the context of the organisations' specific investigation regime/s.	
5.3	Is seen as a subject expert on how to make the most of testimony and documentary evidence during interviews and supports others.	
5.4	Has experience of conducting interviews in complex or sensitive investigations using the PEACE framework, utilising highly competent application of conversation management and open recall.	
5.5	Consistently demonstrates the application of effective listening, summarising, reflecting and observation skills during interviews Is seen as a subject expert and supports others.	
5.6	Consistently demonstrates practical experience of how to use audio and	

	visual recording equipment to conduct interviews. Is seen as a subject expert and provides support to others.	
5.7	Consistently demonstrates the accurate production of interview notes, witness statements and transcripts.	
5.8	Has experience of conducting IUC's in sensitive, serious and complex investigations the PACE requirements and the experience to recognise where issues may have occurred.	

6. Case Progression		
Number	What the Candidate Must Demonstrate	Guidance
6.1	Wide experience of addressing the effectiveness of written reports, notably in complex cases where it is often unclear how a case will ultimately conclude.	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

	Has the foresight to address all potential case implications.	and Relevant Work.
6.2	Consistently demonstrates the production of prosecution files to a criminal standard, meeting the requirements of CPS. Is seen as a subject expert and provides advice and support to others.	
6.3	Consistently demonstrates a full understanding and compliance with the provisions of disclosure and presentation of evidence for court, tribunal and disciplinary proceedings. Has successfully prepared cases for further action, meeting relevant disclosure requirements. Is seen as a subject expert and supports others.	
6.4	Consistently demonstrates compliance in obtaining, recording & presenting evidence in court, disciplinary and other civil proceedings.	

6.5	Consistently demonstrates the ability to provide insight from investigations to identify and facilitate improvements to policy and processes to assist prevention, deterrence and increased future detection. Produces full and accurate post investigation assessment, innovative approach to remedial action. Is seen as a subject expert and provides support to others. demonstrating an	
6.6	Has experience of referring cases to law enforcement and their requirements. Has demonstrated the ability to expedite matters to reduce delays to the investigation.	
6.7	Experienced witness in disciplinary proceedings and demonstrated themselves as an effective witness. Able to train and support others.	
6.8	Has experience to provide advice and guidance on giving evidence and the courtroom process.	

7. Parallel/multi track approach (criminal, disciplinary, regulatory and civil investigations)		
Number	What the Candidate Must Demonstrate	Guidance
7.1	Consistently demonstrates the ability to investigate and produce files in parallel and is seen as a subject expert and provides advice and support to 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 .

8. Stakeholder Engagement		
Number	What the Candidate Must Demonstrate	Guidance
8.1	Is proactive at actively building and maintaining new partner/stakeholder relationships. Is effective in engaging senior stakeholders to achieve	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

	required risk mitigation measures, offering technical insight to inform engagement.	and Relevant Work.
8.2	Consistently achieves service improvements and value for money outcomes by working with stakeholders at all levels, using technical expertise to identify key stakeholders.	
8.3	Has a well-developed network of contacts within partner organisations and acts as a primary conduit to facilitate the progression of complex investigations.	

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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