



FORENSIC ACCOUNTING COURSES

- **Fraud Examination: Preparation for the International CFE Examination**
- **Fraud Risk Management**
- **Investigation of Financial Crime**
- **Law for Commercial Forensic Practitioners**
- **Investigation and Management of Cyber and Electronic Crime**
- **Money Laundering Detection and Investigation**
- **Prevention and Detection of Corruption and Procurement Fraud**
- **Economic Crime Schemes**
- **Interviewing skills for Fraud Examiners and Auditors**
- **Basic Financial Investigation**

Presented by the Department of Auditing,
University of Pretoria

Shifting knowledge to insight



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Company overview

Having played a profound part in the history of South Africa for more than 100 years, the University of Pretoria boasts a lasting legacy that endures through a cluster of innovative and multidisciplinary Training Solutions and Research Solutions rendered through **Enterprises University of Pretoria (Pty) Ltd.**

Our Training Solutions and Research Solutions translate to increased productivity, enhanced customer service excellence and improved profitability within any industry. Drawing on the knowledge of academic and industry experts from the University of Pretoria, our track record includes high-quality, customised and practical solutions that set us apart from the traditional skills development and research organisation.

With some of South Africa's most acclaimed academics and thought leaders on our teams of research specialists and course leaders, we ensure that our clients continuously engage in groundbreaking knowledge transfer – *shifting knowledge to insight.*

TRAINING SOLUTIONS

We offer the best possible Training Solutions to organisations and individuals through career-focused short courses that provide proactive, relevant responses to the skills development needs identified in various industry sectors, places of work, communities, the country, and beyond.

Already having made a significant impact on the careers of more than 320 000 individuals from across the globe, we are taking our commitment to lifelong learning even further. Not only do we offer a selection of more than 500 short courses across 20 industry fields, we also provide a choice of training options that include scheduled courses, Continued Professional Development (CPD) courses, online and blended learning interventions and customised corporate training solutions.

Scheduled courses

Our scheduled courses are specifically designed to meet the training needs of our broader communities and are open to all prospective delegates throughout the year. In fact, at any given time we schedule in excess of 100 courses during a three-month period. This affords delegates and opportunity to pursue a variety of industry-related short courses, while being able to plan ahead and reap the benefits of workplace and professional skills development.

CPD courses

We offer various CPD courses, activities and seminars for engineers, educators, veterinarians and medical professionals, among others, who need to continuously update their knowledge, acquire CPD points and maintain their professional status through their respective professional bodies. We also offer online CPD activities that cover various topics and include online tests, assessments and quizzes that can be completed towards CPD points.

Professional Online Development (PODs)

By recognising that many professionals would like to continue honing their knowledge and skills, but often struggle to find the time to attend formal lectures, we provide intensive, collaborative and focused online or blended learning opportunities that can be accessed anywhere, at any time. Integrated under the University of Pretoria's Professional

Online Development (PODs) offering, our online training options include Open Educational Resources (OERs), online short courses, open online courses and online CPD.

Customised corporate solutions

In an effort to address identified industry- or sector-specific training needs, our customised, in-house course options are geared towards organisations that need to upskill and develop their staff accordingly. We can design a basic course to introduce newly appointed staff to a specific topic, or provide specialised training to an executive committee on thought-leading management and leadership issues. All these courses can be presented on one of the various University campuses, any suitable venue or on-site.

RESEARCH SOLUTIONS

We are also in the unique position to offer our clients Research Solutions to help us better serve them as an add-on to our wide range of short courses. We facilitate research projects to clients through personalised services and innovative business solutions that are conducted by specialised project teams.

Our focus areas include, among others, engineering and construction, sensory research and food product evaluation, economic modelling, statistical data mining solutions, agribusiness and actuarial risk management solutions and client retention strategies – with close to 400 projects successfully completed in 2014 alone.

WE ARE PART OF A GLOBAL COMMUNITY

In pursuit of international markets for the extension of our business activities and services across the world, we have adopted a proactive approach in acquiring new business partnerships on the African continent (and beyond) for the successful execution of various training and research projects.

In 2014, delegates from 56 different countries (of which 37 are on the African continent) registered for scheduled short courses, while a total of 170 different courses were attended by international delegates. Other international activities included 69 research projects for 42 clients in 25 countries, and the collaboration with 29 universities and other academic institutions.

ACCREDITATION, CERTIFICATION AND OWNERSHIP

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. The University is registered as a multipurpose, public training provider in the higher education and training band. Delegates who successfully complete a course and comply with the related assessment criteria are awarded certificates by the University in recognition of their professional skills development.

We are also registered as a service provider with and member of a selection of national and international organisations and professional bodies through which we can deliver business insight beyond the academic realm that not only showcases market relevance, but also suits clients' unique organisational and industry needs.

