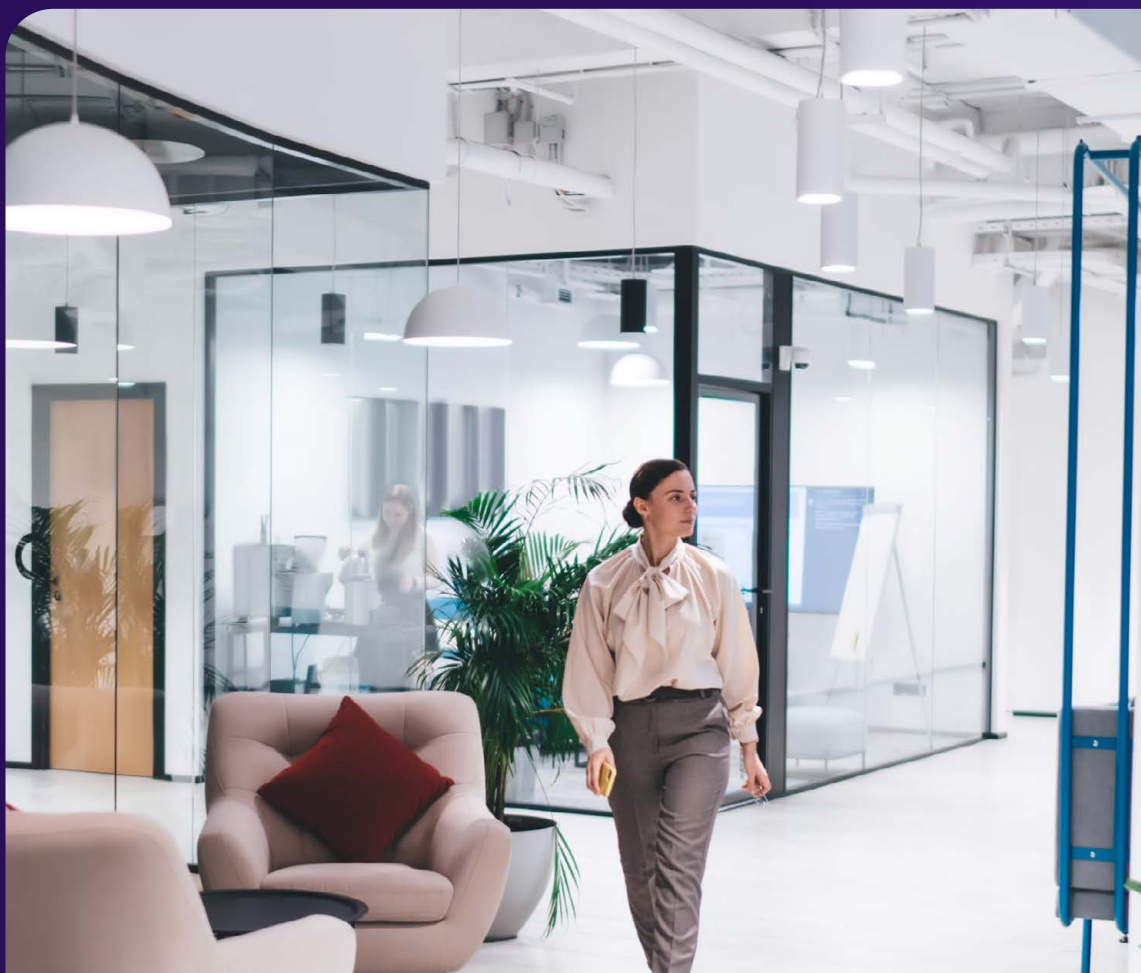


Bespoke course features





We create high-quality training to suit any budget, partnering with you to develop solutions that engage learners while meeting organisational goals. Discuss these features with your Skillcast contact today.

