



Compliance You Can Trust





Let's uncomplicate compliance.



**We make navigating compliance simpler,
smarter and more effective. As simple as that.**

You need your employees to act with integrity. You need to comply with constantly changing regulations. And you need the data to prove it. And when you're dealing with large numbers of employees in different departments with varying needs, it gets complicated.

But we have been helping organisations simplify things since 2001, and provide a complete solution that rigorously ensures compliance, while removing complexity.

Compliance training should be engaging and effective.

We also make it effortless.



The most complete range of e-learning courses

We're a single source for everything you need to be compliant. From DEI and DORA to cybersecurity and GDPR. You can also connect learning across diverse compliance processes to create a unified training experience.



Manage everything from one place

Choose courses, monitor progress, manage surveys and declarations, prove compliance. All in one secure Portal. Total visibility, complete reassurance.



A team of experts working for you

We've been doing it since 2001, and we understand where you're coming from. Want us to support a simple, off-the-shelf solution? Or provide a full bespoke managed service? Either way, we're there for you.



Learning content that people actually like

Better success rates with interactive courses that have real-life relevance to the work your people do every day. Engaging and effective.

Some of the world's biggest names trust us to keep things simple...

We help companies around the world to
create compliance awareness and inspire
their employees to act with integrity.



1,400+ Organisations

Over 5 Million Users

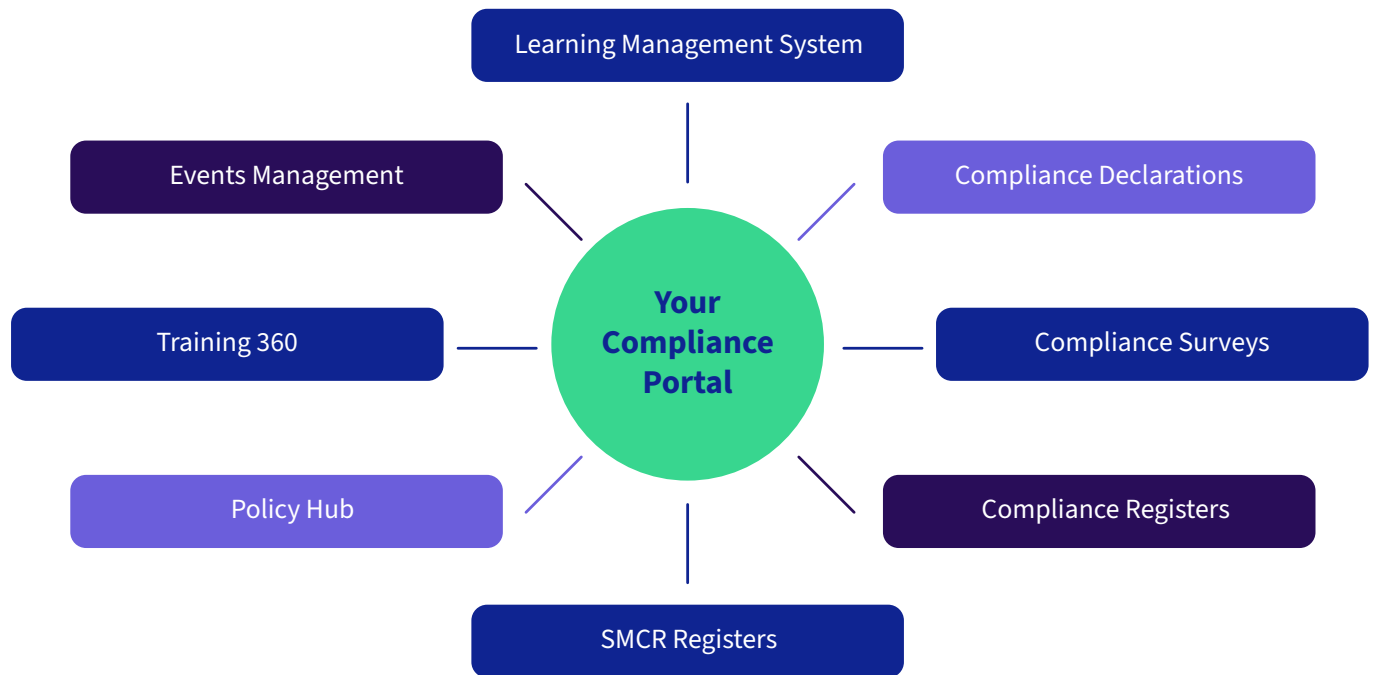
Everything you need to achieve effortless compliance.

To give you the full story, this document covers everything you need to know about the Skillcast solution.

- **The Skillcast Compliance Portal**
- **The Skillcast Learning Management System (LMS)**
- **User Experience and Pathways**
- **Reporting**
- **Content Management System**
- **Course Libraries**
- **Course content**
- **Features:**
 - *Training 360 (CPD)*
 - *Events Management*
- **Tools:**
 - *Policy Hub*
 - *Surveys*
 - *Declarations*
 - *Registers*
 - *SMCR Registers*
- **Our Bespoke Services**

The Skillcast Compliance Portal

Visibility and control from the heart of your compliance system



Skillcast Learning Management System (LMS)

Deliver, manage, and report on learning and activities, includes the Skillcast Content Editor (CMS) to edit, create, and manage course content