Enterprises University of Pretoria is a level 4 contributor to broad-based black economic empowerment (B-BBEE) with a BEE procurement recognition level of 100%.

Background and terms

Fraud and corruption is a major problem internationally as well as in South Africa. In addition, through the use of technology fraud has also become more sophisticated and its impact even greater. An international concern is also the ability of criminals to launder the proceeds of crime thus avoiding prosecution and the forfeiture of such proceeds.

There have also been a number of international and domestic financial scandals where investors and creditors lost substantial amounts of money. Fraud also impacts on the bottom line of organisations and therefore there is a business case for limiting such losses.

In an effort to combat fraud and corruption, governments and regulators have introduced onerous laws and regulations. These not only target criminals, but also places major responsibilities on organisations to comply with legislation and regulations.

The courses developed by the Unit for Forensic Accounting, Department of Auditing, UP has been developed to enable organisations to detect, investigate, prevent and to manage the risks of fraud and corruption. Successful completion of a course will enable organisations to manage the risks of criminal and civil sanctions for non-compliance as well as the reputational risk associated with perceived or actual non-compliance.

The courses are designed to fulfil the needs of South African practitioners but international perspectives and experiences are also well-represented in the respective learning areas.

The courses are furthermore structured to facilitate further research into areas which may be of particular interest to a delegate. In order to enhance the learning experience delegates will be expected to complete group and individual assignments (and if a delegate wishes to enrol on NQF level 8 he or she will have to write an additional examination, approximately two months after the contact session)

Who should register?

Almost all disciplines can benefit, but it is imperative for all

- Compliance officers
- Risk managers
- Financial officers
- Human resource practitioners
- Fraud examiners
- Forensic accountants
- Prosecutors and investigators
- Auditors and internal auditors, and
- In-house legal practitioners.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

General conditions of admission

- Course fees **include** all course material, notes, textbooks, computer lab access, lunch and refreshments during contact days. Travel costs, accommodation and subsistence allowances are **excluded** from course fees.
- Full payment of the courses fees is to be made **14 working days** before the start of the first module of a course.
- Cancellations are accepted **in writing and without penalty up to 14 working days** prior to start date of courses. Delegates cancelling in less than 14 days prior to the start of courses will be liable for the full fee.
- In a case of a delegate cancelling, qualified substitute delegates will be accepted for in-house courses.
- Enterprises University of Pretoria reserves the right to cancel courses without prior notice. In this unlikely event, delegates will be informed and all fees will be refunded where applicable.
- Enterprises University of Pretoria reserves the right to refuse a delegate admission to the any course if any payment is outstanding.

Fraud Examination: Preparation for the International CFE

Examination

Presented by the Department of Auditing, University of Pretoria

Session 1 (week1): 12–16 March 2018 | Session 2 (week2): 16–20 April 2018

Fraud examination is one of the fastest growing areas of specialisation. This course presents an ideal opportunity for professionals from various disciplines to share their knowledge. The Certificate in Fraud Examination was successfully launched in 1998 and is continuously being refined. The composition of the programme and method of presentation is based on the training material and the methods of the Association of Certified Fraud Examiners, as well as models used by a number of universities internationally.

The Association of Certified Fraud Examiners (ACFE) is an internationally recognised body. The South African Chapter has its Head Office in Brooklyn, Pretoria. Delegates wishing to write the international exam must write all the modules within a 30 day period. Course options 2 and 3 have been developed to facilitate the process and to enable the delegate to write the international exam while the subject matter is still fresh in his or her mind.

Course content

1. Financial Fraud Schemes
2. Legal Aspects
3. Fraud Prevention and Detection
4. Fraud Investigation

Learning outcomes

After successful completion of this programme, you will be able to

- Lead to an understanding of the roles of accountants, auditors, lawyers and fraud examiners
- Create an awareness of the relevant legislation that governs economic crime, including common law aspects and the law of evidence
- Sensitise participants on all aspects of employee and management fraud
- Expose participants to a wide range of case studies relating to economic crime
- Provide guidance on investigative techniques and tools
- Expose participants to best practices in fraud risk management.

Course material

The prescribed material will include the ACFE international manual on CD. This material forms the basis of the international examination. The presentation of the Certificate in Fraud Examination Programme will be based on this material and is customised to the South African legal milieu.

Candidates completing the certificate programme should therefore be well prepared to take the international CFE examination.

The learning process is enhanced through the use of the following material:

- The ACFE international manual on CD
- Videos, case studies and discussions at lectures
- Group assignments

Admission requirements

A tertiary (post matric/ grade 12) qualification and relevant work experience in fraud examination, finance or auditing.

