

Forensic Accounting for Oil & Gas Investigations Training Course

OGI-1116 · 5 days · 15 CPD hours · English

Overview

Forensic Accounting is a specialised capability for investigating financial irregularities, fraud risks, bribery concerns, asset misappropriation and disputed transactions across oil and gas operations. The Forensic Accounting for Oil & Gas Investigations Training Course from [Institute For Oil & Gas Training](#) develops a structured approach to financial investigation across complex upstream, midstream and downstream environments.

Oil and gas organisations operate through intricate commercial structures involving joint ventures, production sharing arrangements, contractors, suppliers, agents, trading counterparties, service providers and project partners. These relationships create large volumes of financial, contractual and operational records that require disciplined examination when an investigation arises. Financial misconduct also intersects with procurement, capital projects, revenue accounting, inventory movements, payments, expense claims, vendor relationships and third-party transactions.

The course addresses the skills gap between conventional financial analysis and the specialised requirements of an investigation. Participants develop practical capability in forensic investigation methodology, document examination, digital forensics, interview techniques, chain of custody, tracing funds, loss quantification, expert witness reporting and litigation support.

Forensic Accounting requires more than identifying unusual figures in financial statements. Investigators need to establish what happened, identify the financial pathway, preserve relevant evidence, distinguish facts from assumptions and present findings in a manner that withstands internal scrutiny, regulatory review, disciplinary proceedings or legal challenge. The course therefore connects accounting expertise with investigative procedures and evidence management.

Institute For Oil & Gas Training positions the programme around realistic oil and gas investigation scenarios. Participants examine transaction records, procurement documentation, invoices, payment trails, contracts, correspondence, ledger extracts and other evidence to understand how financial irregularities develop and how they are documented.

The programme also addresses the relationship between financial investigation and corporate compliance. Investigative findings frequently influence internal controls, anti-bribery measures, AML processes, procurement governance, vendor due diligence and risk management. A structured forensic approach enables organisations to respond to allegations using documented evidence rather than assumptions.

Particular attention is given to tracing funds through multiple transactions and entities. Oil and gas investigations often involve layered payment arrangements, intercompany transactions, third-party intermediaries and complex contractual structures. Participants learn how to organise financial information, identify relevant transaction relationships and build an evidence-based understanding of financial movements.

Document examination and digital forensics form another important component. Investigators work with financial records alongside emails, electronic documents, spreadsheets and other digital material. Understanding how evidence is identified, preserved, reviewed and connected to financial transactions strengthens the integrity of the investigation.

The course also develops professional communication capabilities. Interview techniques help investigators obtain relevant information while maintaining a structured and defensible process. Expert witness reporting and litigation support address the requirement to communicate complex financial findings clearly to legal teams, management and other authorised stakeholders.

Loss quantification is addressed as a distinct investigative discipline. Establishing the financial impact of an incident requires a clear methodology, reliable source information and appropriate separation between verified losses and unsupported assumptions. Participants learn how financial analysis supports the assessment of damages, recovery requirements and management decisions.

By combining financial analysis, investigative methodology, evidence handling and reporting, Institute For Oil & Gas Training provides an integrated approach to Forensic Accounting for professionals responsible for protecting financial integrity across the oil and gas value chain.

Objectives

- Develop a structured forensic investigation methodology for oil and gas financial investigations.
- Identify financial irregularities through systematic analysis of accounting and transactional information.
- Examine financial and commercial documents to establish relationships, inconsistencies and investigative leads.
- Apply practical principles of digital forensics to financially relevant electronic evidence.
- Strengthen interview techniques for obtaining and documenting relevant investigative information.
- Apply appropriate chain of custody principles when handling investigative evidence.
- Trace funds across accounts, entities, transactions and payment arrangements.
- Analyse procurement, vendor and third-party transactions for financial investigation purposes.
- Distinguish verified evidence from assumptions, allegations and investigative hypotheses.
- Quantify financial losses using documented information and defensible calculation methods.
- Prepare clear investigative findings for management and authorised stakeholders.