Policy Hub

Upload, update and deliver attestations for your policies

Training 360

Track and approve all training records, including CPD hours

Events Management

Manage and record in-person sessions, invite employees

Compliance Declarations

Automatically manage staff disclosures and submissions

Compliance Registers

Staff approval workflows that match your policies

Compliance Surveys

Monitor anonymised feedback and gather information on levels of understanding

SMCR Registers

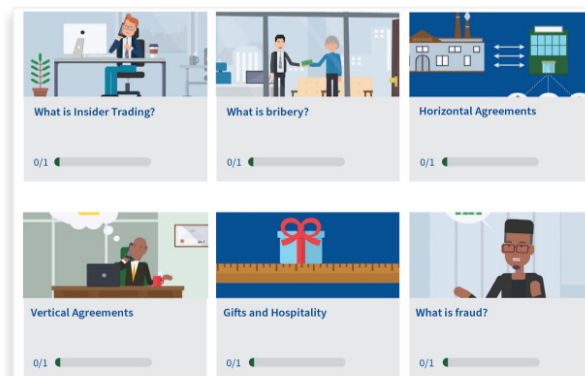
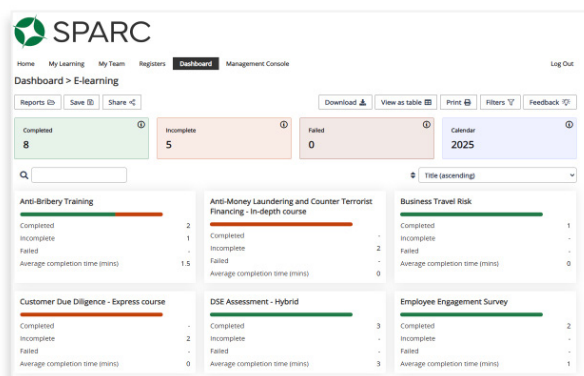
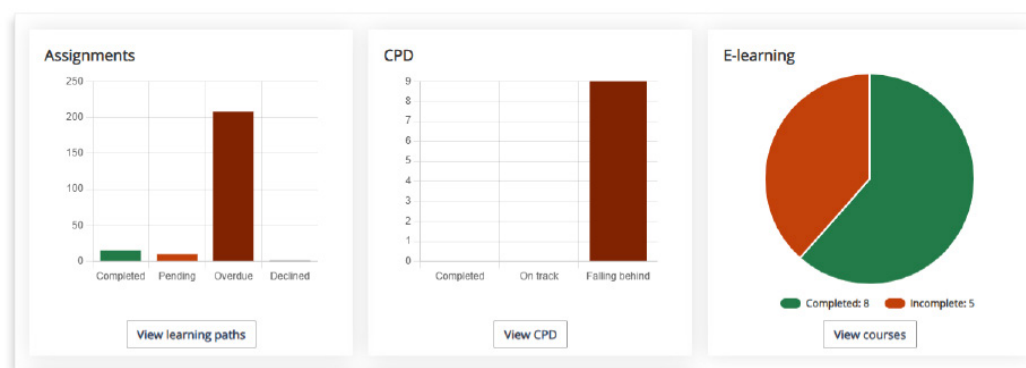
Digitise and centralise your SMCR process

Learning Management System (LMS)

Deliver the right learning in the right way

The Skillcast Compliance Portal serves as a comprehensive LMS allowing you to manage and deliver all your digital training content.

It supports online courses and bite-sized videos, enhancing the compliance and learning experience. With features designed to drive continuous improvement and professional development, the Portal also offers custom branding options for seamless integration within organisations.



Key features

- Baked-in accessibility
- Compliant by design
- Course content libraries
- Compliance assessments
- Learning paths
- SCORM-compliant
- Granular reporting
- Competency mapping
- Language controls
- Multi-tenancy
- Content Editor
- Learner feedback and ratings

User Experience and Pathways

Helping users to manage their own learning journey

Our user-friendly interface streamlines assignment management, enhancing the overall user experience. The Portal offers personalised logins, tailored assignments, and clear learning paths, ensuring a seamless and engaging compliance journey.

The image displays two screenshots of the ApexPro user interface, illustrating the user experience and learning pathways.

Top Screenshot: My Induction Journey - ApexPro

The interface shows a navigation bar with links: Home, My Activities, SMCR, Registers, My Team, Dashboard, and Management Console. A search bar and a language selector (English) are also present. The main content area is titled "Home > My Induction Journey - ApexPro" and is divided into three sections:

- Day 1 – Let's Get Started!**
 - Respect in the workplace - ApexPro** (02/05/2025): Equality training and policies. Progress: 2/4.
 - Line Manager Briefing** (02/05/2025): Record your check-in with your line manager. Progress: 0/1.
 - Welcome to ApexPro**: Our company's business systems and processes. Progress: 1/1.
- Day 2 – Our workplace**
 - Our HR Processes** (03/05/2025): Our HR processes and policies. Progress: 0/5.
 - Do You Have Access?**: Confirm your access to all necessary systems. Progress: 1/1.
 - Line Manager Briefing**.
- Day 3 – Healthy working**
 - Taking care of your health - SUSS (Enhanced Stylesheet)** (04/05/2025): Health & safety training and policy education. Progress: 0/5.
 - How are you feeling?** (04/05/2025): Survey of your health and wellbeing. Progress: 0/1.

Bottom Screenshot: Anti Bribery Compliance

The interface shows a navigation bar with links: Home, My Activities, SMCR, Registers, My Team, Dashboard, and Management Console. A search bar and a language selector (English) are also present. The main content area is titled "Home > My Assignments > Anti Bribery Compliance" and is divided into two sections:

- Activities**
- Manage**

The "Manage" section is titled "Let's Get Started: Welcome to Your Anti-Bribery Compliance Journey" and contains a list of activities:

