



Anti-Bribery Training

Good Practice Guide

Chapter 1

Good and Bad Practices For Anti-Bribery Training

This guide outlines the examples of good and bad practices for anti-bribery training provided by the Financial Conduct Authority (FCA) and how Skillcast can help you to comply with the good practices and avoid the bad practices.

FCA: Examples of good practice for training	How Skillcast helps you to comply with good practices
Providing good quality, standard training on anti-bribery and corruption for all staff	We offer our standard Anti-Bribery e-learning course that includes the FCA guidance and is specifically designed for training all staff. It can be customised for your firm's business and policies within minutes. This course is included in Skillcast value packages. Skillcast is the premier provider of anti-bribery training to FTSE 350 firms with a reputation for high-quality courseware.
Additional anti-bribery and corruption training for staff in higher-risk positions	We offer the acclaimed "Doing Business Without Bribery" Course, which has been developed with Transparency International UK and FTI, and is suitable for training staff in higher-risk positions. It includes interactive scenarios featuring practical advice from TI UK on how to avoid and resist bribery.
Ensuring staff responsible for training others have adequate training themselves	We offer the "GRC Manager", which is a package of over 100 e-learning modules on governance, risk and compliance that is a perfect learning resource for compliance officers and other senior managers. It includes practical advice, check-lists, expert videos and modules on improving your compliance management skills, such as interviewing, report writing and presenting.

FCA: Examples of good practice for training	How Skillcast helps you to comply with good practices
<p>Ensuring training covers practical examples of risk and how to comply with policies</p>	<p>All of our e-learning courses contain lots of interactive exercises to ensure that the learners are continually engaged and applying rules, regulations and policies in practical situations that they may come across in their day-to-day business.</p>
<p>Testing staff understanding and using the results to assess individual training needs and the overall quality of the training</p>	<p>In addition to the e-learning courseware, we provide the Skillcast Enterprise Learning Management System (SELMS), which is custom-designed for conducting and evidencing compliance training. This offers robust and comprehensive tracking and MI reporting. Uniquely, the SELMS also offers diagnostic reporting, which allows you to drill down to understand the individual training needs of each employee or group of employees within departments, and to assess the quality of the training and testing. The SELMS is being used by hundreds of financial services firms to satisfy their FCA compliance training requirements.</p>
<p>Staff records setting out the training that was completed and when</p>	<p>The SELMS captures and reports comprehensive data on e-learning course usage. It can also be used for recording other training interventions undertaken by the users, such as seminars.</p>
<p>Providing refresher training and ensuring it is kept up-to-date</p>	<p>We offer our Anti-Bribery Refresher module, which is ideal for staff who need to repeat the training to maintain awareness and stay up-to-date. Although the running length of the course is only 15 minutes, it is packed with lots of interactivity to ensure that employees are competent and understand the key bribery risks and their responsibilities. This course is included in Skillcast value packages. Additionally, we update all of our e-learning courses regularly and enable clients to make further changes to the course easily.</p>

FCA: Examples of good practice for training	How Skillcast helps you to comply with good practices
<p>Failing to provide training on anti-bribery and corruption, especially to staff in higher-risk positions</p>	<p>We offer our standard Anti-Bribery e-learning course that includes the FCA guidance and is specifically designed for training all staff. It can be customised for your firm’s business and policies within minutes. This course is included in Skillcast value packages. Skillcast is the premier provider of anti-bribery training to FTSE 350 firms with a reputation for high-quality courseware.</p>
<p>Training staff on legislative and regulatory requirements, but failing to provide practical examples of how to comply with them</p>	<p>Narrative on legislative and regulatory requirements constitutes approximately 30% of the course content in our standard Anti-Bribery course; the remaining 70% of the content is dedicated to practical examples and exercises on how laws, rules and policies apply in real-life situations.</p>
<p>Failing to ensure anti-bribery and corruption policies and procedures are easily accessible to staff</p>	<p>The SELMS (see above) gives you an all-encompassing learning portal where, in addition to the e-learning modules, you can post your policies and procedures, and require staff to attest their compliance.</p>
<p>Neglecting the need for appropriate staff training in the belief that robust payment controls are sufficient to combat bribery and corruption</p>	<p>The SELMS has built-in-features for assigning learning to users based on job roles and chasing them automatically to complete their training. It also comes with Managed Learning –an exceptional level of customer support –which makes staff training a lot easier than you might think.</p>

Chapter 2

About Skillcast

Skillcast provides e-learning to help companies to manage regulatory compliance risk. We offer four lines of products and services:

- Essentials –ready made courses for firm-wide compliance
- GRC Manager –governance, risk and compliance (GRC) training/reference
- Enterprise LMS –learning management system that is built for compliance training
- Bespoke e-learning course development

Over 300 companies with more than a million employees trust us to implement their most critical and complex learning and strategic communication initiatives. We partner with them at every stage of the process, from risk assessment through to audit, while personalising the approach to the needs of the organisation. Some clients retain us to develop fully bespoke content and use our fully managed Skillcast Portal to deliver it to their audience, while others use our Skillcast Author platform to develop and deliver the communications themselves with our support.

We have pioneered innovation in the areas of collaborative content development, multilingual portals, diagnostic assessment reports, content-as-a-service (CAAS) and the use of learning cloud to deliver GRC objectives at a substantially lower cost and less time to fulfilment. Our technology and process development activities are totally client-focused, and each new innovation is driven by the need to simplify our clients' processes, reduce costs and/or meet specific organisational objectives.