



Professional Certificate in Counter Bribery and Corruption

LEVEL
4

This qualification is aimed at those working or moving into a role specialising in counter bribery and corruption



Total Qualification Time:
200 hrs

Qualification Number: 603/7773/2

Qualification Age: 18



Guided Learning (GL):
100 hrs

Availability: This qualification is regulated in England and Wales

Operational From: 1 August 2021



Qualification Objectives

What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge and understanding required to work in a role specialising in counter bribery and corruption. The qualification covers what bribery and corruption are; the legislation and regulations; systems to prevent bribery and corruption; how to respond to bribery and corruption incidents; and sanctions and redress.

Who is the qualification for?

This qualification is aimed at those working or moving into a role specialising in counter bribery and corruption.

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 related qualifications in fraud prevention and investigation.

What future employment could this qualification lead to?

This qualification provides learners with the knowledge and understanding to progress into a role specialising in counter bribery and corruption. Roles exist in different types of organisations, such as banks, building societies and local authorities.



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 5 mandatory units.

What will be assessed?

The learner is assessed against the learning outcomes and assessment criteria and must provide evidence to meet all the criteria.

How will it be assessed?

This qualification contains 5 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...

1. Understand the international legislation and frameworks relevant to counter bribery and corruption in the UK

2. Understand how to detect bribery and corruption

Assessment criteria

The learner will...

- 1.1 Summarise the main provisions of the US bribery and corruption legislation
- 1.2 Explain the relevance of the US bribery and corruption legislation to UK organisations
- 1.3 Summarise the main provisions of the international bribery and corruption conventions and treaties

- 2.1 Critically compare the range of red flags indicating bribery and corruption
- 2.2 Explain how to respond to reports of bribery and corruption
- 2.3 Explain the role of corporate governance and audit in identifying bribery and corruption



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 Counter Bribery and Corruption 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 fraud/counter bribery and corruption
 - Have current occupational competence in fraud/counter bribery and corruption
- 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 5 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Understand the Categorisation of Bribery and Corruption	4	25	A/618/8157	All units in the qualification can be assessed through a combination of any of the following methods: <ul style="list-style-type: none">• Coursework• Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, work products)• Written Examination
Understand the Legislative and Regulatory Framework relating to Bribery and Corruption	4	25	F/618/8158	
Understand Systems to Prevent Bribery and Corruption	4	25	J/618/8159	
Understand Bribery and Corruption Incidents and How to Respond	4	15	A/618/8160	
Understand Bribery and Corruption Sanctions and Redress	4	10	F/618/8161	

Contacts



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Ofqual

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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.