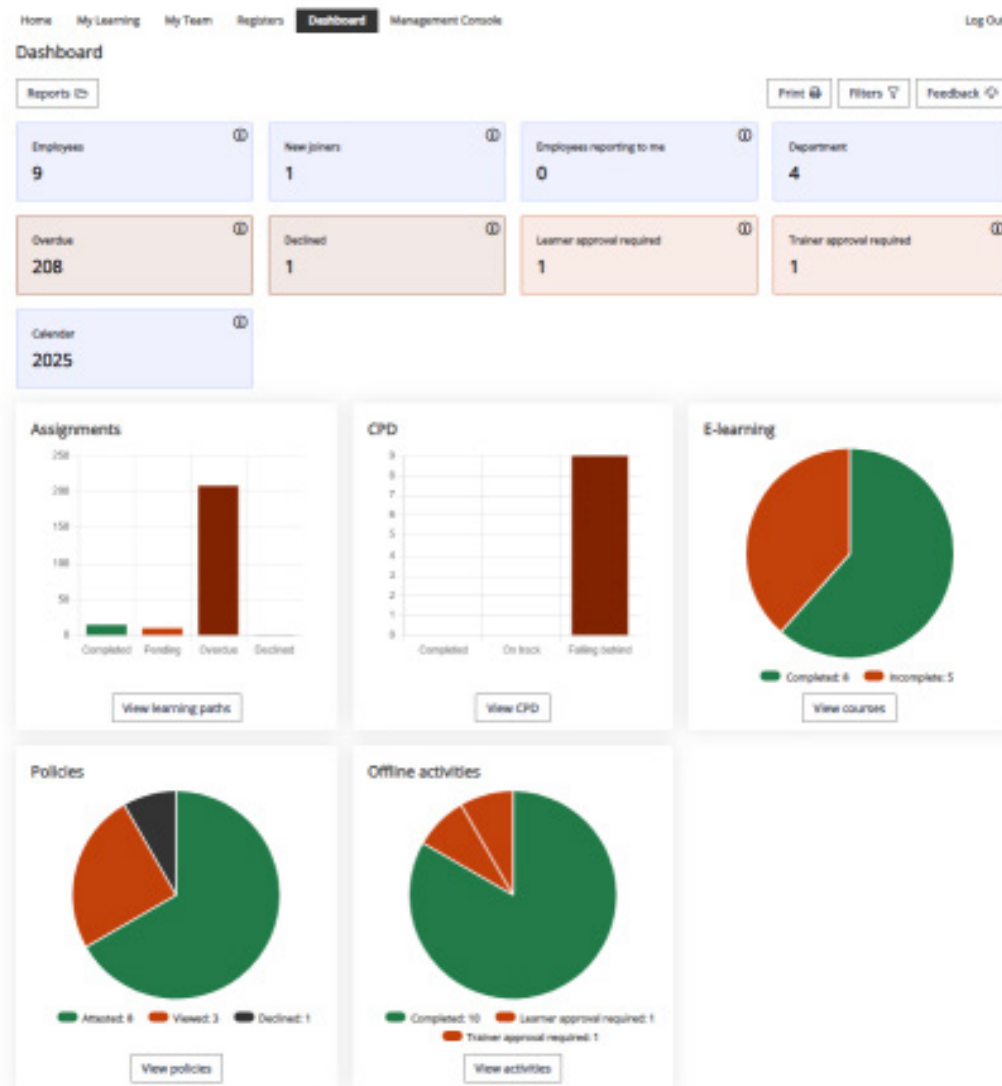
- Learn How to Stay Corruption-Free: Anti-Bribery Training
- Take the Pledge: Attest to our Anti-Bribery Policy
- Share Your Thoughts: Complete the Integrity Survey
- Master the Rules: Gifts and Hospitality Training
- Record It Right: Gifts and Hospitality Declaration
- Let's Reflect Together: Your Anti-Bribery Check-In with your Line Manager
- Great Job! Your Anti Bribery Compliance Pass is Ready

At the bottom, it states "0 out of 5 required activities completed".

Reporting

Complete visibility and oversight

The Management Information Console within the Skillcast Compliance Portal offers extensive reporting capabilities, providing a clear, at-a-glance dashboard view of assignment details and real-time activity reports.

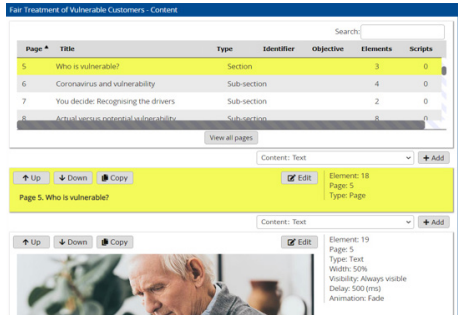


Key features

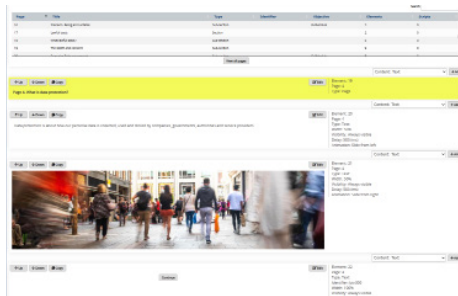
- **High-level visibility** into compliance progress
- **Seamless report sharing** with stakeholders
- **Detailed reporting** by location, department, team, and individual
- **Downloadable**, ready-to-use reports with no reformatting required

Content Editor

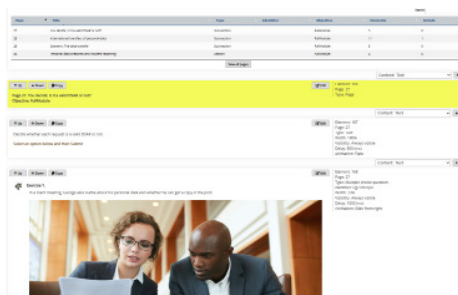
Making it easy to do things your way



Content Editor enables you to customise and manage your training materials with ease. Quickly upload your own content, edit existing modules, and create simple e-learning courses tailored to your business needs.



Organise learning paths and ensure your training stays relevant and engaging—making it your own.