Course fees (VAT Inclusive)

Option 1: R22 500.00

Contact sessions with the Enterprises University of Pretoria
Delegates wishing to write the international CFE Exam have to make their own arrangement.

Course fees includes comprehensive course material, lunch and refreshments for the duration of the course and two exam sessions.

Option 2: R27 500.00

Delegate is already a member of the International ACFE, it is not necessary to apply for membership.

Delegate will be assisted with registration for the International ACFE Exam.

Course fees includes comprehensive course material, lunch and refreshments for the duration of the course, exam fees and re-take exam fee.

Option 3: R33 500.00

Delegate is already not member of the International ACFE. The delegate will be assisted with membership application.

Delegate will also be assisted with registration for the International ACFE Exam.

Course fees includes comprehensive course material, lunch and refreshments for the duration of the course, membership registration fees and exam registration fees and re-take exam fee.

Fraud Risk Management

Presented by the Department of Auditing, University of Pretoria

7–11 May 2018 | 1–5 October 2018

This course provides delegates with an understanding of fraud and corruption to enable them to support their organisations with initiatives such as fraud risk management strategies. This is necessary, as the extent of fraud and corruption is of concern internationally, as well as in Southern Africa.

Steps have been taken internationally to combat fraud and corruption on a broad front. This includes putting in place international protocols and the necessary legal frameworks. Delegates will be able to link these protocols and frameworks to organisation-specific strategies.

Course content

1. The basics of criminology and the extent of fraud.
2. The extent of fraud and organised crime.
3. Introduction to law and legal concepts.
4. Various acts and statutes of value to fight fraud effectively.
5. Cash fraud schemes that can be perpetrated by employees.
6. Procurement and contract fraud schemes that can be perpetrated by suppliers of goods and services, including recipients of government benefits through identity fraud.
7. The risk factors that can lead to fraud being committed or that might be an indication that it is taking place.
8. Preventative measures.
9. The investigative techniques that are applied when the possibility of fraud is identified.

Learning outcomes

After completion of this course, delegates will be able to demonstrate an understanding of:

- The extent of fraud, the elements of fraud, the legal aspects of it, the role of management in the prevention and detection of fraud and of the various financial fraud scheme that can be perpetrated.
- The basic legal concepts pertaining to fraud and law of evidence.
- Programme development to discharge the onerous responsibilities that are required to prevent fraud and corruption.
- Certain investigative techniques.

Who should enrol?

Line managers in the public and private sector, internal auditors, financial managers, risk managers and procurement managers.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments, course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.



Investigation of Financial Crime

Presented by the Department of Auditing, University of Pretoria

19–23 February 2018 | 18–22 June 2018



Financial crime has always been a major risk in the workplace. Technological advances have also increased the opportunities to commit these types of crimes in the workplace. This practically-orientated course will deal with a number of investigation methodologies, techniques and tools which can lead to the more effective investigation of these crimes. A case-study approach, with ample opportunities for group-related activities, will be followed.

Course content

1. Investigative methodologies
2. Investigative tools, including non-conventional techniques used in the private & law enforcement sectors
3. The tracing of undeclared/hidden assets
4. Financial ratio-analysis
5. Investigating uncompetitive behaviour
6. Protecting the product of the investigation

Learning outcomes

After completion of this course, delegates will be able to:

- How to properly plan an investigation.
- Working in investigative teams.
- Threats to a successful investigation.
- Gather evidence in a forensically sound manner to ensure its admissibility in subsequent proceedings.
- Distinguish between the available tools and when to use which tool.
- Trace hidden assets through the financial or other records.
- Use technology in the investigation process.
- Who can have access to the product of the investigation.
- Work-product and other privileges which may protect the product of the investigation.
- The other side of the coin- what to do when your entity is being investigated.

Who should enrol?

The course would be beneficial for law enforcement officials, line managers in the public and private sector, internal auditors, financial managers, risk managers and fraud examiners.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshment, course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.

Law for Commercial Forensic Practitioners

Presented by the Department of Auditing, University of Pretoria

29 January–2 February 2018 | 2–6 July 2018

Legal issues and resultant risks may arise within organisations, from the screening of potential employees – to the recovery of an entity's losses. In between these two phases, a number of other important issues may arise, such as which legal mechanisms can be used in order to obtain evidence, what legal issues must we be aware of when witnesses and suspects are interviewed, how can we ensure that evidence obtained as a result of more unconventional investigative techniques (such as trapping and the interception of electronic and other communications) will be admissible in a subsequent court of law or disciplinary hearing etc. and what are the labour law-related pitfalls which stand in the way of a successful disciplinary hearing.

This course therefore deals with pertinent legal issues which may arise in the prevention, detection and specifically the investigation of irregular conduct in the workplace.