- Develop expert witness reporting skills relevant to financial investigations.
- Provide effective litigation support through organised financial evidence and analytical documentation.
- Connect forensic findings with compliance, AML, anti-bribery and internal control considerations.
- Improve the quality, consistency and defensibility of financial investigation processes.

Training methodology

The training methodology uses practical investigation scenarios rather than relying solely on theoretical financial concepts. Participants work through structured cases that reflect the types of financial evidence encountered within oil and gas organisations.

Case studies provide a controlled environment for examining suspicious transactions, procurement irregularities, third-party payments and potential conflicts of interest. Participants review financial information, identify investigative leads and determine which evidence requires further examination.

Document examination exercises focus on connecting accounting records with supporting documentation. Participants assess invoices, purchase orders, contracts, payment records, correspondence and transaction listings to identify inconsistencies and establish relationships between documents.

Digital forensics exercises introduce the principles involved in identifying and handling electronic evidence. The emphasis remains on investigative relevance, preservation, documentation and evidential integrity rather than technical computer-forensics procedures outside the financial investigation function.

Interview simulations develop practical interview techniques for financial investigations. Participants consider interview objectives, preparation, sequencing, evidence presentation, questioning approaches and documentation of responses. Scenarios also address the distinction between obtaining information and drawing conclusions from an interview.

Financial tracing exercises require participants to follow transactions through accounts, entities and payment stages. This supports a practical understanding of tracing funds and identifying relationships between apparently separate transactions.

Group exercises provide opportunities to evaluate evidence collectively while maintaining a distinction between established facts, investigative hypotheses and unresolved questions. This reinforces disciplined professional judgement.

Loss quantification scenarios focus on determining the financial impact of identified irregularities. Participants examine source information, establish appropriate calculations and present the basis for their conclusions.

Reporting exercises develop the ability to prepare concise investigative findings. Participants structure evidence, explain financial relationships and communicate conclusions in a manner suitable for management, legal advisers and other authorised stakeholders.

The methodology also incorporates litigation support scenarios. Participants consider how financial evidence is organised for legal review and how expert witness reporting requires clarity, consistency, traceability and appropriate supporting documentation.

Organisational impact

The course strengthens an organisation's ability to investigate financial concerns using a consistent and evidence-based process. This supports more reliable responses to allegations involving fraud, bribery, financial misconduct, procurement irregularities and suspicious transactions.

A stronger forensic capability improves the identification of financial relationships that are difficult to recognise through conventional management reporting. Investigative teams gain a structured approach to examining transaction data, supporting documents and payment trails, allowing organisations to establish the financial context of an incident more effectively.

The programme also supports compliance functions by connecting investigation procedures with broader financial crime and governance controls. Findings from forensic investigations can inform control improvements, vendor oversight, transaction monitoring and risk assessment.

Improved document examination reduces the risk of investigative conclusions being based on isolated records. Investigators learn to connect invoices, contracts, purchase orders, payment records and correspondence to develop a coherent evidence trail.

Digital evidence handling provides an additional organisational capability. Modern financial investigations frequently involve electronic records, and disciplined evidence management supports the integrity and traceability of information used in an investigation.

The ability to trace funds strengthens investigations involving multiple transactions, counterparties or entities. Financial tracing helps organisations understand where funds originated, how they moved and which transactions require further review.

Loss quantification also supports management decision-making. A documented approach to determining financial impact assists authorised stakeholders in assessing recovery requirements, financial exposure and potential claims.

The course strengthens litigation support capability by improving the organisation of financial evidence and investigative analysis for legal review. Clear reporting also helps management understand complex financial findings without losing the underlying evidence trail.

For oil and gas companies, these capabilities are particularly relevant where investigations involve significant procurement activity, contractors, joint operations, capital expenditure, service arrangements and third-party relationships. A consistent investigative methodology helps create a repeatable organisational response to financial concerns.

Personal impact

Participants develop a broader professional capability that combines accounting expertise with investigative analysis. This enables finance and compliance professionals to contribute more effectively to complex financial investigations.

The course strengthens analytical skills through practical examination of transaction records, documents and payment flows. Participants develop a more systematic approach to identifying anomalies and determining which findings warrant additional investigation.