Our proprietary Content Editor is designed and continuously enhanced to simplify module management.

Key features

- Extensive branding options
- Custom learning journey via content management
- Intuitive interface
- Fully accessible from any device
- Ease of course delivery with user-friendly previews and reviews
- Add-on friendly
- Create learning journeys
- Creation of modules and assessments
- Edit existing modules
- Easy to upload existing materials
- Customise pass scores and pre-assessment criteria

Course Libraries

All topics at all levels, covering all compliance challenges

Our compliance course libraries place a wide range of high-quality, interactive training content at your fingertips.

Compliance Essentials

contains courses that cover all the key compliance topics for your staff in the UK.

Compliance Bites

are short microlearning videos that cover specific compliance topics with animation and storytelling.

Global Compliance

contains courses ideal for training your staff on key compliance topics, pre-translated for a global audience.

Global Risk

contains IIRSM-accredited courses to train staff in risk fundamentals and application, pre-translated for a global audience.

FCA Compliance

library covers courses on all the key staff compliance rules in the FCA Handbook.

Insurance Compliance

courses train your staff on everything from high-level business principles to conduct rules and complaints handling.

Training Packages

Our tailored training packages are designed to address specific compliance challenges. Covering key compliance topics, each package provides a targeted solution to solve problems in critical areas, ensuring alignment with your organisational goals through focused e-learning training relevant to each topic.

- **Bribery Prevention**
- **Cybersecurity**
- **Data Protection**
- **DORA**
- **Equality, Diversity & Inclusion**
- **ESG**
- **Financial Crime**
- **Fraud Prevention**
- **Harassment**

All our e-learning courses are SCORM compatible, and our SHARD 5 design framework enables you to apply your corporate branding easily.

Course Content

Choose the formats that suit you and your users

Off-the-Shelf Courses

Quickly customisable to meet your specific needs with [courses updated and refreshed periodically](#), preventing learner fatigue.

Flexible Content

Designed for immediate delivery and easily tailored or translated to suit your requirements.

Accessibility Assured

Fully accessible content, ensuring inclusivity for all users.

Fully Supported

A managed learning experience with a dedicated service manager and ongoing account support for seamless implementation.

Regulatory Updates

Courses are regularly updated to reflect the latest regulatory changes.

Multilingual Libraries

Content can be exported for translation across all courses, with global risk and compliance libraries pre-translated into nine languages.

- | | |
|---|--|
| ☐ Português do Brasil | ☐ 中文 |
| ☐ Nederlands | ☒ English |
| ☐ Français | ☐ Deutsch |
| ☐ Italiano | ☐ 日本語 |
| ☐ Polskie | ☐ Español |

FastTrack Solution

Accelerated learning for quicker course completion.

Customisable Assessments

Tailor pass scores, attempt limits, and time constraints to fit your needs.

End-of-Course Feedback

Gather anonymous feedback and ratings to continuously improve content.

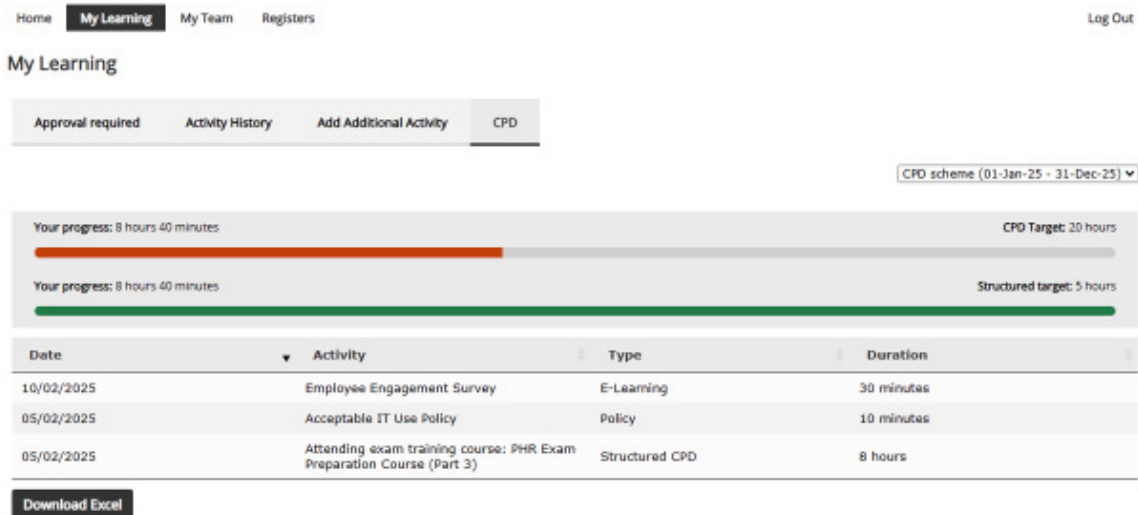
Engaging Activities

Interactive elements, including drag-and-drop exercises and multiple-choice questions, to enhance learning retention.

Feature

Training 360 (CPD)

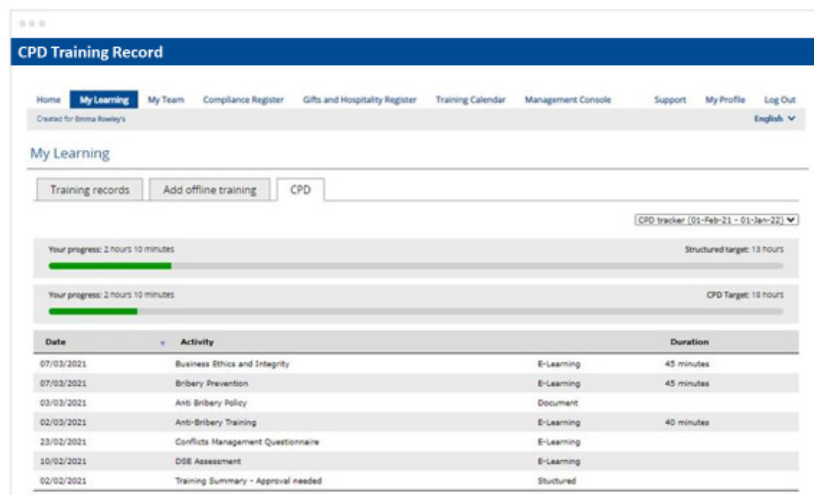
Integrated CPD tracking made easy



Simplify Offline Tracking

Track attendance, pass rates, and CPD hours efficiently.