Course content

1. This course deals with the legal issues which may have an impact on the functions of a practitioner in the fraud and corruption environment
2. Legal issues in managing the risk relating to the appointment of personnel
3. General principles of Criminal law
4. Common law and statutory offences (including fraud, theft, misappropriation of trade secrets, corruption, cyber-related crime and money laundering.)
5. Law of evidence and constitutional rights. Including the admissibility requirements for various types of evidence e.g. the warning of rights, dealing with privileges, ensuring the admissibility of the results of more invasive investigation techniques, such as, polygraph, search and seizure, the interception of communications and entrapment in criminal, civil and disciplinary hearings
6. Labour law issues
7. The liability of an entity and/or its officials
8. Remedies available to an entity, including the recovery of ill-gotten gains
9. Dealing with whistle-blowing in the workplace

Learning outcomes

After completion of this course, delegates should:

- Be aware of the relevant legal principles.
- Be able to act within and to comply with the law.
- Be able to ensure that policies, procedures and actions comply with the law.
- Minimise the risk of the employer's liability for unlawful actions

Who should enrol?

People with prior experience in the broad forensic field and qualifications may apply.

The course will be practically structured, by making use of case studies and by fostering group discussions. Delegates who have paid the course fee in full will be provided with the prescribed and other material before the course starts in order to prepare themselves and to meaningfully take part in class discussions.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments, course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.



Investigation and Management of Cyber and Electronic Crime

Presented by the Department of Auditing, University of Pretoria

9-13 April 2018 | 23-27 July 2018

This five day practical course will explore the legal and practical issues affected by on-line criminal conduct and the successful acquisition of electronic evidence. The course is designed to empower attendees who may be involved with the investigation, litigation and/or risk management of cyber and computer-related crime with practical skills that will equip them to understand the basics of the governing legalities and technicalities.

Course content

1. Conduct criminalised in the digital environment.
2. Investigations in the digital environment.
3. The acquisition of electronic evidence in a forensically sound manner.
4. The interception of communications.
5. Cyber-crime trends.
6. Legal duties pertaining to the protection of data.
7. The prevention of cyber-crime.
8. How corporate governance is affected by the growing incidence of cyber-crime.

Learning outcomes

Following completion of this short course, delegates should be able to show a clear understanding of:

- Offences created in common law and the relevant statutes by way of or in respect of a computer.
- Tools available to the investigator of cybercrime, including available open-source free software.
- Basic concepts as to how to secure a computer and data in order for evidence to be admissible in future court proceedings.
- Recent developments and techniques used by criminals to intercept and/or "steal" data and the distribution thereof to other criminals.

- Legislation which places a duty on certain entities to obtain, process, store and distribute data in a specific manner.
- Recent national and international efforts to prevent cybercrime, and specifically the theft of identities, in cyberspace.
- Liability of companies and directors for failing to properly manage the risk posed by cyber criminals.
- Delegates should then also be able to apply the knowledge to a given factual scenario.

Who should enrol?

- Almost all disciplines can benefit, but the programme is specifically geared towards:
- Investigators of the SA Police Force or other enforcement agencies.
- Forensic Investigators attached to the private sector.
- Risk Managers.
- Legal Advisors.
- Compliance Officers.
- Prosecutors.
- Legal representatives in the public or private sector.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.

Money Laundering Detection and Investigation

Presented by the Department of Auditing, University of Pretoria

12–16 February 2018 | 30 July–3 August 2018

On a national and international level, commercial crime poses a significant threat to the stability of financial systems and democratic institutions. Strategies have been developed globally to combat such crimes by targeting the illicit proceeds and removing the profit element. In line with international efforts, South Africa has passed legislation making money laundering one of the most serious offences with sanctions of up to one billion rand and life imprisonment. As the offence can be committed negligently, organisations and their employees are well advised to implement risk mitigating procedures and ensure compliance with the requirements of South African anti-money laundering legislation.

Course content

- Anti-money laundering laws and regulations
- Money laundering schemes and case studies
- Responsibilities of accountable institutions
- Responsibilities of the Financial Intelligence Centre
- Responsibilities of law enforcement authorities

Learning outcomes

After successfully completing this course, you will have a better understanding of:

- international and South African frameworks
- regulations and guidelines on client identification
- money laundering schemes
- the tracing of assets
- asset seizure and forfeiture

Who should enrol?

- Compliance officers, risk managers, internal auditors, company secretaries
- Forensic investigators and commercial crime investigators and prosecutors
- Attorneys, auditors, accountants and business consultants

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course materials are included in the fee.

Admission Requirements

For NQF level 8 exposure: A relevant bachelor's degree.

Applicants are not required to hold degrees or other tertiary qualifications. However, in the absence of such formal qualifications, extensive work experience and an ability to participate effectively in such a specialist programme will be required.



