

# LEARNERSHIP BUNDLE



ACFE<sup>TM</sup>

Association of Certified Fraud Examiners

**South Africa Chapter #91**

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# ABOUT US

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The South African Chapter of the Association of Certified Fraud Examiners is a recognised South African professional body, representing and governing fraud examination professionals in South Africa. Being a registered professional body, recognised in more than 180 countries, we are governed by the South African National Qualifications Framework Act and the ACFE Chapter Bylaws.

The South African Chapter represents the Association of Certified Fraud Examiners in South Africa, which is the world's largest anti-fraud and white-collar crime organisation and premier provider of training and education in these areas. Our members are committed to reducing white-collar crime worldwide and inspiring public confidence and objectivity within the profession.

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# WHAT IS A LEARNERSHIP?

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A learnership is a work-based approach to learning and gaining qualifications and includes both structured work experience (practical) and structured institutional learning (theoretical).

Criteria, as set out in the Skills Development Act, indicates that a learnership must:

- Include a structured learning component
- Include practical work experience
- Lead to a qualification
- Relate to an occupation

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# WHY LEARNERSHIPS WERE ESTABLISHED

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The Skills Development Act and Skills Development Levies Act were devised to implement structures and processes to transform skills development in SA. A critical look at how employers and training providers have provided education, training and work experience in the past indicates that education and training provision has not always linked theory and practice.

Learnerships are intended to address the gap between current education and training provision and the needs of the labour market, and are often seen as the crux of skills upliftment in terms of the Skills Development Act. Learnerships seek to address the following labour market issues:

- the decline in levels of employment in South Africa
- the unequal distribution of income
- unequal access to education and training, and employment opportunities
- the effects of race, gender and geographical location on the advancement
- the skills shortage amongst the labour force

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# WHY ARE LEARNERSHIPS IMPORTANT?

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- The programme is outcome-based
- The learner interacts within the working environment (practical)
- The learner interacts with clients and obtains an understanding of workplace dynamics
- Assessment occurs at various stages and is based on the learners' competence (learner-centred)
- The qualification is recognised both nationally and international standards

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# HOW TO PARTICIPATE IN A LEARNERSHIP?

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- Plan a career path
- Identify the learnership that supports the chosen career path
- Find out as much information as possible about the learnership
- Enquire about the applicable criteria for entering the learnership
- Find an employer willing to provide practical work experience

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## LEARNERSHIP AGREEMENT PROCEDURES

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- 1. Employers Registered with FASSET wishing to implement a FASSET Learnership:**
  - a) Register the learner with a professional body and/or training provider
  - b) Sign an employment contract with the learner
  - c) Sign a Learnership Agreement with the learner
  - d) Submit the Learnership Agreement to FASSET together with the following:
    - Proof of learner registration with a professional body (student number)
    - Employer accreditation status with a professional body (copy of letter/certificate)
    - Copy of employment letter/letter of appointment
    - Certified copy of the learner's ID document

FASSET will provide the employer with proof that the learner(s) is/are registered by means of an official confirmation letter that will include the following details:

- SETA Name and Code
- Addressed to the Employer Organisation with Levy Number
- DHET Learnership Title
- DHET Learnership Code
- Full Names of Learner

- Learner ID Number
- Learnership Agreement Classification 18 (1) employed OR 18 (2) unemployed
- Learner registration status
- Date of Commencement of Learnership
- Date of Completion of Learnership

The Learnership Agreement and other supplementary documentation can be accessed under [Downloads](#).

Please Note:

1. Learnership regulations require the Seta to decide if it will register the agreement within 7 days of receipt.
2. Learnership regulations require the SETA to register the learnership agreement within 21 days of that decision.
3. If the agreement has any outstanding information, the learnership agreement will be returned to the employer, accompanied by a letter indicating reasons for non-registration. The employer may resubmit the learnership agreement, together with all required documentation
4. If all the required documents are attached, Fasset will issue the employer with a Confirmation letter. The Confirmation letter may be used to claim the SARS income tax deduction.

## **2. Employers Registered with FASSET wishing to implement a Learnership from another Seta:**

- a) Contact the SETA to which the learnership belongs to ascertain if the employer fulfils all the requirements to implement the learnership.
- b) Complete the Fasset learnership agreement and submit it to Fasset.
- c) Fasset will register the Learnership Agreement and issue the employer with a confirmation letter.

## **3. Employers not Registered with FASSET wishing to implement a FASSET Learnership:**

- a) The employer contacts the relevant professional body / AQP / Fasset to become an accredited workplace provider.
- b) Once accredited, the employer completes their SETA's learnership agreement.
- c) The employer submits the learnership agreement to their SETA.
- d) The Learnership Agreement will be registered by the other SETA.