Participants also gain greater confidence in tracing funds and documenting financial relationships. This is valuable for professionals who need to explain how transactions connect across departments, counterparties and accounting records.

The development of document examination skills improves the ability to assess financial evidence in context. Participants learn to consider supporting records, transaction timing, contractual relationships and documentary consistency when developing investigative findings.

Interview techniques provide an additional professional capability. Participants learn how structured interviews contribute to fact-finding and how interview information should be considered alongside documentary and financial evidence.

The course also strengthens awareness of chain of custody requirements and the importance of preserving evidence integrity. This supports professionals involved in investigations where evidence needs to remain organised and traceable throughout the process.

Loss quantification skills help participants translate investigative findings into clearly documented financial impacts. This supports communication with management, legal advisers and other stakeholders.

Expert witness reporting and litigation support develop the ability to communicate complex financial analysis in a structured professional format. Participants become better equipped to prepare analytical material that clearly distinguishes evidence, methodology and findings.

The combined capability supports career development across forensic accounting, internal audit, compliance, risk, finance, investigations and corporate governance functions.

Who should attend

- Forensic Accountants — To strengthen investigation methodology, financial tracing, loss quantification and reporting capabilities within oil and gas environments.
- Internal Auditors — To develop investigative techniques for financial irregularities identified through audit activity.
- Compliance Professionals — To strengthen financial investigation capabilities supporting compliance reviews, misconduct investigations and financial crime controls.
- AML and Financial Crime Specialists — To improve transaction analysis, tracing funds and investigative documentation.

- Risk Managers — To understand how forensic findings contribute to financial and operational risk management.
- Finance Managers and Controllers — To develop stronger capabilities for investigating unusual transactions, financial discrepancies and control concerns.
- Fraud Investigators — To enhance evidence analysis, interview techniques, financial tracing and investigative reporting.
- Legal and Legal Support Professionals — To strengthen financial analysis and litigation support capabilities relevant to corporate investigations.
- Procurement and Supply Chain Managers — To understand financial investigation techniques applicable to supplier, contractor and procurement concerns.
- Commercial Managers — To develop stronger awareness of financial evidence and investigative analysis within commercial relationships.
- Internal Control Specialists — To connect investigative findings with weaknesses in financial and operational controls.
- Senior Finance and Compliance Leaders — To improve oversight of complex investigations and the quality of management reporting.
- Professionals Supporting Joint Ventures and Projects — To strengthen the examination of financial information across complex operating and contractual structures.

Course outline

Forensic Accounting Investigation Foundations

This module establishes the foundations of Forensic Accounting within oil and gas investigations. It focuses on investigation planning, evidence assessment, financial irregularities, investigative scope and the relationship between accounting analysis and corporate compliance.

Document Examination and Digital Evidence

This module focuses on the systematic examination of documentary and electronic evidence. Participants develop practical techniques for assessing financial records and digital information while maintaining evidential integrity throughout the investigation.

Interviews, Evidence Integrity and Chain of Custody

This module develops the investigative capabilities required when evidence needs to be obtained from people and preserved for subsequent review. The focus is on interview preparation, questioning techniques, evidence handling and chain of custody.

Tracing Funds and Quantifying Financial Loss

This module concentrates on the financial analysis required to establish transaction pathways and quantify the financial consequences of investigated activity. Participants examine transaction relationships, payment movements and loss calculations.

Expert Reporting and Litigation Support

The final module focuses on converting investigative analysis into clear professional reporting and litigation support. Participants learn how to structure findings, explain methodology, document evidence and communicate complex financial analysis to management and legal stakeholders.