Prevention and Detection of Corruption and Procurement Fraud

Presented by the Department of Auditing, University of Pretoria

26 February–2 March 2018 | 27–31 August 2018

The course is aimed at employees who have regular interaction with the procurement and contracting of goods and services in order to assist them in identifying fraud and corruption, and in putting mechanisms in place to prevent these criminal activities.

Course content

- Fraud schemes in procurement and contracting processes.
- Common and statutory law principles and definitions in procurement and contracting.
- Fraud risks in procurement and contracting processes.
- Detection of red flags that might be indicative of fraud and corruption.
- Effective proactive preventive measures.

Learning outcomes

After completion of this course, delegates will be able to:

- Demonstrate a clear understanding of the various fraud schemes that can be perpetrated in procurement and contracting processes.
- Identify and clarify the various common and statutory law principles and definitions that are relevant to procurement and contracting.

- Identify the fraud risks in procurement and contracting processes.
- Detect red flags that might be indicative of fraud and corruption in procurement and contracting processes.
- Advice on effective proactive preventive measures aimed at limiting fraud and related offences.

Who should enrol?

Procurement officials, as well as officials who have regular interaction with procurement, such as persons in finances, legal services, contract administration, support services and internal audit, and fraud examiners.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.



Economic Crime Schemes

Presented by the Department of Auditing, University of Pretoria

10–14 September 2018



Economic crime has always been a major risk in the workplace. Technological advances have increased the opportunities to commit these types of crimes in the workplace. The course will focus on economic crime schemes directed against organisations and perpetrated by employees, management or third parties, and the red flags which may be indicative of the scheme.

A unique feature of this course is that delegates can enrol for the course at either a NQF level 6 or a NQF level 8, which opens up articulation possibilities to the formal programmes offered by the Unit for Forensic Accounting.

Course content

- Employee fraud
- Financial Institution Fraud
- Insurance Fraud
- Pyramid, Ponzi and other schemes aimed at defrauding the general public
- Corruption and procurement fraud
- Financial statement and other types of management fraud
- Theft of trade secrets or other immaterial property
- Internet and computer related economic crime schemes
- Uncompetitive behaviour

Learning outcomes

After completion of this course delegates should have sufficient knowledge to detect and investigate abovementioned economic crime schemes.

The course will address the following:

The various economic crime schemes referred to under course content,
Red flags indicative of these schemes
The investigation of the respective schemes

Who should enrol?

The course would be beneficial for line managers in the public and private sector, internal auditors, financial managers, risk managers and fraud examiners.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.

Interviewing skills for Fraud Examiners and Auditors

Presented by the Department of Auditing, University of Pretoria

8–12 October 2018

The success of any investigation, whether criminal, civil, disciplinary, audit or compliance related, is directly linked to the amount of information that is obtained. At the end of the day a witness or informant ultimately provides 90% of the information which may or may not be contained in a recorded statement. Unfortunately most organisations do not appreciate this simple fact.

This course is structured to enable interviewers to obtain more reliable information from interviewees in an ethical and lawful manner to ensure the eventual admissibility of the information in a court or disciplinary hearing.

Delegates are also encouraged to take part in role-plays during the course and they will then be evaluated in an atmosphere conducive to learning. This provides delegates with the opportunity to learn from their mistakes before these mistakes are repeated in real-life.

Course content

The psychological basis of the interview

- Personality types and how the interviewer should deal with this
- How the interviewer's behaviour may influence a suspect to cooperate

The interviewing process

- Preparing for an interview
- The interview environment and lay-out
- Interview strategies
- Developing rapport
- Questioning skills
- Summation of the interview

Legal requirements and issues

- The employee's duty to cooperate
- Employees' rights
- When is it necessary to explain a suspect's constitutional rights
- The content of the rights to be explained
- Confessions and admissions

Techniques to detect deception

- Verbal and non-verbal communication
- The use of statement - and voice stress analysis
- Polygraphs as truth detection techniques: practical and legal issues

The convergence of theory and practice:

- Case studies will be presented by experts in the field
- Role plays by willing participants will be video recorded. Thereafter participants will be debriefed and the recordings discussed

Learning outcomes

This comprehensive course will

- formally, yet practically, introduce and enable the fraud examiner and auditor to be successful in conducting an interview within the current forensic environment, and
- develop the people knowledge, skill and behaviours required by a professional fraud examiner and auditor to successfully manage the people dynamics during the interviewing process.

Who should enrol?

Fraud examiners, auditors, insurance claims assessors, attorneys and individuals that ask questions for a living in the fraud and accounting environments. Individuals working for banks or any financial institution.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.