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# BENEFITS TO FASSET MEMBERS

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Please refer to FASSET website for learner and employer benefits applicable for the financial year. With this learnership you can apply for the Learner Employment Grant (LEG) that falls under the Discretionary Grant umbrella of FASSET.

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## LEARNERSHIP BACKGROUND

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**LEARNERSHIP:** CERTIFIED FORENSIC PRACTITIONER

**DoL LEARNERSHIP NUMBER:** 01Q010035001206

**QUALIFICATION AWARDED:** Advanced Certificate: Fraud Examination

**SAQA ID:** 67269

**NQF LEVEL RATING:** NQF Level 7

This learnership is based on a qualification awarded by the Association of Certified Fraud Examiners (ACFE). The ACFE is an international, professional organisation dedicated to fighting fraud and white-collar crime. With chapters around the globe, the Association is networked to respond to the needs of anti-fraud professionals everywhere. Our Members (84,000 worldwide) support our mission of reducing the incidence of fraud and white-collar crime through prevention, education, and developing of technology.

The South African Chapter of the Association of Certified Fraud Examiners is a collection of professionals from all industries and professions, whom all have a single goal in mind; the reduction of white-collar crime in South Africa. ACFE SA is tasked to provide ongoing skills development courses to our members, raising the competency and professionalism through continuous professional development. The ACFE SA paves the way for career advancement raising the standard of performance in the workplace.

The learnership leads to the Advanced Certificate: Fraud Examiners Qualification, which is regarded as a level 7 qualification on the National Qualifications Framework (NQF).

The format of the programme is very different from other programmes in that it comprises out of two elements – attending **Training Modules (TMs)** as prescribed by the ACFE SA and completing internal assessments; and completing the **ACFE International Certified Fraud Examiner (CFE) Exam**. The TMs are of 15 to 20 days duration, not necessarily consecutive days, to be presented at venues provided either by the employer or arranged by ACFE SA/ATA. For effective transference of knowledge at the TMs, programme group size is a minimum of 20 and a maximum of 25. These are offered at regular intervals usually six weeks apart once the programme starting date has been established.

This learnership programme is for learners who do not have the required amount of professional fraud-related work experience (two years), but who want to enrol for the CFE course. Learners will have the opportunity to gain working experience while participating in the learnership. Employers will be required to keep a Training Log Book for the learner to evaluate practical workplace experience and provide this to the ACFE SA. Once the learner has two years of working experience and has completed all TMs along with the internal assessments, the learner will be able to write the International CFE Exam. The duration of the learnership programme can be determined and agreed upon between the ACFE SA/ATA and the employer based on the required working experience – learnership programmes can range between six months and two years.

During the learnership learners will receive training on the following fundamentals:

1. Financial transactions and fraud schemes
2. Law (South African and Internal)

3. Investigation techniques
  4. Fraud prevention and deterrence
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# ENTRY REQUIREMENTS

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## **Access to the Qualification:**

To promote high standards of professionalism and ethics, the ACFE SA requires candidates who wish to enrol for this qualification to meet certain professional, academic, and character-based criteria. Learners must meet the following requirements:

- Be an associate member of the ACFE SA in good standing.
- Meet the minimum Academic and Professional requirements.
- Be of high moral character.
- Agree to abide by the Bylaws and Code of Professional Ethics of the Association of Certified Fraud Examiners.
- Have two years of professional fraud-related working experience and a Bachelor's degree.

## **The following requirements apply**

### *Academic Requirements:*

Generally, applicants for CFE certification have a minimum of a Bachelor's degree (or equivalent) from an institution of higher learning. Learners must have at least one year of professional fraud-related working experience and a Bachelor's degree.

### *Professional Requirements:*

Learners must have at least one year of professional fraud-related working experience in a field either directly or indirectly related to the detection or deterrence of fraud. The Board of Regents has established the following categories as acceptable fraud-related experience:

- **Accounting and Auditing:** learners may qualify if they have experience as an accountant or auditor (e.g. internal or external auditor), and have certain responsibilities for the detection and deterrence of fraud by evaluating accounting systems for weaknesses, designing internal controls, determining



the degree of organisational fraud risk, interpreting financial data for unusual trends, and following up on fraud indicators.