Scheduled dates

Dates	Venue	Format	Fee
19 - 25 Jan 2027	Abu Dhabi, United Arab Emirates	In person	£4,500
19 - 25 Jan 2027	Abuja, Nigeria	In person	£4,500
19 - 25 Jan 2027	Accra, Ghana	In person	£4,500
19 - 25 Jan 2027	Addis Ababa, Ethiopia	In person	£4,500
19 - 25 Jan 2027	Al Ain, United Arab Emirates	In person	£4,500
19 - 25 Jan 2027	Al Khobar, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Alberta, Canada	In person	£4,500
19 - 25 Jan 2027	AlUla, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Amman, Jordan	In person	£4,500
19 - 25 Jan 2027	Amsterdam, Netherlands	In person	£4,500
19 - 25 Jan 2027	Athens, Greece	In person	£4,500
19 - 25 Jan 2027	Baku, Azerbaijan	In person	£4,500
19 - 25 Jan 2027	Barcelona, Spain	In person	£4,500
19 - 25 Jan 2027	Berlin, Germany	In person	£4,500
19 - 25 Jan 2027	Boston, United States	In person	£4,500
19 - 25 Jan 2027	Brussels, Belgium	In person	£4,500

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19 - 25 Jan 2027	Budapest, Hungary	In person	£4,500
19 - 25 Jan 2027	Cairo, Egypt	In person	£4,500
19 - 25 Jan 2027	Cape Town, South Africa	In person	£4,500
19 - 25 Jan 2027	Casablanca, Morocco	In person	£4,500
19 - 25 Jan 2027	Dammam, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Dhahran, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Doha, Qatar	In person	£4,500
19 - 25 Jan 2027	Dubai, United Arab Emirates	In person	£4,500
19 - 25 Jan 2027	Edinburgh, United Kingdom	In person	£4,500
19 - 25 Jan 2027	Edmonton, Canada	In person	£4,500
19 - 25 Jan 2027	Frankfurt, Germany	In person	£4,500
19 - 25 Jan 2027	Geneva, Switzerland	In person	£4,500
19 - 25 Jan 2027	Houston, United States	In person	£4,500
19 - 25 Jan 2027	Istanbul, Turkey	In person	£4,500
19 - 25 Jan 2027	Jakarta, Indonesia	In person	£4,500
19 - 25 Jan 2027	Jeddah, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Jubail, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Khamis Mushait, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Kigali, Rwanda	In person	£4,500
19 - 25 Jan 2027	Kuala Lumpur, Malaysia	In person	£4,500
19 - 25 Jan 2027	Lisbon, Portugal	In person	£4,500
19 - 25 Jan 2027	Liverpool, United Kingdom	In person	£4,500
19 - 25 Jan 2027	London, United Kingdom	In person	£4,500
19 - 25 Jan 2027	Los Angeles, United States	In person	£4,500
19 - 25 Jan 2027	Luanda, Angola	In person	£4,500
19 - 25 Jan 2027	Madrid, Spain	In person	£4,500

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19 - 25 Jan 2027	Manama, Bahrain	In person	£4,500
19 - 25 Jan 2027	Marbella, Spain	In person	£4,500
19 - 25 Jan 2027	Marrakech, Morocco	In person	£4,500
19 - 25 Jan 2027	Miami, United States	In person	£4,500
19 - 25 Jan 2027	Milan, Italy	In person	£4,500
19 - 25 Jan 2027	Munich, Germany	In person	£4,500
19 - 25 Jan 2027	Muscat, Oman	In person	£4,500
19 - 25 Jan 2027	Nairobi, Kenya	In person	£4,500
19 - 25 Jan 2027	New York, United States	In person	£4,500
19 - 25 Jan 2027	Nice, France	In person	£4,500
19 - 25 Jan 2027	Oslo, Norway	In person	£4,500
19 - 25 Jan 2027	Paris, France	In person	£4,500
19 - 25 Jan 2027	Port Louis, Mauritius	In person	£4,500
19 - 25 Jan 2027	Prague, Czech Republic	In person	£4,500
19 - 25 Jan 2027	Pretoria, South Africa	In person	£4,500
19 - 25 Jan 2027	Riyadh, Saudi Arabia	In person	£4,500
19 - 25 Jan 2027	Rome, Italy	In person	£4,500
19 - 25 Jan 2027	Sarajevo, Bosnia and Herzegovina	In person	£4,500
19 - 25 Jan 2027	Sharm El Sheikh, Egypt	In person	£4,500
19 - 25 Jan 2027	Singapore	In person	£4,500
19 - 25 Jan 2027	Stockholm, Sweden	In person	£4,500
19 - 25 Jan 2027	Tokyo, Japan	In person	£4,500
19 - 25 Jan 2027	Toronto, Canada	In person	£4,500
19 - 25 Jan 2027	Tromso, Norway	In person	£4,500
19 - 25 Jan 2027	Vienna, Austria	In person	£4,500
19 - 25 Jan 2027	Zagreb, Croatia	In person	£4,500