Basic Financial Investigation

Presented by the Department of Auditing, University of Pretoria

29 October–2 November 2018

As economic crimes continue to increase, forensic practitioners must expand their detection and investigative skills in order to stay ahead in this field. Internationally, financial investigations has indeed been identified as a new investigative methodology to strengthen the investigation of crime.

To effectively follow the money trail, forensic practitioners need to understand how funds flow through the various financial systems and how to obtain relevant evidence in a manner that will ensure its admissibility in a court of law or disciplinary hearing.

This course in Basic Financial Investigations has been developed to enable delegates to conduct a basic financial investigation. It will assist the students to have a basic understanding of the concept of money banking systems and the nature of certain trading entities and will deal with a number of basic financial investigative techniques. Consideration will be given to both theoretical and practical aspects.

Course content

- The different types of financial crimes
- How these offences should be investigated and the tools available in that regard
- Basic techniques to detect and investigate financial crimes

- The concept of money in its different manifestations
- The banking system with an emphasis on different accounts and accounting documentation and their interpretation
- The difference between banking and non-banking systems and where to find available information pertaining to various entities
- The systems for moving money within the banking system
- An individual's idiosyncrasies from a bank statement
- The seizure and preservation of evidence by a financial investigator

Delegates are also expected to apply the above mentioned in a given factual scenario.

Course fees

R 11 000.00 per delegate (VAT incl.)

Refreshments and course material and/or other materials are included in the fee.

Admission requirements

For NQF level 8 exposure: A relevant bachelor's degree.



Course Structure, Assessment, Accreditation and Fees

Course structure

These courses are presented over five contact days.

The number of delegates to enrol may be limited. Prior experience in the broad forensic field and qualifications may therefore be taken into account in this regard.

Delegates outside Gauteng will be accommodated as far as possible by arranging for examinations (where applicable) to be written in major cities in the various provinces.

Admission requirements

A national senior certificate/Grade 12 and a bachelor's degree for NQF level 8 credit bearing assessment.

Accreditation, credits and assessment

Enterprises University of Pretoria (Pty) Ltd offers short courses on behalf of the University of Pretoria. These short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

The course-work dealt with in the short courses in Forensic Accounting may bear credits towards the Postgraduate Diploma in Investigative and Forensic Accounting and the MPhil Fraud Risk Management programmes. Successful completion of these short courses therefore entails that a candidate who otherwise qualifies and is selected for any of these formal programmes may obtain credits for the relevant module offered in the formal programme.

To successfully complete the course, delegates will be required to complete an assignment for which the delegate must obtain a mark of at least 50%. Delegates who successfully complete the short course and comply with the related assessment criteria will be awarded certificates of successful completion by the University of Pretoria.

Delegates may transfer credits towards selected modules of the MPhil Fraud Risk Management, and/or the Postgraduate Diploma in Investigative and Forensic Accounting, presented by the University of Pretoria on NQF Level 8, if they comply to the following prerequisites:

- Meet the admission requirements of the MPhil Fraud Risk Management, and/or the Postgraduate Diploma in Investigative and Forensic Accounting programmes. Delegates will be required to complete a research report and write an examination.
- The research report will count 40% of the delegate's final mark. The two hour open-book examination will count 60% towards the delegate's final mark and will take place on a Saturday. In order to obtain credits towards the corresponding module in the formal programme the delegate will have to obtain a final mark of 60% or more.
- The short course will only bear credit towards the said formal programmes for a period of three years since its completion. This means that the delegate will have to register for the formal programme within three years of completion of the credit-bearing short course.

MPhil (Fraud Risk Management):

Credits from short courses. (For short courses completed at Enterprises University of Pretoria).

A short course(s) may bear credit towards the corresponding module offered in the formal UP programmes. Delegates who have a relevant LLB or Postgraduate University degree and who had successfully completed the relevant short course with a final mark of 60% or more over the past three years, will obtain credits for the corresponding module which will be deemed as equivalent.

Successful completion of these short courses, therefore entails that a candidate - who otherwise qualifies and is selected for any of these formal programmes - will receive 15 credits in respect of the corresponding module offered in the MPhil Fraud Risk Management Programme.

Only 50% of the course content of relevant short courses may articulate towards a Postgraduate programme. Therefore, only three coursework modules in the MPhil Fraud Risk Management programme could be considered as equivalent to corresponding credit bearing short courses, while students will need to upskill their knowledge (by means of an additional assignment based on knowledge obtained during the corresponding credit-bearing short courses) in the remaining three coursework modules. That means that a student will benefit from the coursework-related modules (FRM 801 to FRM 806) as credit-bearing short courses (i.e., 90 credits). The rest of the MPhil Fraud Risk Management programme is made up of a research component consisting of the research module (FRM 809) and research article (FRM 808) (the other 90 credits).

