

Become a:

# Certified Forensic Financial Fraud investigations Professional (CFFFIP) ®

## Membership Discounts

Members of the following professional bodies will get a 10% discount of the programme fee.



CFA Institute



## ENTRY REQUIREMENTS

The CFFFIP ® Professional Certification programme is designed for graduates and employees/management in both the private and public sectors. To participate in this programme you must be holding at least a diploma or a degree or professional certification. Admission unto the programme can also be considered for anyone holding a position of responsibility within your organization or aspiring to be promoted to a position of responsibility such as Team Leader, Supervisor, Manager, Board Member or Senior Business Executive.

## CRITERIA FOR OBTAINING THE CFFFIP ® PROFESSIONAL DESIGNATION

- Complete the CFFFIP ® programme
- Complete a board examinations in core competencies of the qualification
- Pledge to adhere to the AAFM ® professional code of ethics and conduct
- Complete 3 months of professional experience
- Research and present a professional dissertation report of 1000 words with an emphasis on the test of competency in fraud investigations, administration and strategy
- Undergo continuous professional development
- Become a regular member of AAFM ® and maintain your certification
- Be ready to write the exam in English

## CRITERIA FOR RETAINING THE CFFFIP ® PROFESSIONAL DESIGNATION

- Members must attend and complete 15 hours of CPD activities every year
- Members must adhere to the Code of Ethics and Professional Standards
- Members must ensure that annual membership fees (US\$100.00) are paid and must be in good financial standing

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colleges and business schools.

## DURATION

The programme will run for 5 days spaced out over 6 months to allow learners to prepare work-based assignments and do presentations.

Due to demand the programme can be filled up quite quickly and in most cases one month in advance. However, we continue to accept applications throughout the year. You can reserve a place for admission. Your provisional admission will be held for a maximum of 4 weeks and thereafter it shall elapse.

## EXECUTION

This programme can be delivered in-house (a location of your choosing) as well run as a public course. The programme is highly customized to reflect the needs of the organization. In this respect our strategy is to deliver innovative content that brings about immediate results in employee productivity and application. The Return On Investment (ROI) can be measured based on the knowledge acquired by delegates and the positive results that will be experienced in the workplace.

## WHO SHOULD ENROL FOR THE PROGRAMME?

Lawyers and Law enforcement Personnel	Government Agencies	Auditors
Credit Officers	Company Executive Officers	Procurement and Risk Officers
Financial Officers	Investment Officers	Asset Allocation Officers
Asset and Liability Management	Credit Risk Specialists	HR Personnel
Financial Engineering Specialists	Investment Strategists	Liquidity Management
Market Risk Managers	Portfolio Construction Managers	Portfolio Management Executives
Quantitative Analysis Specialists	Research Officers	Risk Modeling Managers
Securitization Specialists	Structured Products Managers	Heads of Structuring
Traders	Forensic Investigators/Accountants	General Counsels and Attorney
Financial Trainers	Anti-fraud Specialists/Examiners	Business Planners

## PROGRAMME DESCRIPTION

It is significant to note that many business entity failures is as a result of financial fraud in a variety of forms and types. To this end, every entity is subject to the risk of financial loss due to fraud and corruption and there is an increasing need to develop strategies to mitigate the risk. To achieve this objective auditors, accountants, financial consultants both internally and externally must be properly equipped with the relevant knowledge, skills, tools and techniques to detect and prevent fraud. Therefore the rationale of this certification programme is to sharpen members' and/or delegates' skills in forensic accounting, and financial fraud investigations thereby ensuring the financial integrity of organizations.

To ensure that business executives are better equipped with advanced and up-to-date knowledge on forensic fraud investigations as well as respond positively to the challenging questions that relates to fraud detection and prevention within the business environment, AAFM<sup>®</sup> (IBS)<sup>®</sup> has developed this programme to provide ethical leadership and governance tools to participants for easy forensic fraud investigation framework development and

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implementation.

This programme examines real life situations that forensic practitioners are faced with in relation to fraud detection, investigation and prevention. This programme also offers an opportunity for delegates to learn new and modern approaches to fraud investigations and control techniques.