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19 - 25 Jan 2027	Zurich, Switzerland	In person	£4,500
19 - 25 Jan 2027	Nouakchott, Mauritania	In person	£4,500
19 - 25 Jan 2027	Online, Virtual	Online	£4,500
18 - 24 May 2027	Abu Dhabi, United Arab Emirates	In person	£4,500
18 - 24 May 2027	Abuja, Nigeria	In person	£4,500
18 - 24 May 2027	Accra, Ghana	In person	£4,500
18 - 24 May 2027	Addis Ababa, Ethiopia	In person	£4,500
18 - 24 May 2027	Al Ain, United Arab Emirates	In person	£4,500
18 - 24 May 2027	Al Khobar, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Alberta, Canada	In person	£4,500
18 - 24 May 2027	AlUla, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Amman, Jordan	In person	£4,500
18 - 24 May 2027	Amsterdam, Netherlands	In person	£4,500
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18 - 24 May 2027	Cairo, Egypt	In person	£4,500
18 - 24 May 2027	Cape Town, South Africa	In person	£4,500
18 - 24 May 2027	Casablanca, Morocco	In person	£4,500
18 - 24 May 2027	Dammam, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Dhahran, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Doha, Qatar	In person	£4,500

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18 - 24 May 2027	Dubai, United Arab Emirates	In person	£4,500
18 - 24 May 2027	Edinburgh, United Kingdom	In person	£4,500
18 - 24 May 2027	Edmonton, Canada	In person	£4,500
18 - 24 May 2027	Frankfurt, Germany	In person	£4,500
18 - 24 May 2027	Geneva, Switzerland	In person	£4,500
18 - 24 May 2027	Houston, United States	In person	£4,500
18 - 24 May 2027	Istanbul, Turkey	In person	£4,500
18 - 24 May 2027	Jakarta, Indonesia	In person	£4,500
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18 - 24 May 2027	Jubail, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Khamis Mushait, Saudi Arabia	In person	£4,500
18 - 24 May 2027	Kigali, Rwanda	In person	£4,500
18 - 24 May 2027	Kuala Lumpur, Malaysia	In person	£4,500
18 - 24 May 2027	Lisbon, Portugal	In person	£4,500
18 - 24 May 2027	Liverpool, United Kingdom	In person	£4,500
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18 - 24 May 2027	Los Angeles, United States	In person	£4,500
18 - 24 May 2027	Luanda, Angola	In person	£4,500
18 - 24 May 2027	Madrid, Spain	In person	£4,500
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18 - 24 May 2027	Nairobi, Kenya	In person	£4,500
18 - 24 May 2027	New York, United States	In person	£4,500
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18 - 24 May 2027	Toronto, Canada	In person	£4,500
18 - 24 May 2027	Tromso, Norway	In person	£4,500
18 - 24 May 2027	Vienna, Austria	In person	£4,500
18 - 24 May 2027	Zagreb, Croatia	In person	£4,500
18 - 24 May 2027	Zurich, Switzerland	In person	£4,500
18 - 24 May 2027	Nouakchott, Mauritania	In person	£4,500
18 - 24 May 2027	Online, Virtual	Online	£4,500
21 - 27 Sep 2027	Abu Dhabi, United Arab Emirates	In person	£4,500
21 - 27 Sep 2027	Abuja, Nigeria	In person	£4,500
21 - 27 Sep 2027	Accra, Ghana	In person	£4,500
21 - 27 Sep 2027	Addis Ababa, Ethiopia	In person	£4,500