- Seamless Integration: Add offline activities via dropdown menus.
- Automate Approvals: Managers approve via checkboxes or free text.
- Dashboard Reporting: Drill down into team or individual insights.
- Multiple CPD Schemes: Tailor tracking for different roles or departments.



Integrated CPD Tracking

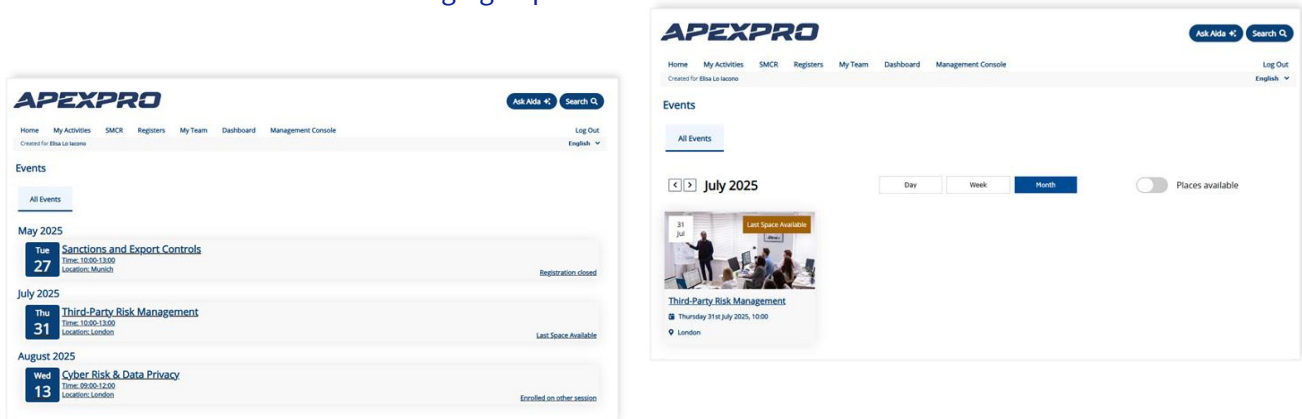
- Auto-log CPD hours for e-learning within Skillcast.
- Allow employees to log CPD activities with evidence.
- Simplify approvals by reviewing supporting evidence in training records.

Feature

Events Management System (EMS)

Bringing the classroom into your compliance system

An add-on to Skillcast LMS for managing in-person training sessions and seminars



Key features

- **Manage classroom & digital learning** in one place.
- **Automate approvals & workflows** for event changes.
- **Track attendance & competency records** with Excel upload.
- **Personalised training calendar** for employees to view and register for relevant sessions.
- **Outlook Calendar sync** for automatic notifications.
- **Waiting List** – Users can register interest in fully booked events and get notified if a space becomes available.
- **Flexible approval workflows**
Choose from automatic, manager, or L&D approval.

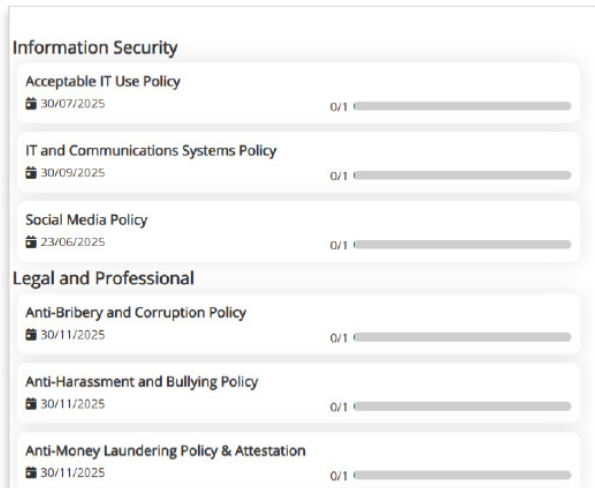
How It Works:

1. Create & configure bookable sessions with min/max attendance.
2. Employees register & get approvals via automated workflows.
3. Track attendance, scores & feedback for reporting.

Tool

Policy Hub

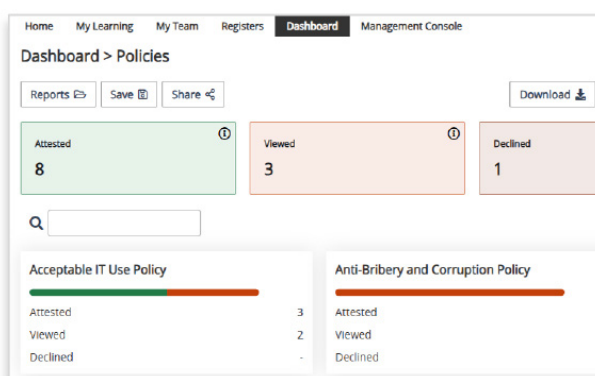
Easily keep track of policies and approvals



A policy management tool within Skillcast Portal for streamlined policy tracking and compliance. . It allows you to create, update, and communicate policies, and requires staff to attest to them, making compliance easier to track and maintain.

