

ACCREDITED COUNTER FRAUD SPECIALIST PROGRAMME

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What is the ACFS about?

As fraud increases to a staggering £190bn there is pressing need for skilled and professional fraud investigators. How can you gain these skills? Our Accredited Counter Fraud Specialist Programme (ACFS) will give you them.

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What will I get out of it?

A nationally recognised counter fraud qualification – the ACFS Award - plus the right mix of skills and knowledge you need to investigate fraud.



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The ACFS Award

Our Accredited Counter Fraud Specialist Programme (ACFS) is approved by the Counter Fraud Professional Accreditation Board (CFPAB) of the University of Portsmouth. If you successfully complete the 14 day programme and assessments you will achieve the ACFS award which is worth 40 Level 4 Credits on the National Qualifications Framework. Level 4 is the equivalent of the first year of an undergraduate degree and equivalent to one third of the year. It is not normally possible to undertake the programme in one block as preparation using experience from the workplace is necessary before each module.

THE PROGRAMME

Our ACFS Programme has 6 elements:

1. Introduction Module – 1 day - includes refreshing study skills for those who have been away from education for a while
2. Foundation Intelligence Skills – 4 days – see page 3
3. Investigation Skills – 3 days – see page 4
4. Interview Skills – 4 days – see page 5
5. Evidence and Courtroom Skills – 2 days – see page 6
6. Distance Learning Assignment – see page 2 for details about learning and assessment on the programme. This assignment explores the impact of fraud reduction on your organisation and the wider community.

KEY TOPICS

- Nature of fraud
- Gathering and using intelligence
- Analysing intelligence
- Fraud Act and other offences
- Introduction to the legal system
- Planning investigations
- Disclosure and RIPA
- Interviews – witness and under caution
- PACE Codes of Practice
- PEACE model
- Tape interviews
- Identifying and securing evidence
- Writing statements
- Exhibits
- Giving evidence in court

Duration: 14 days
Plus post course
assignments.

call lillian on 07831516538 or mail her at
lillian.buchanan@yahoo.co.uk to book your place

LEARNING & ASSESSMENT

ACCREDITED COUNTER FRAUD SPECIALIST PROGRAMME

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How will I learn?

We believe that most learners are self motivated and learn best if they are fully engaged with material that is clearly related to the real problems they face. Most importantly we believe learners need the chance to practice, get feedback, and make sense of their learning for themselves.

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What help will I get?

Our qualified and experienced ACFS trainers want you to succeed. They will give you feedback and review progress regularly. You can contact them outside of the course so you can feel confident about the assignments.



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Learning for Grown Ups

In the ACFS programme we ensure all learning activities embrace what we know about the way adults learn. This is that adult learners are self directing; through their own experience adult learners provide a rich resource for both their own learning and the learning of others; that real life problems faced by learners provide the best basis for effective learning and that adult learners are naturally curious about the world and provide their own internal motivation to learn. These are not jargon phrases suitable only for the world of the HR professional. We firmly believe that our role is to facilitate learning through providing a motivating and exciting environment for the learner. Learning activities must be based on real life issues facing the delegates.

THE ASSESSMENTS

Five multiple choice objectives tests on four of the courses

Assignment in Foundation Intelligence Skills where you examine and review how your organisation manages and uses intelligence to support investigations

Learning Log in Investigation Skills where you review your own investigations and apply the learning from the programme

Case Study in Interview Skills where you review an interview you have conducted or observed using the knowledge gained from the programme

Practical Court Exercise in Evidence & Courtroom Skills where you are assessed on the evidence you give to a mock court using a case study you have developed on the programme

Distance Learning Assignment where you examine fraud investigation in the wider context within which your organisation and the government operate.

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FOUNDATION INTELLIGENCE SKILLS

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What's this course about?

Ensuring the decisions in fraud investigations are intelligence led. This includes assessing the risks, getting the right information effectively, analysing the data and making the best use of resources. Most importantly ensuring all of this is done ethically and within the law.

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How am I assessed?

Two in course tests and a post course assignment where you review how your organisation supports investigations through intelligence.

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Intelligence is not optional

The problem with intelligence is that it is often seen as an optional extra to the real work of investigation. Intelligence used on an ad-hoc basis in this way may have some benefits, but it can never be truly effective. All organisations depend on information to make decisions and finding the right information is a key task on which their business depends. All companies have to discover what their customers want and what their competitors are doing. The process of finding out this intelligence is not ancillary to their business – it must be informing the company's decisions every step of the way. Fraud investigations are no different.

LEARNING OUTCOMES

by the end of the course delegates will be able to:

1. Apply the intelligence cycle and NIM to their operations.
2. Appreciate the key role of intelligence in investigations.
3. Describe common sources of data
4. Identify problems in collecting data
5. Describe their powers to collect data
6. Construct effective collection plans
7. Evaluate data using the 3 x 5 x 2 system
8. Appreciate the importance of observing data protection and security
9. Identify a range of strategic and operational analysis techniques
10. Task others to collect information effectively

COURSE CONTENTS

this workshop will include:

- carefully guided learning from a specialist ACFS trainer
- a range of diverse interactive exercises
- individual reviews and evaluation for each delegate

and will focus on the topic areas of:

intelligence and the intelligence cycle; the National Intelligence Model; strategic and operational intelligence analysis; data sources, data evaluation; the 3x5x2 system; data protection; Human Rights Act and creative problem solving..