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21 - 27 Sep 2027	Al Ain, United Arab Emirates	In person	£4,500
21 - 27 Sep 2027	Al Khobar, Saudi Arabia	In person	£4,500
21 - 27 Sep 2027	Alberta, Canada	In person	£4,500
21 - 27 Sep 2027	AlUla, Saudi Arabia	In person	£4,500
21 - 27 Sep 2027	Amman, Jordan	In person	£4,500
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18 - 24 Jan 2028	Baku, Azerbaijan	In person	£4,500
18 - 24 Jan 2028	Barcelona, Spain	In person	£4,500
18 - 24 Jan 2028	Berlin, Germany	In person	£4,500
18 - 24 Jan 2028	Boston, United States	In person	£4,500
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18 - 24 Jan 2028	Dammam, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Dhahran, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Doha, Qatar	In person	£4,500
18 - 24 Jan 2028	Dubai, United Arab Emirates	In person	£4,500
18 - 24 Jan 2028	Edinburgh, United Kingdom	In person	£4,500
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18 - 24 Jan 2028	Jeddah, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Jubail, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Khamis Mushait, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Kigali, Rwanda	In person	£4,500
18 - 24 Jan 2028	Kuala Lumpur, Malaysia	In person	£4,500
18 - 24 Jan 2028	Lisbon, Portugal	In person	£4,500

Dates	Venue	Format	Fee
18 - 24 Jan 2028	Liverpool, United Kingdom	In person	£4,500
18 - 24 Jan 2028	London, United Kingdom	In person	£4,500
18 - 24 Jan 2028	Los Angeles, United States	In person	£4,500
18 - 24 Jan 2028	Luanda, Angola	In person	£4,500
18 - 24 Jan 2028	Madrid, Spain	In person	£4,500
18 - 24 Jan 2028	Manama, Bahrain	In person	£4,500
18 - 24 Jan 2028	Marbella, Spain	In person	£4,500
18 - 24 Jan 2028	Marrakech, Morocco	In person	£4,500
18 - 24 Jan 2028	Miami, United States	In person	£4,500
18 - 24 Jan 2028	Milan, Italy	In person	£4,500
18 - 24 Jan 2028	Munich, Germany	In person	£4,500
18 - 24 Jan 2028	Muscat, Oman	In person	£4,500
18 - 24 Jan 2028	Nairobi, Kenya	In person	£4,500
18 - 24 Jan 2028	New York, United States	In person	£4,500
18 - 24 Jan 2028	Nice, France	In person	£4,500
18 - 24 Jan 2028	Oslo, Norway	In person	£4,500
18 - 24 Jan 2028	Paris, France	In person	£4,500
18 - 24 Jan 2028	Port Louis, Mauritius	In person	£4,500
18 - 24 Jan 2028	Prague, Czech Republic	In person	£4,500
18 - 24 Jan 2028	Pretoria, South Africa	In person	£4,500
18 - 24 Jan 2028	Riyadh, Saudi Arabia	In person	£4,500
18 - 24 Jan 2028	Rome, Italy	In person	£4,500
18 - 24 Jan 2028	Sarajevo, Bosnia and Herzegovina	In person	£4,500
18 - 24 Jan 2028	Sharm El Sheikh, Egypt	In person	£4,500
18 - 24 Jan 2028	Singapore	In person	£4,500
18 - 24 Jan 2028	Stockholm, Sweden	In person	£4,500

Dates	Venue	Format	Fee
18 - 24 Jan 2028	Tokyo, Japan	In person	£4,500
18 - 24 Jan 2028	Toronto, Canada	In person	£4,500
18 - 24 Jan 2028	Tromso, Norway	In person	£4,500
18 - 24 Jan 2028	Vienna, Austria	In person	£4,500
18 - 24 Jan 2028	Zagreb, Croatia	In person	£4,500
18 - 24 Jan 2028	Zurich, Switzerland	In person	£4,500
18 - 24 Jan 2028	Nouakchott, Mauritania	In person	£4,500
18 - 24 Jan 2028	Online, Virtual	Online	£4,500

Certificate

Attendees receive a Certificate of Completion from Institute For Oil & Gas Training upon successfully finishing the course.

The certificate confirms completion of the programme subject to the Institute For Oil & Gas Training attendance requirement. Participants are expected to attend the required course sessions and complete the programme to receive the Certificate of Completion