Key features

- **Access & track policies** with version control.
- **Monitor compliance** and automate attestations.
- **Custom workflows** for policy approvals.
- **Integrates with training** for seamless compliance.
- **Digital Signatures for Attestations** – Users can add a digital signature with customisable font and colour.
- **Declined Attestation Notifications** – Admins are notified when users decline a policy, along with their mandatory explanation.
- **Revision History Tracking** – Monitor and track policy changes over time.
- **Automated Re-attestation** – Policies can be reassigned periodically (e.g., annually) for re-attestation.



How It Works:

1. Employees **read & accept** policies digitally.
2. Automated reminders **ensure compliance**.
3. Admins track **acknowledgements, re-attestations & completion**.

Tool

Declarations

The simple way to collect and track disclosures and declarations

The Declarations tool on the Skillcast Portal simplifies obtaining compliance declarations from users. It helps firms manage compliance with regulations, standards, and laws while providing auditable evidence. Key declarations include:

- Conflicts of interest (COI)
- Display screen assessments (DSE) - including Hybrid
- Fit & proper questionnaires (FPQ)
- Outside business interests (OBI)
- Handover Notes
- Reasonable Steps Checklist

Key features

- **Flexible Declarations:** Request new user declarations at specific times and allow for additional declarations.
- **Alerts & Responses:** Automatically resolve alerts and request further details when needed.
- **Adaptive Surveys:** Dynamic surveys where questions change based on previous answers.
- **Interactive Reports:** Real-time management of declarations, with alerts that managers can close after review.
- **Integration:** Seamless connection with Compliance Registers for easy updates.

How It Works:

Our online tool helps you easily collect, track and analyse employee disclosures and declarations.

1. Easily collect, track, and analyse employee disclosures and declarations.
2. Provides real-time guidance to employees during submissions.
3. Automates escalation of issues via notifications to managers and compliance teams.
4. Case management console to track and escalate serious issues.
5. Submission records to speed up future completions.

Fit and Proper Questionnaire for Certified Persons

Criminal Proceedings - I

Page 1 of 11

When answering the questions in this section you should include matters whether in the UK or overseas. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, if you are subject to the law of England and Wales, you must disclose spent convictions and cautions (other than a protected conviction or caution).

1.1.a Have you ever been convicted of any criminal offence (whether spent or not and whether or not in the United Kingdom):

i. involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice and intimidation of witnesses or jurors), serious tax offences or other dishonesty or

ii. relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing?

Yes No

1.1.b Are you currently the subject of any criminal proceedings, whether in the UK or elsewhere?

Yes No

1.1.c Have you ever been given a caution in relation to any criminal offence?

Yes No

Please provide details:

Submit

Tool Surveys

Gather valuable feedback quickly and efficiently

The Survey tool in the Skillcast Portal helps you to digitise staff surveys and easily and regularly monitor key topics:

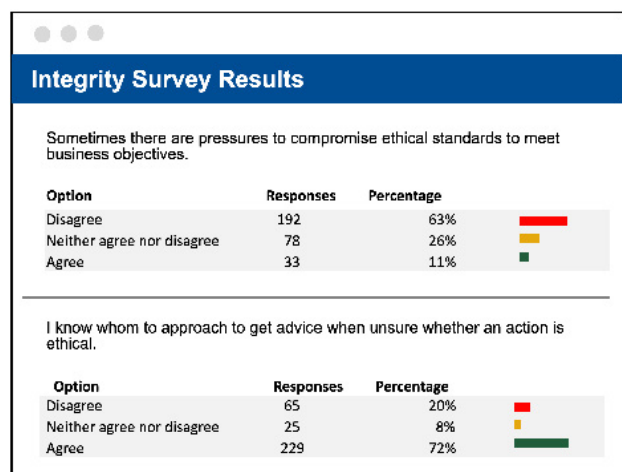
- Cybersecurity Awareness Benchmarking Survey
- Diversity Survey - “Our Diversity Survey is based on the template used by the Solicitors Regulation Authority (SRA) to collect data from law firms. This ensures that it adheres to best practices in gathering diversity data.”
- Employee Engagement Survey
- Employee Wellbeing Survey
- Ethics and Compliance Survey
- Working from Home Survey
- Workplace Effectiveness Survey

Key features

- **Customise compliance surveys quickly** using our templates.
- **Automate survey management** by assigning respondents, keeping responses anonymous, preventing duplication and sending reminders.
- **Create adaptive questions** to gain more information, or channel respondents to improve response rates.
- **Export survey results for granular analysis.** Assign red, amber and green (RAG) ratings to responses to create trackable benchmarks.

How It Works:

1. Our tool helps you to digitise staff surveys and easily and regularly monitor key topics, including diversity, inclusivity, cybersecurity and even well-being.
2. It helps ensure that every employee in your company is heard, regardless of language or location.



Tool

Registers

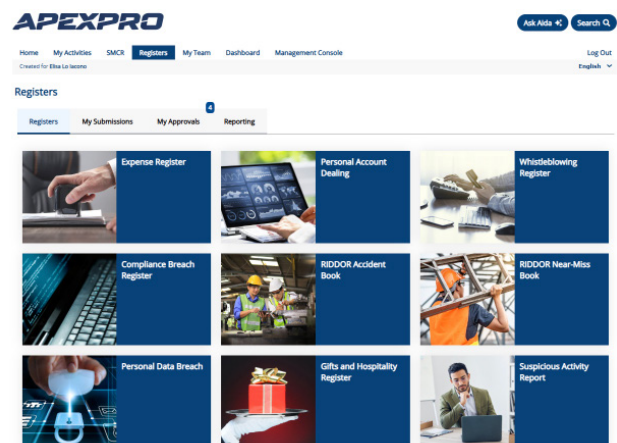
Keep track of all actions in a full audit trail

Compliance registers record employee actions or incidents and serve as key evidence in regulatory compliance. Whether logging gifts, hospitality, or breaches, documenting these occurrences and responses supports staff compliance.