The following short courses presented at Enterprises University of Pretoria, as set out in Column A of the following schedule, bear credit in respect of the corresponding module set out in Column B of the following Schedule:

The said initiative is geared towards delegates who have a relevant LLB or Postgraduate University degree and who complete the relevant short course on a NQF level 8. The longer contact sessions enables the Unit to now make use of a number of practice-orientated outside presenters to enhance the overall learning experience.

The following short courses presented at Enterprises University of Pretoria, as set out in Column A of the following schedule, bear credit in respect of the corresponding module set out in Column B of the following Schedule:

Column A Short course (Enterprises University of Pretoria)	Column B MPhil(FRM) module
Fraud Risk Management	FRM 801 Fraud risk management
Economic Crime Schemes	FRM 802 Economic crime schemes
Law for Commercial Forensic Practitioners	FRM 803 Law for commercial forensic practitioners
Investigation of Financial Crimes	FRM 804 Investigation of financial crimes
Investigation and Management of Cyber and Electronic Crime	FRM 805 Investigation and management of cyber & electronic crime
Money Laundering Detection and Investigation	FRM 806 Money laundering detection & investigation

Postgraduate Diploma in Investigation and Forensic Accounting

Articulation and accreditation (for short courses completed at NQF LEVEL 8 at Enterprises University of Pretoria). Only 50% of the course content of relevant short courses may articulate towards a postgraduate programme. This means that a participant can take up to three credit-bearing short courses. The rest of the programme, (in other words the other three modules), must be taken as formal modules in the postgraduate Diploma in Investigative and Forensic Accounting.

Successful completion of these short courses at a NQF level 8, therefore entail that a candidate - who otherwise qualifies and is selected for any of these formal programmes - will receive 20 credits in respect of the equivalent module offered in the Postgraduate Diploma in Investigative & Forensic Accounting.

The said initiative is geared towards delegates who have a University degree and who complete the relevant short course on a NQF level 8

The following short courses presented or to be presented at Enterprises University of Pretoria, as set out in Column A of the following schedule, may bear credit in respect of the corresponding module set out in Column B of the following Schedule:

Column A Short course (Enterprises University of Pretoria)	Column B Proposed module(PGD)
Economic Crime Schemes	FRA 701 Economic Crime Schemes
Fraud Risk Management	FRA 702 Fraud Risk Management
Investigation of Financial Crime	FRA 703 Investigation of Financial Crime
Law for Commercial Forensic Practitioners	FRA 704 Law for Commercial Forensic Practitioners
Money Laundering Detection & Investigation	FRA 705 Money Laundering Detection & Investigation
Investigation of Civil Disputes	FRA 706 Investigation of Civil Disputes
Investigation and Management of Cyber and Electronic Crime	FRA 707 Investigation and management of Cyber & Electronic Crime
Interviewing Skills for Fraud Examiners and Auditors	FRA 708 Interviewing skills for fraud examiners and auditors
Prevention and Detection of Corruption and Procurement fraud	FRA 709 Prevention & detection of Corruption & Procurement fraud
Basic Financial Investigation	FRA 710 Basic financial investigation

Venue

Courses will be presented from 8am to 4pm daily. Group work and practical exercises will form an integral part of each course. Courses will also offer excellent opportunity for networking and sharing of work experiences.

Admission requirements

A senior certificate and sufficient appropriate practical or academic experience, subject to the discretion of the course leader.

To be eligible for admission to the post-graduate NQF level 8 qualifications, a relevant bachelor degree will be required.

Course fee (VAT inclusive)

All short course fees (except for the course in Fraud Examination: Preparation for the International CFE Examination) are as follows:

The course fee is **R11 000.00** per delegate and includes comprehensive course material, buffet lunch and refreshments for the duration of the course. Delegates are responsible for their own travel and accommodation.

FAQs

I do not have a University degree. Can I still enrol for the short courses offered by the Unit for Forensic Accounting?

Yes, certainly. You will then enrol at a NQF level 6, the level the short courses are currently offered in. The classes will be shared with persons who enrolled at a NQF level 8 and you can rest assured that your teaching experience will be intensive and of a high quality.

Your assessment requirements will differ from those enrolled at a NQF level 8. You will only be required to submit an assignment and you will not be required to write an examination.

Can I do the course on NQF level 8, even if I do not have a degree?

Yes, although a high level of academic writing skills is required when you complete your research assignment, and with the understanding that you will not be considered for selection to a formal UP postgraduate programme offered by the Unit for Forensic Accounting without (at least) a Bachelor's degree.

I did a short course at another Institution. Will this short course also be credited towards the MPhil and PGD?

Unfortunately not. Only short courses offered by the Unit Forensic Accounting, UP will be considered as credit-bearing since we know the standard and quality of the presentation.

