


End Point Assessment Organisation (EPAO)

Counter Fraud Investigator





ICA is an end-point assessment organisation (EPAO) working with training providers and employers to deliver high quality, robust end-point assessment (EPA) across a range of apprenticeships. We are part of the leading professional body for the regulatory and financial crime compliance community.

ICA's vision is to inspire, educate and enable the international compliance community to think more, perform better and help the right business be conducted in the right way.

Why choose ICA as your End Point Assessment organisation?

We will provide:

- dedicated independent end-point assessors who are subject matter experts
- robust processes and quality assurance
- quick turnaround of results
- friendly, flexible and responsive staff
- a flexible, fair and easy-to-understand pricing structure
- a simple scheduling process, with a team on hand to support you at each stage
- an online platform for apprentices to use for collating and submitting portfolios, and
- guidance sessions for apprentices on how the EPA will be conducted

Counter Fraud Investigator

Level 4

Route: Protective Services

Typical duration to gateway: 24 months
(not including the EPA period)

Maximum funding: £15,000

ICA Standard EPA Fee: £2,100 per
apprentice

The fee quoted is our standard fee - we can offer
discounts based on the number of apprentices.

Apprenticeship occupation overview:

The Counter Fraud Investigator (CFI) operates in a range of different organisations and would have responsibility for investigating allegations of fraud.

The CFI leads small non-complex criminal investigations or a range of civil investigations. They can also act as a case officer within a large investigation team as required, carrying out parts of a more complex investigation as directed by the Lead Investigator.

Role Profile

The broad purpose of the occupation is to conduct investigations in to suspected fraud. They will apply their knowledge of relevant policies and legislation, and the range of interventions available, to decide on the most appropriate way to proceed.

To do this the CFI uses their understanding of civil procedures, associated civil penalties and other enforcement measures such as insolvency action.

The CFI understands when it is more appropriate to conduct or switch to a criminal investigation, the means of doing this and how to work safely within the criminal justice system.





Duties within this role will include:

- carrying out investigations to relevant standards
- producing and maintaining case files and investigation plans
- obtaining, recording and presenting evidence
- assessing the strength of evidence gathered in relation to their investigation
- producing witness statements to the standards required
- correctly identifying, classifying and handling of information
- conducting interviews following the appropriate procedures
- producing accurate interview notes, witness statements and transcripts
- drafting concise, timely, clear and accurate reports, briefings, letters, emails and other items of correspondence, and
- deciding on how, when and why to refer cases to others internally and/or externally from their own organisation.

Knowledge, Skills, and Behaviours: What apprentices need to learn

The required knowledge, skills and behaviours of the Data Protection and Information Governance Practitioner apprenticeship standard are found on the Skills England website.



Gateway Requirements

At the end of the on-programme training period, the training provider and employer will need to agree that the apprentice has met the knowledge, skills and behaviours required for the apprenticeship standard.

Apprentices without Level 2 English and Maths will need to achieve these prior to taking the EPA.

At gateway, apprentices must submit:

- a portfolio of evidence (a series of artefacts to reflect the activities that have been completed during the apprenticeship and provide evidence of competency of the KSBs required for this apprenticeship), and
- a summary of the investigation that will be referred to during their EPA.

End Point Assessment

All apprentices must take an independent assessment at the end of their apprenticeship training to confirm that they have achieved occupational competence. Rigorous, robust and independent EPA is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate the knowledge, skills and behaviours set out in the apprenticeship standard.

EPA can only be conducted by an independent EPAO.

The Assessment Plan for each standard outlines the assessment methods to be used. The EPA for this apprenticeship consists of the following mandatory elements.

Professional discussion, underpinned by a portfolio of evidence

This assessment will take the form of a 90-minute professional discussion which will provide an opportunity for the apprentice to demonstrate their competence and excellence and to cover the KSBs assigned to this assessment method.

The topic areas will cover Legislation and Departmental/Service Agency Policies, case Initiation, evidence gathering duties, interviewing, case progression, parallel approach, stakeholder engagement, and sanctions, redress & punishment.

A professional discussion is a two-way dialogue which involves both the assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

Apprentices will collect evidence for a portfolio during their on-programme training and development, to evidence their learning and application of technical knowledge in

practice, core regulatory competencies and their values and behaviours.

Investigation report, presentation and questioning based on an ongoing Counter Fraud Investigation

Apprentices will produce a 2,500-word report on an investigation on which they have worked. The investigation report will cover the four main aspects of an investigation: Legislation and Departmental/Service Agency Policies, Evidence Gathering Duties, Interviewing and Case Progression.

They will then prepare and deliver a 30-minute presentation covering a summary of the investigation report, an explanation of how and why specific methods were utilised, a critical review of the investigation and the learning points of the investigation.

This is followed by up to 30 minutes of oral assessment (questioning) to clarify points within the presentation and to assess any KSBs not evidenced through the report or presentation.

Grading

Each assessment will be carried out independently, and all assessment components of the EPA must be passed in order to attain an overall pass grade.

The overall EPA will be graded Fail, Pass, or Distinction based upon the performance across the two assessments.

Independent assessors must individually grade each assessment method – Fail, Pass or Distinction.

To achieve an EPA Distinction, apprentices must achieve a Distinction in both assessment methods.

Results and Certification

Following the EPA, ICA will issue an EPA result letter and grade notification, and apply to the Department for Education (DfE) to produce the final apprenticeship certificate.

Get in touch to discuss your EPA service requirements

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