



Professional Certificate in Fraud Investigation

LEVEL
4

This qualification is aimed at those who are keen to develop their knowledge and skills in how to conduct fraud investigations.



Total Qualification Time:
196 hrs

Qualification Number: 603/6195/5

Qualification Age: 18



Guided Learning (GL):
109 hrs

Availability: This qualification is regulated in England and Wales

Operational From: 1 August 2020



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and skills required to conduct investigative interviews and planning a corporate fraud investigation.

Who is the qualification for?

This qualification is aimed at those who are keen to develop their knowledge and skills in how to conduct fraud investigations.

Who supports this qualification?

The qualification has been developed in collaboration with Cifas, an independent not-for-profit organisation working to reduce fraud and related financial crime in the UK.



Qualification Progression

What future education could this qualification lead to?

Learners could progress to the SFJ Awards Level 4 Professional Certificate in Fraud Prevention. It also allows learners to progress to higher-level qualifications in fraud and financial crime.

What future employment could this qualification lead to?

This qualification creates opportunities for progression into employment in the counter fraud profession and those organisations with fraud functions.



Qualification Achievement

What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 18 years of age
- able to work at Level 4

How is the qualification achieved?

The learner will need to complete nine mandatory units, achieving all learning outcomes and assessment criteria. The unit **Understanding Fraud and Fraudsters** is also included in the SFJ Awards Level 4 Professional Certificate in Fraud Prevention. Learners who wish to undertake both qualifications will only have to complete this unit once.

What will be assessed?

The learner will produce evidence through a combination of one or more of the following:

- Coursework
- E-assessment
- Multiple Choice Examination
- Portfolio of Evidence
- Practical Demonstration / Assignment
- Written Examination

How will it be assessed?

This qualification contains nine mandatory units to be completed by the learner. Each unit is comprised of a number of learning outcomes and assessment criteria which must all be achieved.

Learning outcomes that begin 'The learner will understand...' will be assessed through theory-based activities.

Learning outcomes that begin 'The learner will be able to...' are assessed through practical activities.

For example:

Learning outcomes

The learner will...

Assessment criteria

The learner will...

1. Be able to identify fraud indicators

1.1 Define the term 'fraud indicator'

1.2 Describe the types of fraud indicators

1.3 Analyse material to identify fraud indicators

2. Understand the professional requirements of the fraud investigator role

2.1 Explain the legislative and regulatory knowledge requirements for different types of investigations

2.2 Analyse sources of information and ways to identify policy and law change to maintain own professional knowledge



Qualification Delivery

What facilities and/or equipment are needed to deliver this qualification?

The approved centre is required to have:

- one or more delivery sites with facilities to support the programme of training and assessment
- equipment in place to facilitate the full programme of learning and assessment
- opportunities for learners to carry out tasks/activities which allow them to generate evidence to meet assessment criteria.

What qualification materials support this qualification?

This qualification is supported by additional documents which must be read by all relevant personnel within approved centres approved to offer this qualification. These include:

- SFJ Awards Level 4 Professional Certificate in Fraud Investigation Qualification Handbook, detailing unit specifications, learning outcomes and assessment criteria for the qualification
- SFJ Awards Centre Handbook
- SFJ Awards Assessment Guidance
- SFJ Awards Quality Assurance (Internal and External) Guidance

Our policies are available on the SFJ Awards website
<https://sfjawards.com/policies/>.

SFJ Awards also have template forms available to support assessors and internal quality assurers.

What workforce is needed to be able to deliver this qualification?

The approved centre is required to have a qualified and competent qualification workforce in place which includes as a minimum:

- Head of Centre
- Centre Coordinator
- Assessor(s) and Internal Quality Assurers (IQA) who:
 - Are occupationally knowledgeable in the fraud sector
 - Have current occupational competence in fraud investigations
- Assessors who are:
 - Qualified with a recognised assessor qualification, or
 - Working towards a recognised assessor qualification, or
 - Able to prove equivalent competence through training to appropriate national standards
- IQA(s) who are:
 - Qualified with a recognised IQA qualification, or
 - Working towards a recognised IQA qualification, or
 - Able to prove equivalent competence through training to appropriate national standards

How much does this qualification cost?

Qualification registration fees are available from SFJ Awards on request.

How to apply to deliver this qualification

SFJ Awards' approved centres should complete the Qualification Approval Form available from Odyssey or the Centre Resources section of the website:

www.sfjawards.com/centres/centre-resources

Other centres will need to become approved by SFJ Awards. For information and the centre application form please see our website:

www.sfjawards.com/centres/become-a-centre

For more information please contact SFJ Awards' Customer Support Team:

Tel: 0114 284 1970

Email: info@sfjawards.com

Website: www.sfjawards.com



Qualification Structure

Learners must successfully complete nine mandatory to achieve the qualification.

Unit title	Level	GL	Reference	Assessment method(s)
Understanding Fraud and Fraudsters	4	7	H/618/3180	All the units can be assessed using any combination of the following methods:
The Role of the Fraud Investigator	4	4	F/618/3185	• Coursework
Understanding Legislation and Regulations relating to Fraud Investigation	4	14	J/618/3186	• E-assessment
Understanding Intelligence Gathering	4	14	L/618/3187	• Multiple Choice Examination
Principles of Fraud Investigation	4	14	R/618/3188	• Portfolio of Evidence
Working with Partner Organisations in Fraud Investigations	4	7	Y/618/3189	• Practical Demonstration/Assignment
Undertaking Interviews in Fraud Investigations	4	21	L/618/3190	• Written Examination
Fraud Investigation Planning and Process	4	14	R/618/3191	
Fraud Investigation Reporting and Closure	4	14	Y/618/3192	

Contacts



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Ofqual

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Email: public.enquiries@ofqual.gov.uk
Website: www.gov.uk/government/organisations/ofqual

Qualifications Wales

Tel: 01633 373 222
Email: enquiries@qualificationswales.org
Website: www.qualificationswales.org

CCEA

How to contact: <https://ccea.org.uk/contact>
Email: info@ccea.org.uk
Website: <https://ccea.org.uk/regulation>

Skills for Justice

How to contact: www.sfjuk.com/contact
Email: contactus@sfjuk.com
Website: www.sfjuk.com

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SFJ Awards

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SFJ Awards is an awarding organisation recognised and regulated by the Office of the Qualifications and Examinations Regulation (Ofqual) in England, Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland, Qualifications Wales in Wales, and SQA in Scotland.

SFJ Awards is part of the Workforce Development Trust, a not-for-profit organisation, together with Skills for Justice and Skills for Health. For over 10 years Skills for Health and Skills for Justice have been working with employers, Governments of the UK and agencies within the skills system, to better equip workforces with the right skills now and for the future. During this time both Skills for Health and Skills for Justice have earned an enviable reputation for their knowledge of the health and justice sectors and their proactive approach to the development of skills and qualifications, along with an ability to deliver genuinely workable solutions for the employers they represent. SFJ Awards is an awarding organisation that builds upon this reputation. We work with employers in the policing, community safety, legal, armed forces and health sectors and understand their specific challenges, enabling us to quality assure learning outcomes that are suited to the needs of the sectors.