Proper record-keeping protects organisations and employees from allegations of misconduct. However, traditional methods often fail to ensure timely and consistent tracking and approval.

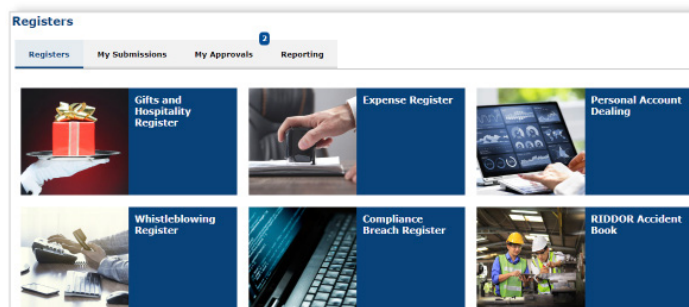
Key features

- Auto-approve requests based on your policy thresholds
- Escalate requests above the threshold for single or multiple approval
- Flagging suspicious patterns for investigation
- Provide a full audit trail to requesters and approvers



Our new register management system streamlines submissions and approvals, enhancing oversight and ensuring users stay informed and responsive to compliance requirements. These registers include:

- | | |
|--|----------------------------------|
| 1. Gift and Hospitality Register (GHR) | 1. RIDDOR Accident Book |
| 2. Compliance Breach Register | 2. RIDDOR Near-Miss Book |
| 3. Expense Register | 3. Personal Data Breach Register |
| 4. Personal Account Dealing | 4. Suspicious Activity Report |
| 5. Whistleblowing Register | |



Tool

SMCR Registers

Streamlining senior management compliance

Our integrated SMCR management tool streamlines Senior Managers and Certification Regime (SMCR) compliance. It centralises, automates, and improves processes, enhancing accuracy, reducing risk, and saving time.

The tool consolidates data for FCA approvals, material risk taker certifications, and compliance reporting. It performs daily checks, alerts administrators to overdue requirements, and simplifies access to statements of responsibilities and register management.

Home

My Activities

SMCR

Registers

My Team

Dashboard

Management Console

Created for Elisa Lo Iacono

SMCR registers > Senior Manager Register (ApexPro Ltd)

Responsibilities

Managers

Hierarchy

Archive

Alerts

Access Control

Settings

Emails

Excel

PDF

Search:

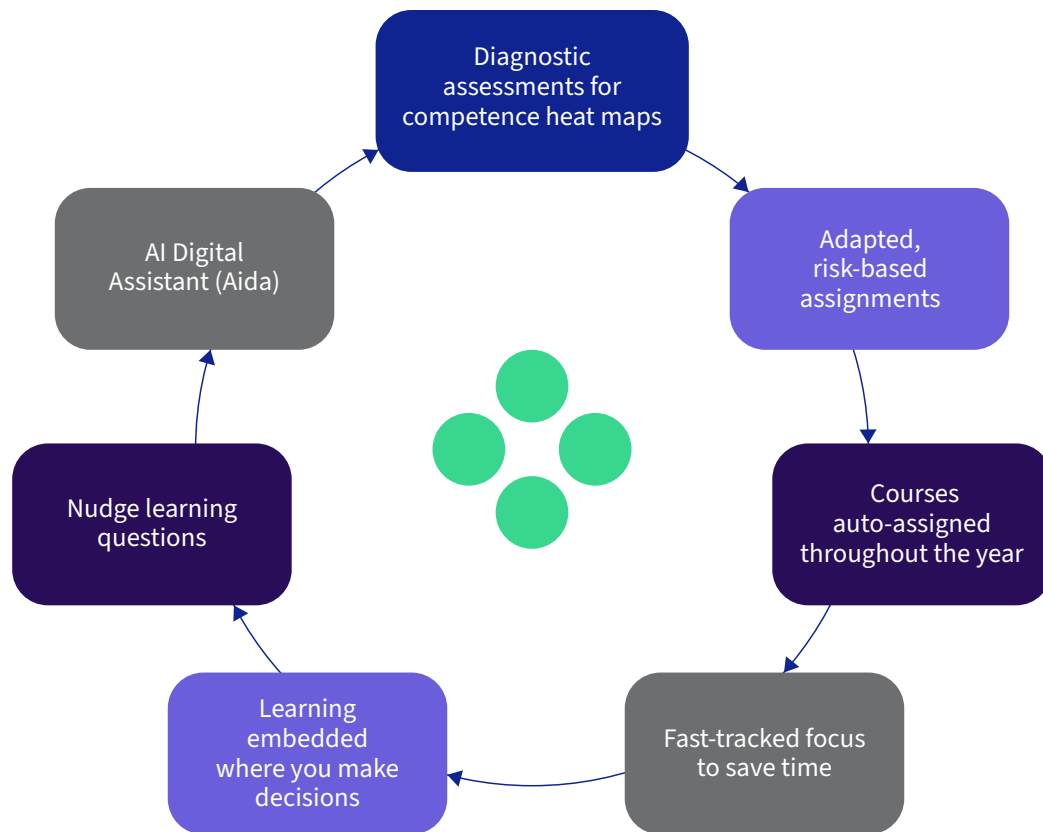
Manager	Account Archived	SoR Status	Non-executive director (NED)	Responsibilities	Saved Draft
Alina Azizi (IRN:GHK00982)	N	Accepted	No	SMF17: Money Laundering Reporting, (d): Responsibility for the firm's policies and procedures for countering the risk that the firm might be used to further financial crime	N
Amy Clarke (IRN:VXB00092)	N	Issued	Yes	SMF9: Chair (non-executive)	N
Beth Griffin (IRN:QRS89012)	N	Accepted	No	SMF1: Chief Executive function, (a): Responsibility for the firm's performance of its obligations under the senior managers regime, (b): Responsibility for the firm's performance of its obligations under the employee certification regime, (b-1): Responsibility for the firm's obligations for: (a) conduct rules training; and (b) conduct rules reporting.	N
Bob Medina (IRN:ZAB12345)	N	Issued	Yes	SMF12: Chair of the Remuneration Committee, SMF13: Chair of the Nominations Committee	N
				SMF10: Chair of the Risk Committee, SMF11: Chair of the Audit Committee, (j): Responsibility for: (a) safeguarding the independence of; and (b) oversight of the performance of; the internal audit function, in accordance	