### **CFFFIP® CERTIFICATION PROGRAMME TAKE-AWAYS**

- Designed to help you avoid financial fraud problems in the future,
- Use the tool-kit in preparing a case for presentation in the criminal and civil courts
- Examine methods used in the commissioning of financial statement fraud,
- Compare and contrast different methods used in conducting both forensic and traditional audits,
- Examine the different types of evidence collections mechanisms that relate to fraud detection,
- Discuss different types of fraud schemes
- Examine how to prepare and present a forensic case in relation to fraud allegations,
- Apply AS 8001-2008 Fraud and Corruption Control guide to real life scenarios,
- Professional Codes and application to forensic fraud investigation management,
- Apply ethical guidelines in effective decision making,
- Provide training in interpersonal skills and conflict resolution,
- Don't shy away from controversy,
- Set up effective ethics programs in your workplace,

### **PROGRAMME BENEFITS**

<b>BENEFITS TO THE ORGANIZATION</b>	<b>BENEFITS TO THE DELEGATE</b>
Marketing advantages over competitors	Evaluate and articulate organizational mission from an ethical perspective
The performance of employees improves with good ethical policies present in a company	Use forensic investigation tools as a way to promote financial integrity of the organisation
Reputation & Risk Management through ethics and professional standards	Enhanced professional ethical decision making strategies
Hands on Experience in forensic fraud investigation implementation	Better understanding of how financial fraud prevention influence the financial health of an entity
Globalizing your fraud detection, prevention and compliance programme	Improved understanding of organizational culture

### **COURSE OUTLINE**

- Examine the roles and responsibilities of forensic fraud investigation professionals
- Discuss ethical issues relating to fraud investigations
- Discuss audit standards when dealing with fraud detection and prevention
- Examines the types of fraud schemes and how they occur

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- How to use analysis and trends techniques to detect fraud
- Case study on the implication of poor ethical application to organizations
- Discuss forensic investigation process and procedures and how to apply the principles
- Forensic fraud risk management
- Examine emerging trends in fraud investigations
- Foundations of effective investigation
- Explain the principles of money laundering
- How to project manage forensic fraud investigations
- Resources required to lead a forensic investigation
- Data mining techniques
- How to interview and manage suspects or witnesses
- Questioning techniques
- Ethical and legal methods of data collection
- Fraud evidence management
- How to prepare a forensic fraud file for law enforcement agents/court cases
- Fraud case management
- Affidavit preparations
- Examine case laws relating to forensic investigations
- Use of technology or forensic software to detect and prevent fraud
- Corporate fraud intelligence management: using informants, covert operations and interceptions
- Fraud reporting strategies
- Examine organised crime and racketeering
- Testimony management
- How to write a fraud investigation report

#### ASSESSMENT TOPICS AND WEIGHTING

Examination Topics	Weighting	Assessment method
Fraud & Anti-Money Laundering Definition, Detection and Prevention	10%	FA/SA
Legal Aspects of Fraud and Organized Crime – Working with investigators and law enforcement agents	10%	FA/SA
Court Processes and Fraud Case Management	10%	FA/SA
Fraud Financial Transactions, Internal Controls and Auditing	10%	FA/SA
Fraud & Financial Risk Management	10%	FA/SA
Fraud Investigations, Intelligence Gathering and Management	10%	FA/SA
Communication and Media Management during Fraud Investigations	10%	FA/SA
Fraud Investigation Report Writing	10%	FA/SA

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Project management of Fraud Investigations	10%	FA/SA
Use of Information Technology in Forensic Investigations	10%	FA/SA
<b>Total Marks</b>	<b>100%</b>	

### ACCREDITATION & ASSESSMENT

The CFFFIP® Certification programme is accredited by the American Academy of Financial Management (AAFM®) International Board of Standards® (IBS®). Delegates who successfully complete the programme will receive a Professional Certificate with the CFFFIP® designation. Delegate will be assessed through case studies, assignments, submission of a Portfolio of Evidence and write a board examination. We place strong emphasis on client's needs in all our assessments.

### BOARD EXAMINATIONS

The board exam will be a three hour paper and made of 100 questions. 50% of the questions will be multiple-choice and the rest of the 50% will be case study scenarios.

Exams are both computer-based and paper-based. For each module learners will complete 1 work-based assignment and a final exam. The assessment mark allocation is structured as follows:

- Work-based Assignment paper – 20%
- Examination – 80%

The assignment is essentially work-based, so a personal project must be agreed at the outset of each module to facilitate the assessment process in the context of a 'live' project working as a member of a project team.