I did a relevant short course- is admission to the PGD or the MPhil guaranteed?

As with most courses, the number of participants to the above mentioned formal programmes is limited and there is no absolute guarantee in this regard. We have however amended our selection criteria for the above mentioned formal programmes to give **preference** to those persons who have completed the qualifying short courses.

In order to accommodate deserving candidates the formal MPhil and PGD will now also be offered **every year** instead of the **every two years** that the programmes were offered in the past.

What are the current admission requirements for the formal programmes?

PGD: The current requirements are a BCom degree with Accounting or Auditing at 3rd year level or a Bachelor's degree in Law. We have applied for the admission requirements to be relaxed to any relevant Bachelor's degree and/or appropriate prior learning.

MPhil: An Honours degree in any relevant field of Financial Sciences or equivalent LLB degree.

When will the next intake be for the MPhil and PGD?

The next intake for formal programmes will be in 2018. Applications will open 1 April 2017 and close 30 September 2017 for local students and end of July 2017 for international students. By completing short courses in 2017 you can in effect start to work towards completion of the formal programme in 2018.

How much can I expect to pay for the formal programmes?

At this stage we cannot give a clear indication. Should you obtain credit for a short course, then you will register for the related module and the formal programme fees will be reduced accordingly

What does credit for a course mean?

You will not have to attend classes when the course work is presented.

You will not have to pay tuition fees for the relevant module presented in the formal programme.

How much of the short courses can count towards the PGD or the MPhil?

The rule is that not more than 50% of short courses can count towards the formal programme. In other words only 50% of a formal course can be made up of short courses.

MPhil: It is foreseen that for the MPhil that you can do short courses in respect of all the modules offered in the MPhil and you could receive credit for those modules. The rest of the 50% is then made up of completion of a module in Research Methodology (approximately 3-5 days session) and completion of a research article to be submitted to (not "accepted by") a recognised academic journal.

PGD: It is foreseen for the PGD that you can take up to three credit-bearing short courses. The rest of the programme, in other words the other three modules, must be taken as formal modules in the PGD programme. In practice it will not make much of a difference since these modules will be presented in the same time-slot and in the same venue as the corresponding short course.

What are the advantages of completion of the relevant short courses as opposed to enrolment to the formal programmes?

In respect of the MPhil:

Experience has shown that students in the MPhil programme often encounter no difficulties in completion of the course-work modules. The MPhil programme must be completed within two years, although extension may be granted by the Dean in deserving cases. However, when students start with the research component they often do not know what topic to research and often run out of time to complete the research component in the MPhil.

This is a common recurring trend, not only experienced by other faculties in the University of Pretoria, but also elsewhere in South Africa and indeed globally.

Because of the more intensive and industry-related teaching on offer it is anticipated that the enhanced under-built offered in the short courses may give delegates a better scope of possible researchable topics.

Secondly, a student can buy themselves more time to complete the research component in the MPhil. Students can do the short courses without having to register for the formal programme. The two year period then only takes effect on the date of registration for the formal programme.

In respect of the PGD:

Candidates must complete three compulsory modules (can also complete the credit-bearing short courses in this regard) and three other elective modules in order to obtain the degree.

Depending on your areas of interest, you have a choice of other modules to complete.

As is the case with the MPhil programme candidates who have more flexibility as to when they can attend the various contact session(s) and when to complete the degree.

Why have you not decided to stick with the status quo regarding the formal programmes which have proved to be so highly successful in the past?

UP is continually seeking to improve its programmes and to keep up to date with developments in the forensic industry. In its proposed new format there is now enough time to build a proper academic relationship with the student. It seems incongruous to spend approximately 1.5 days on formal teaching (contact session) in a module such as cybercrime whereas delegates in the corresponding short course received formal teaching of 5- 6 days. We are now in the position to offer a better teaching experience since we can now make more use of experts in the industry to share their knowledge and practical experience with the participants.

I have more queries. Who can I address my questions to?

Ms Lynne van Tonder 012 420 3407 or lynne.vantonder@up.ac.za.

In respect of the Enterprises UP programmes you are welcome to contact the person referred to in the relevant brochures.

Course Coordinators

Janine Scheepers

Tel: +27 (0)12 434 2579

Email: janine.scheepers@enterprises.up.ac.za

General Enquiries

E-mail: enquiries@enterprises.up.ac.za

Enrolments

E-mail: enrolments@enterprises.up.ac.za

Online enrolments: www.ce.up.ac.za

Course Content Enquiries

Adv. Hannes Bezuidenhout

Tel: +27 (0)12 420 3802

Email: hannes.bezuidenhout@up.ac.za

Proof of payment two weeks prior to the start date of each course will secure registration. Late applications will be accepted with proof of payment.



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