

## ISCA Professional Competency Framework for Financial Forensic Professional (FFP)

### 1. Professional competencies

Types of Professional Competencies	Description of Professional Competencies
<p>1. Investigation planning and organisation skills</p>	<p>1.1. Identify the types of white-collar crime, fraudulent activities and misconduct involved in the given assignments, and the means through which they may have occurred</p> <p>1.2. Plan investigation approach – covert or overt</p> <p>1.3. Plan resource allocation in terms of manpower, budget and equipment</p> <p>1.4. Define roles for the allocated manpower including the engagement subject matter experts, if needed</p> <p>1.5. Identify and list the type, format (physical and digital), and sources of evidence to be gathered, including financial and non-financial documents</p> <p>1.6. Identify the subjects and/or witnesses, appropriate venue, interview format (recorded in virtual or in-person) and prepare the objectives and list of questions for conducting interviews</p> <p>1.7. Identify the relevant legislations, regulations, standards and guidelines for reference and application</p> <p>1.8. Prepare and deploy investigative technique(s) or tools, including the use of digital forensics, to gather evidence and detect fraud</p> <p>1.9. Identify and hold meetings/discussions with relevant stakeholders (e.g. clients, management, regulators and authorities) and other parties who are part of the investigation team</p> <p>1.10. Manage stakeholders' expectations to ensure continuous levels of engagement</p> <p>1.11. Explain and apply the concepts of fraud risk management</p> <p>1.12. Identify the key success factors of an effective fraud risk management framework</p>
<p>2. Physical evidence gathering and analytical skills</p>	<p>2.1. Obtain, examine and handle physical evidence;</p> <p>2.2. Use evidence gathering techniques to collect and preserve the integrity and admissibility of evidence</p> <p>2.3. Apply chain of custody process including labelling, recording, tracking, use, retention, storage, and security of evidence during investigation</p>

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	2.4. Analyse the collected data using financial ratios, statistical techniques, and visualisation software and applications to uncover trends, patterns and anomalies which may be indicative of fraudulent activities
3. Digital evidence collection and analytical skills	3.1. Define digital forensics and explain its importance, benefits and limitations 3.2. Explain and perform the processes and techniques to perform at each phase to preserve the integrity and admissibility of evidence and ensure completeness and accuracy of work 3.3. Use digital forensic methodology such as electronic discovery process and essential techniques to recover via digital acquisition (or imaging), authenticate and preserve electronic data from various sources as a form of legal evidence for admissibility 3.4. Apply chain of custody process including labelling, recording, tracking, use, retention, storage, and security of evidence during investigation 3.5. Analyse the collected data using visualisation software and applications to analyse timelines, and uncover trends, patterns or anomalies which may be indicative of fraudulent activities. 3.6. Prepare and use visualisations to communicate findings of analyses effectively
4. Interviewing skills	4.1. Conduct interviews in relation to the investigation if any, based on the interview plan 4.2. Execute appropriate investigative interview styles and techniques
5. Law application skills	5.1. Apply relevant regulations and legislations including rules of evidence while handling the assignments or in conducting the investigations
6. Written communication skills	6.1. Prepare engagement letter and advisory letters 6.2. Prepare expert-witness report to interpret findings and analyses and/or to support or refute allegations of fraudulent activities, in a manner that is understandable for stakeholders 6.3. Draft other expert determination report and various reports, including documentation of results of evidence analyses, containing the standard sections that are fit for purpose, for various stakeholders
7. Professional requirement skills	7.1. Explain and apply the fundamental principles of Code of Professional Conduct and Ethics

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	<p>7.2. Act in an ethical manner</p> <p>7.3. Identify and manage threats and situations that may give rise to conflicts of interest and compromise compliance with fundamental principles and communicate these to stakeholders</p> <p>7.4. Identify and lodge suspicious transactions under existing Singapore regulations, where required</p> <p>7.5. Adhere to anti-money laundering and countering the financing of terrorism - requirements and guidelines</p> <p>7.6. Exercise professional scepticism and judgment</p>

2. Job duties description

2.1. The following suggested action verbs will serve as a reference to guide individuals in writing their job duties:

Suggested action verbs	
(1) Apply	(11) Formulate
(2) Assess	(12) Investigate
(3) Collaborate	(13) Organise
(4) Collect	(14) Perform
(5) Communicate	(15) Plan
(6) Consult	(16) Summarise
(7) Detect	(17) Testify
(8) Determine	(18) Uncover
(9) Develop	(19) Write
(10) Explain	

3. Areas of specialisation

3.1. Specialised assignments refer to the following areas of specialisation and examples of jobs that involved investigation.

Areas of Specialisation	Examples of Investigated Cases
1. Anti-money laundering and financial crime compliance	1.1. Money laundering
2. Commercial disputes	2.1. Consumer fraud 2.2. Payment fraud 2.3. Theft of data and intellectual property 2.4. Contract and procurement fraud
3. Fraud, misconduct and corruption investigations	3.1. Bribery and corruption 3.2. Financial statement fraud 3.3. Health care fraud
4. Cybercrime/digital forensics/forensic technology	4.1. Computer and internet fraud
5. Expert determination	5.1. Matrimonial and estates disputes
6. Financial crime prevention and detection	6.1. Financial institution fraud 6.2. Securities fraud
7. Fraud and regulatory compliance	7.1. Financial crime compliance
8. Funds and assets tracing	8.1. Asset misappropriation: cash receipts 8.2. Asset misappropriation: fraudulent disbursements

Areas of Specialisation	Examples of Investigated Cases
	8.3. Asset misappropriation: inventory and other assets 8.4. Bankruptcy (insolvency) fraud
9. Insurance claims investigations	9.1. Insurance fraud
10. Professional negligence	10.1. Individuals rights during examinations
11. Tax fraud investigations	11.1. Tax fraud
12. Valuations	12.1. Support litigation that involves the processes on evaluating and expressing a professional opinion on transactions or other accounting-related matters that are in dispute