- **Criminology and Sociology:** Only those professionals with education or research in the fraud and white-collar crime dimensions of sociology or criminology may claim experience under this category. Experienced background in the general sociological field is insufficient.
- **Fraud Investigation:** Experience in the investigation of civil or criminal fraud, or of white-collar crime for law enforcement agencies or in the private sector, qualifies. Examples include federal, state, or local law enforcement (e.g. IRS, inspectors general, and district attorneys, investigators). Insurance fraud investigators and fraud examiners working for corporations, businesses, or associations qualify as well.
- **Loss Prevention:** Security directors for corporations and associations who deal with issues of loss prevention may claim this experience as credit. Security consultants dealing with fraud-related issues also are eligible. Experience as a security guard or equivalent is not acceptable.
- **Law:** Candidates with experience in the legal field might qualify, provided the experience deals with some consideration of fraud. Examples include prosecuting lawyers, fraud litigators, and others with an anti-fraud specialisation.

If the learner's experience does not fall into one of the above categories, but his/her responsibilities include the detection, investigation, or deterrence of fraud, he/she may apply and it will be considered.

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# CONTENT OF LEARNERSHIP

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The learnership covers the following areas:

*Financial Transactions and Fraud Schemes:*

- Asset Misappropriation: Cash Receipts
- Theft of Data and Intellectual Property
- Consumer Fraud
- Identity Theft

- Accounting Concepts
- Financial Statement Fraud
- Asset Misappropriation: Fraudulent Disbursements
- Payment Fraud
- Computer and Internet Fraud
- Bribery and Corruption
- Contract and Procurement Fraud
- Asset Misappropriation: Inventory and Other Assets
- Financial Institution Fraud
- Health Care Fraud
- Insurance Fraud

*Law:*

- Overview of the Legal System
- Individual Rights During Examinations
- The Criminal Justice System
- Basic Principles of Evidence
- The Law Related to Fraud
- Testifying
- The Civil Justice System
- Securities Fraud
- Money Laundering
- Bankruptcy (Insolvency) Fraud
- Tax Fraud

*Fraud Prevention and Deterrence:*

- Understanding Criminal Behaviour
- White-collar Crime
- Corporate Governance
- Management's Fraud-related Responsibilities
- Auditors' Fraud-related Responsibilities
- Fraud Risk Assessment
- Fraud Risk Management
- Fraud Prevention Programmes
- Ethics for Fraud Examiners

*Investigation:*

- Interview Theory and Application
- Planning and Conducting a Fraud Examination
- Data Analysis and Reporting Tools
- Analysing Documents
- Tracing Illicit Transactions
- Report Writing
- Sources of Information
- Digital Forensics
- Covert Examinations

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# REGISTRATION ASSESSMENT

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Learners must enrol for the training and assessment components of the programme with the ACFE SA. Information can be found on [www.acfesa.co.za](http://www.acfesa.co.za) or by contacting Anita Nel at [anita@acfesa.co.za](mailto:anita@acfesa.co.za) / (012) 346 1913.

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# LEARNERSHIP DURATION

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It is likely that this learnership will take between six months and one year. However, the duration of this learnership is variable, depending on the learner's previous experience and formal education. Formal contact sessions will need to be attended during the course of the year.

- 20 Days = 10 Days CFE, 5 Days Review, 5 Days Exam

The learnership is completed once the learner can show that they have two years of professional working experience and have been formally assessed by two means:

1. Successful completion of all the Training Modules and assessments presented by ACFE SA/ATA or their designated trainers;

2. Successful completion of the CFE International exam.

Once learners have completed and successfully passed the CFE International exam, they will be awarded the ACFE SA *Advanced Certificate: Fraud Examination Qualification* and further receive the ACFE *International Certified Fraud Examiners Certificate* thereby completing their learnership.

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## TRAINING PROVIDER

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The approved training provider for this program is the AFRICA TRAINING ACADEMY and the training dates will be set by them.

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## EMPLOYER REQUIREMENTS

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It is the responsibility of the employer to identify/recruit and screen aspirant candidates for the programme. As this is an NQF level 7 programme, it is recommended that candidates have an NQF level 7 academic qualification (degree or diploma). The programme is not suitable for direct school leavers.

The employer further needs to ensure that the learner is registered with the ACFE SA as Associate member.

It is a further requirement of the programme that **workplace mentors** are appointed to guide and advise the learners and that regular evaluation of progress in workplace training is conducted by senior supervisory staff and feedback given to the ACFE SA on areas of shortcomings. ACFE SA will offer assistance in this regard by facilitating interventions. Dates of these will be advised (5-day review course).

All participating employers will be required to sign an Operational Agreement with ACFE SA. This agreement will address the responsibilities of both parties and will include matters such as the provision of training, evaluations and assessments, payment procedures and cancellation conditions.

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# CONTACT DETAILS

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