Save time, money and reduce risks

- ✓ Streamlined senior manager approval and certification of material risk takers
- ✓ Automated record-keeping and follow-ups to save management time
- ✓ Identification of upcoming tasks and potential compliance gaps
- ✓ Readiness for audits and regulatory requests
- ✓ Consistent record-keeping across the firm
- ✓ Automated Fitness & Propriety checks, ensuring compliance with pre-set criteria

Success

Enhanced Learning



Diagnostic assessments Identify strengths and weaknesses, and then automatically assign only learning that is required throughout the year.

Nudge learning Questions delivered regularly to your inbox on topics that suit you, along with a Compliance Bite suggestion.

Bite-sized learning Engaging ‘compliance bite’ videos use animation, characters, and storylines to bring concepts to life. Quick reminders re-enforce and continue messaging, influencing conduct.

Embedded compliance Just-in-Time Training: Provides timely access to training resources - where and when employees need it.

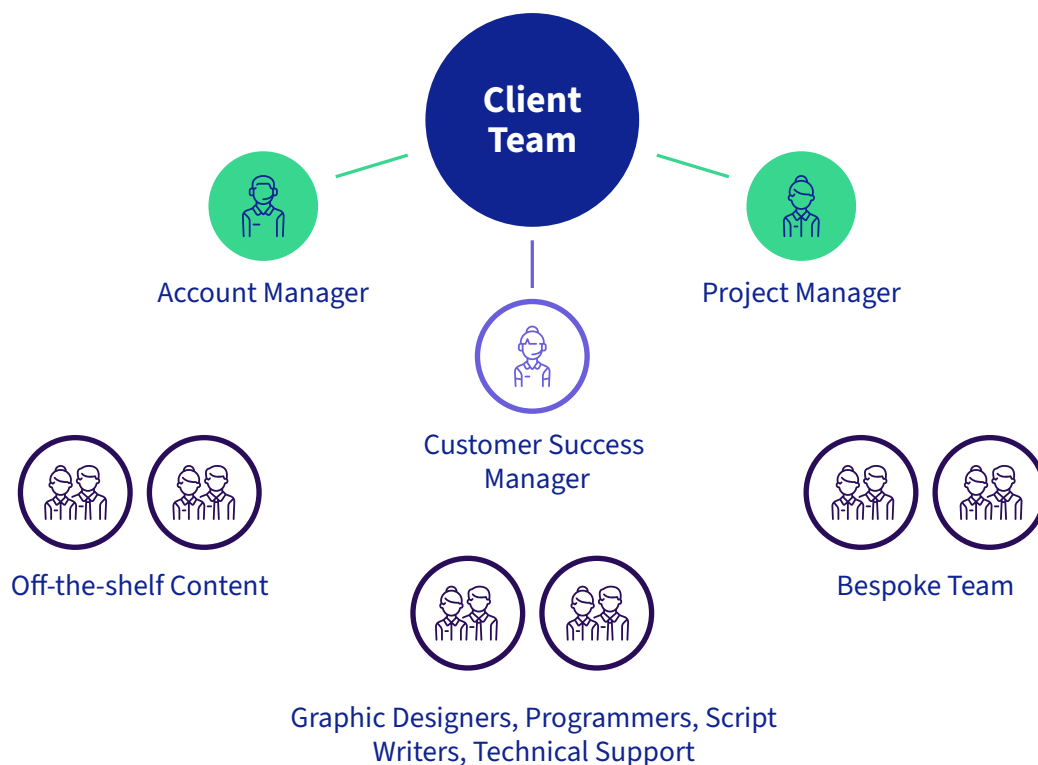
FastTrack Pre-course test to start any OTS course, with question banks ready for use.

AI Digital Assistant Personalise learning and bring source material/policies to life by asking Aida questions.

Service Bespoke

Compliance solutions that are as individual as you are

Skillcast creates high-quality content to suit any budget, partnering with clients to develop solutions that engage learners while meeting organisational goals. Our bespoke services ensure a perfect fit for your unique requirements:



Full Bespoke

For a custom compliance training experience, our full bespoke option delivers high-quality, engaging courses built entirely around your needs. With personalised scenarios, flexible testing, and detailed reporting, our expert instructional designers and developers craft an effective and memorable solution.

Enhanced Bespoke

Looking for something to really make your learning stand-out? Our enhanced bespoke service brings digital learning to life with gamification, immersive experiences, multimedia, and innovative testing methods. Choose from a range of advanced features—we'll help you find the perfect combination to create a lasting impact.

Rapid Bespoke

Need a quick turnaround? Our rapid content development service can have your course ready within a week. Ideal for updating existing courses or converting face-to-face training, it's a fast, flexible solution that fits your schedule.



“Staff compliance is critical for our customers, and it can be complex with the changing regulatory landscape, emerging risks and hybrid working.

Skillcast helps them meet this challenge effectively with readymade courses that can be easily customised and assigned to relevant employees at short notice.”

Demo the Skillcast Learning Management System