



## Counter Fraud Professional Accreditation Board

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

	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 (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 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 (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](mailto:karen.nixon@port.ac.uk)

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

1. Legislation and departmental policies		
Number	What the Candidate Must Demonstrate	Guidance
1.1	Demonstrates practical application of legislation and associated codes of practice and can determine points to prove in pursuing an investigation. Demonstrates knowledge of departmental policy.	In this category <b>Certificated</b> and <b>Non-Certificated Learning</b> 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 <b>Letters of Reference</b> and <b>Relevant Work</b> .
1.2	Applies the principles of the DPA/FOI when obtaining information /evidence for an investigation, using the legal gateways, where appropriate.	
1.3	Applies the principles of HRA & RIPA during an investigation obtaining approval for surveillance and the use of covert	

	human intelligence sources (CHIS), to ensure any action is proportionate legal and necessary.	
<b>1.4</b>	Consistently applies the principles of their organisation's employee code of conduct and relevant policies concerning ICT & data governance to determine if there is a case to answer (CTA) or no case to answer (NCTA). Is aware of the requirement to continue investigations where the subject has resigned	
<b>1.5</b>	Applies the principles of PACE and its Codes of Practice and demonstrates its application in the conduct of investigations.	
<b>1.6</b>	Demonstrates the application of the Act in the conduct of investigations acting as the Investigating Officer.	
<b>1.7</b>	Applies the principles of PIDA and demonstrates the application of WB policies to investigations.	

<b>2. Management oversight, Quality Performance and Capability</b>		
<b>Number</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>2.1</b>	Demonstrates an understanding that policy and law change, and is able to identify sources of information regarding these changes. 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 <b>Letters of Reference</b> and <b>Relevant Work</b> .
<b>2.2</b>	Good understanding of performance management and proactively reporting success against criteria.	
<b>2.3</b>	Good understanding/skill in monitoring productivity and outcomes in investigations and	

	reporting upwards.	
<b>2.4</b>	Has knowledge and skills to quality control investigations as part of the QC structure.	

<b>3. Case Initiation</b>		
<b>Number</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
<b>3.1</b>	Demonstrates maintenance of case files to the required standards.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through <b>Letters of Reference</b> and <b>Relevant Work</b> .
<b>3.2</b>	Demonstrates the ability to produce robust investigation plans to the required standard.	

4. Evidence Gathering		
Number	What the Candidate Must Demonstrate	Guidance
4.1	Demonstrates the ability to differentiate between types of evidence and recognise their significance.	In this category <b>Certificated</b> and <b>Non-Certificated Learning</b> 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 <b>Letters of Reference</b> and <b>Relevant Work</b> .
4.2	Demonstrates the use of forensic services, principally likely to be accountancy and digital based, and the utilisation of forensic evidence in investigations (where relevant to the type of investigations undertaken).	
4.3	Demonstrates practical experience of conducting surveillance to RIPA standards.	
4.4	Demonstrates the use of and the application of best practice for note taking.	

4.5	Demonstrates knowledge and experience of how to conduct workspace searches, adhering to policy and legislation (PACE).	
4.6	Demonstrates the ability to assess the strength of evidence in a civil, disciplinary, regulatory or criminal investigation.	
4.7	Consistently demonstrates the adherence to the requirement to gather evidence to required standards.	
4.8	Demonstrates the production of witness statements to the standards required by the CPIA 1996. Consistently	
4.9	Consistently demonstrates the application of continuity of evidence rules.	
4.10	Demonstrates the ability to identify people and exhibits in witness statements.	
4.11	Demonstrates how to classify and handle information in line with the National Intelligence Model and national	

	intelligence methodology.	
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5. Interviewing		
Number	What the Candidate Must Demonstrate	Guidance
5.1	Conducts increasingly complex interviews with the ability to create statements and records of interview to the required standard.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through <b>Letters of Reference</b> and <b>Relevant Work</b> .
5.2	Demonstrates the ability to recognise and respond to the varying demands of the witness.	
5.3	Demonstrates the ability to introduce testimony and exhibits during interviews.	
5.4	Consistently demonstrates the application of the PEACE framework for interviewing, utilising conversation management and open recall	

	techniques.	
5.5	Demonstrates the application of effective listening, summarising, reflecting and observation skills during interviews.	
5.6	Demonstrates practical experience of how to use audio and visual recording equipment to conduct interviews.	
5.7	Demonstrates the production of accurate interview notes, witness statements and transcripts.	
5.8	Demonstrates delivery of the requirements for conducting an IUC.	

6. Case Progression		
Number	What the Candidate Must Demonstrate	Guidance
6.1	Demonstrates drafting concise, clear & accurate reports; write clear & concise letters, e-mails & other items of correspondence.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through <b>Letters of Reference</b>

		and <b>Relevant Work.</b>
<b>6.2</b>	Demonstrates experience of compiling a prosecution file to criminal standards, satisfying the requirements of the CPS.	
<b>6.3</b>	Demonstrates a full understanding and compliance with the provisions of disclosure and presentation of evidence for court, tribunal and disciplinary proceedings. Has successfully prepared a case for further action.	
<b>6.4</b>	Demonstrates compliance in obtaining, recording & presenting evidence in court, disciplinary and other civil proceedings.	
<b>6.5</b>	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 assessments.	

6.6	Demonstrates practical experience of the process for referring an appropriate case to law enforcement.	
6.7	Has experience of attending disciplinary proceedings as a witness.	
6.8	Demonstrates practical experience of courtroom and evidence giving procedures.	

<b>7. Parallel/multi track approach (criminal, disciplinary, regulatory and civil investigations)</b>		
<b>Number</b>	<b>What the Candidate Must Demonstrate</b>	<b>Guidance</b>
7.1	Demonstrates experience of investigation and compiling a file to relevant standards in parallel.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through <b>Letters of Reference</b> and <b>Relevant Work</b> .

8. Stakeholder Engagement		
Number	What the Candidate Must Demonstrate	Guidance
8.1	Demonstrates the ability to actively build and maintain new partner/stakeholder relationships to achieve progress on objectives, key initiatives and shared interests.	These skills are more likely to be demonstrated via real cases and the application of this knowledge is likely to be demonstrated through <b>Letters of Reference</b> and <b>Relevant Work</b> .
8.2	Demonstrates the ability to work with stakeholders to define and improve service delivery, and value for money outcomes.	
8.3	Demonstrates the ability to network with partner organisations and develop beneficial working relationships.	

## 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 (Proficient).”

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