The evidence-based File which occurs naturally as a result of a student engaging in financial management activities is signed off /verified by the mentor or course tutor. In addition, the Student also verifies the evidence in the Candidate Assessment Record as valid, accurate, reliable, authentic and sufficient.

Please note that assignments are submitted on the same day as the paper-based exams.

In order to provide appropriate work-based evidence of competence, assignments must be completed within the time scale agreed. An assignment counts towards 20% of the assessment and the final board exams count 80%. Failure to submit and/or present your assignment will result in a learner getting a zero mark for the assignment. The implication will be that learners will have to work on a score of 80% during the exam. The past mark for each assessment is 50%.

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## TRAINING SCHEDULE

Examination Topics	Duration	Dates	Time
Fraud & Anti-Money Laundering Definition, Detection and Prevention	2 Days	January 15-16, 2015	9:00 – 17:00
Legal Aspects of Fraud and Organized Crime – Working with investigators and law enforcement agents			
Court Processes and Fraud Case Management			
Fraud Financial Transactions, Internal Controls and Auditing	2 Days	February 19-20, 2015	9:00 – 17:00
Fraud & Financial Risk Management			
Fraud Investigations, Intelligence Gathering and Management	2 Days	March 19-20, 2015	9:00 – 17:00
Communication and Media Management during Fraud Investigations			
Fraud Investigation Report Writing			
Project management of Fraud Investigations			
Use of Information Technology in Forensic Investigations	1 Day	April 16, 2015	9:00 – 17:00
Learner Presentation of their research work & reports	1 Day	May 15, 2015	9:00 – 14:00
Board examination	1 Day	June 26, 2015	9:00 – 12:00
Exam results release		July 31, 2015	12:00
Exam re-write		August 21, 2015	9:00 – 12:00

## FACILITATION MODEL

Our facilitators apply different methodologies to ensure that participants experience a hands-on experience on ethical issues and application. Thus we apply career-centered learning strategies. We use case studies and group exercises to ensure that knowledge is properly transferred. We also apply simulation exercises and role-plays to test the participants' level of understanding of the subject matter and content. The rationale of this method is to ensure that learners are able to apply the knowledge acquired during the course in their workplace.

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## PROGRAMME MATERIAL

Learning manuals will be provided to all learners and become the property of the learners.

- Code of Ethics and Standards of Professional Conduct Standards of Practice Handbook, Tenth Edition
- Introduction to the Forensic Fraud Investigation Management

## FACULTY

This programme is designed and given leadership by the American Academy of Financial Management<sup>®</sup> (AAFM<sup>®</sup>) International Board of Standards<sup>®</sup> (IBS<sup>®</sup>) in consultation with global financial fraud investigation professionals and Chartered Financial Analysts Institute - USA. The rationale is to build on the work of the respective Institutes as well as provide its members and prospective members and/or delegates with advanced knowledge and innovative content on forensic fraud investigation- that is needed to enhance professionalism and ethical standards within the business environment and amongst business executives.

### **ABOUT THE AMERICAN ACADEMY OF FINANCIAL MANAGEMENT<sup>®</sup> INTERNATIONAL BOARD OF STANDARDS**

The American Academy of Financial Management<sup>®</sup> (AAFM<sup>®</sup>) is a the International Board of Standards supporting the Financial Management industry and professionals. Our qualifications are widely recognized through our network of professionals, which encompasses members in over 150 countries and partnerships with over 1000 Universities, Business Schools and training partners.

In the financial management employment world, candidates should earn or attain extra and unique financial management qualifications and credentials because everybody seems to have the basic financial management certification. Our Global Board of Standards issues Financial Management Certification to qualified professionals who meet our criteria and standards of:

- Graduate Training or Education or an Accredited Degree from an AAFM Approved Provider
- Experience and Positions within the Financial Management Industry
- Industry Knowledge in the Financial Management area
- Clear Understanding of Ethics and Ethical Roles of the Financial professionals
- Continuing Education — You must strive to complete annual FM Education Each Year

With liaison offices and training centers in San Francisco, Monterey, New Orleans, Dubai, Hong Kong, Kuwait, Singapore, Beijing, the Caribbean, India, Africa and Europe, AAFM has become the world's leading professional board of standards for financial management practitioners. AAFM<sup>®</sup> Executive Designation Programs also provide the assurance that the holder has met the required criteria for graduate post-nominal credentials. [www.aafm.us](http://www.aafm.us)

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