Duration: 4 days
Plus post course assignment

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INVESTIGATION SKILLS

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What's this course about?

Understanding how fraud offences are investigated and how the law supports your investigation. Recognising the elements of a wide range of fraud offences. Ensuring your fraud investigations are properly recorded and remain lawful and proportionate

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How am I assessed?

One in course test and a post course assignment where you complete a learning log relating investigation skills to your everyday work.

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Knowing about fraud offences is vital

Many fraud prosecutions fail because key evidence which was available to an investigator was never presented to the court or Crown Prosecution Service. Knowing the elements you need to prove that someone is guilty of a common fraud offence will ensure you secure the right evidence as you work through your investigation. You don't have to be a lawyer to understand fraud offences. Once you have got your head round the legal language most fraud offences are not complicated. The best weapon you have as an investigator is sound common sense.

LEARNING OUTCOMES

by the end of the course delegates will be able to:

1. Identify and describe basic legal terminology in investigation, evidence gathering and prosecution.
2. State the main offences and their root legislation under which criminal proceedings can be taken.
3. Describe the main provisions of the relevant investigative legislation and codes of practice that govern them
4. Identify and apply appropriate professional and ethical procedures involved in criminal investigations.
5. Comply with the provisions of disclosure when dealing with investigations into alleged offences.

COURSE CONTENTS

this workshop will include:

- carefully guided learning from a specialist ACFS trainer
- a range of diverse interactive exercises
- individual reviews and evaluation for each delegate

and will focus on the topic areas of:

Investigation policy, procedures and protocols; introduction to the law; prosecution and the role of the CPS; theft, fraud and forgery offences; disclosure and civil procedure rules, RIPA; ethics and professionalism in investigations.

Duration: 3 days
Plus post course assignment

INTERVIEW SKILLS

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What's this course about?

Enhancing investigators powers to obtain vital information from interview subjects through proper planning and effective questioning; remaining faultlessly professional and ethical at all times. Practical tips on interviewing including tape procedures.

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How am I assessed?

One in course test and a post course case study where you review an interview conducted or observed by you and relate it to your learning.

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Asking Questions - the Investigator's Best Tool

Interviewing someone can seem a bit scary but asking people questions is the bedrock of all investigations. Whether you suspect the person of being involved in some wrong doing or just need to find out what has happened the same basic skills apply. There are some rules you need to follow if you are gathering evidence but interviewing is a skill everyone can learn . It's about having a plan; asking questions and evaluating what you get back. And above all it's about listening.

LEARNING OUTCOMES

by the end of the course delegates will be able to:

1. Use the PEACE model to prepare effectively for an interview
2. Recognise and respond to the different demands of witness interviews and interviews under caution
3. Acknowledge their responsibilities under the Police and Criminal Evidence Act
4. Conduct an effective tape recorded interview in accordance with the law, and Code of Practice
5. Use professional and ethical investigative interviewing techniques
6. Record and manage information, intelligence and evidence gathered in an interview effectively.

COURSE CONTENTS

this workshop will include:

- carefully guided learning from a specialist ACFS trainer
- a range of diverse interactive exercises including a professional role actor to interview

and will focus on the topic areas of:

Seven principles of investigative interviewing; Police and Criminal Evidence Act Codes C and E; recording the interview; audio recorded interviews; MG forms; PEACE model; planning the interview; building rapport; questioning and listening skills; challenging and clarifying; evaluating the interview and keeping safe.

Duration: 4 days
Plus post course
assignment

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EVIDENCE & COURTROOM SKILLS

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What's this course about?

Providing investigators with everything they need to stay entirely compliant with the law when securing evidence and writing statements. Ensuring investigators give evidence in court clearly and assertively.

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How am I assessed?

One in course test and an assessed practical courtroom exercise where you will be required to give evidence in one of the case studies from the programme.



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Locard's Principle of Exchange - Every Contact Leaves a Trace

"Wherever he steps, whatever he touches, whatever he leaves, even unconsciously, will serve as a silent witness against him. Not only his fingerprints or his footprints, but his hair, the fibres from his clothes, the glass he breaks, the tool mark he leaves, the paint he scratches, the blood or semen he deposits or collects. All of these and more, bear mute witness against him. This is evidence that does not forget. It is not confused by the excitement of the moment. It is not absent because human witnesses are. It is factual evidence. Physical evidence cannot be wrong, it cannot perjure itself, it cannot be wholly absent. Only human failure to find it, study and understand it, can diminish its value." *Edmond Locard*

LEARNING OUTCOMES

by the end of the course delegates will be able to:

1. Distinguish between different types of British courts
2. Differentiate between different ways of obtaining, recording and presenting evidence
3. Identify the boundaries of "expert evidence".
4. Avoid using hearsay evidence
5. Deliver clear and assertive evidence in court
6. Follow court rules and procedures

COURSE CONTENTS

this workshop will include:

- carefully guided learning from a specialist ACFS trainer
- a range of diverse interactive exercises including a practical court exercise and feedback

and will focus on the topic areas of:

Ways of obtaining and presenting evidence; continuity of evidence; identifying and handling exhibits; writing statements; the courts and the legal system; how legal proceedings are instituted; different types of court; differences between England/Wales, Scotland and N. Ireland; presenting evidence in court.

Duration: 2 days

Plus practical court exercise

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