Welcome pages

i Immediately make the purpose of the training clear to the learner

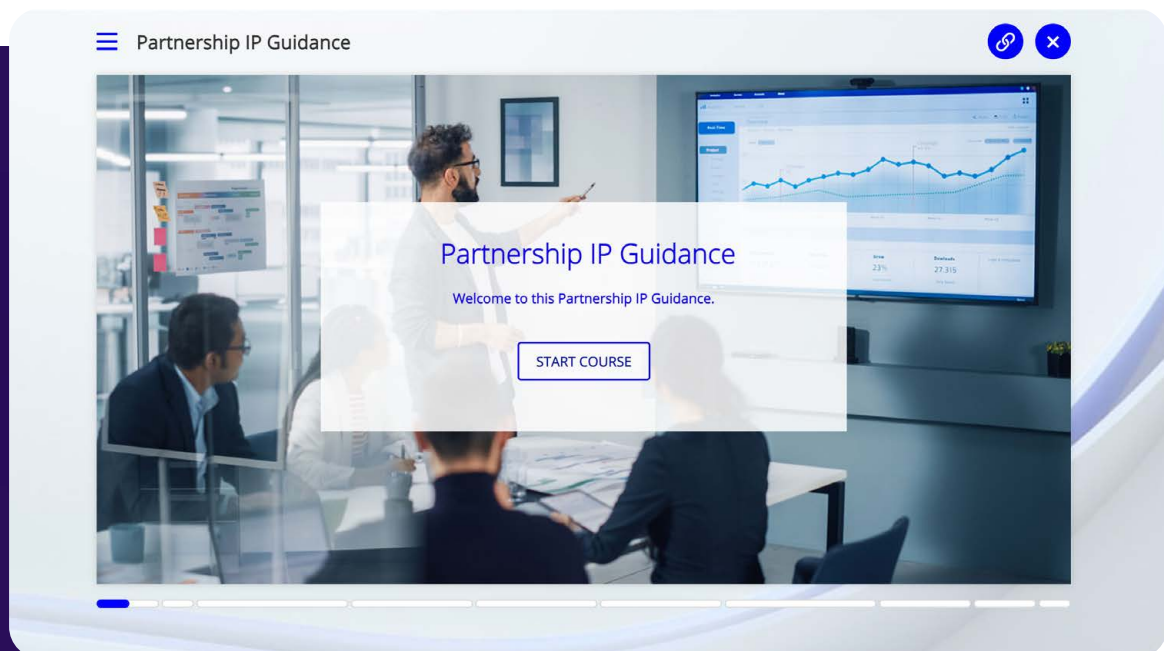
At Skillcast, we have a robust approach to course openers. All of our courses begin with highly visual Welcome pages and clear, standardised instructions to ensure an intuitive learning experience.

Learning Objectives (LOs) set the course agenda. We value plain English in crafting course LOs, so that it's clear what will be covered and what learners are expected to get out of the experience. This sets the scene for a productive and focused training session.

Your course may also benefit from a landing page. This is a page that displays various topics or sections visually as tiles for the learner to explore. Landing pages are great for:

- Breaking complex content into clear topics
- Creating bite-size chunks out of lengthy source content
- Letting learners jump around the content rather than following a linear path – we can 'lock' or 'unlock' the tiles for linear or autonomous exploration of the content

The landing page can also be used for branching– more on this later!

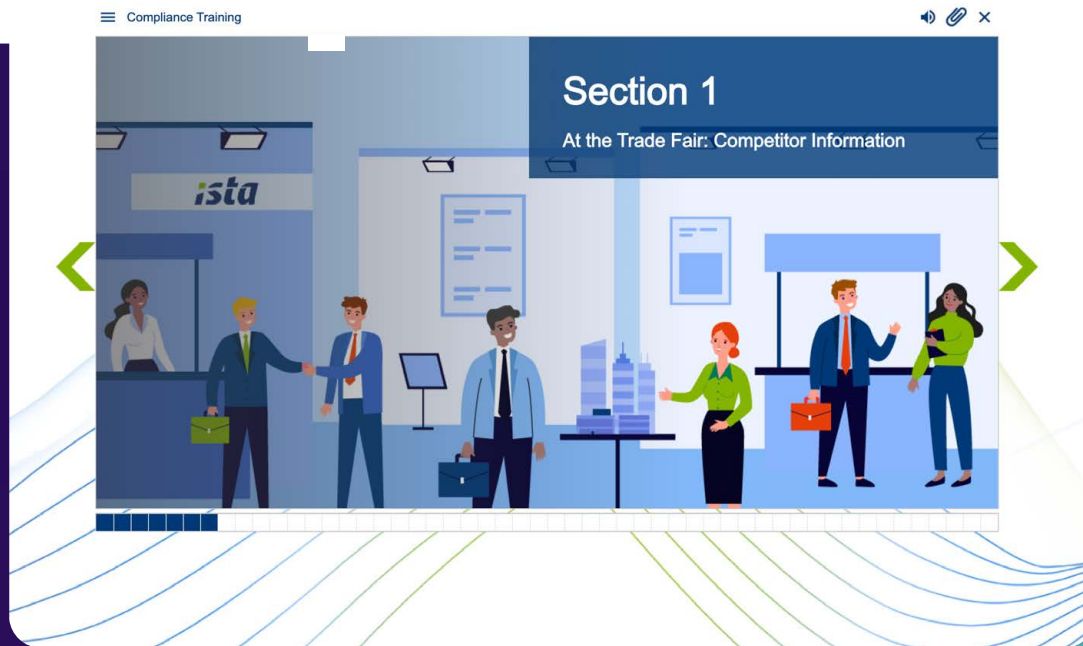


Standard static pages

Make it relevant through scenario-based storytelling

All of our standard learning pages are designed to present information in an easy-to-digest way. We have created a range of stylish templates that include:

- **Section titles:** a good way to break a course up if you're not using a landing page – we have a range of approaches that blend full screen image and title text
- **Text and image** layouts, with complete flexibility on the way we present content on the page
- **Headed lists:** a simple way to present columns of key details, including Do and Don't pages



Interactive templates

Engage with exercises

At the core of any great learning experience are interactive pages that allow for exploration and active engagement. We have a fantastic range of page types that keep learners switched on and interacting with the information they need in order to do their jobs well.

We help to make learning stick by breaking content into key points, managing the flow of information and always demonstrating why it's important for learners to take this knowledge on board. We use a wide range of interactive templates including:

- **Accordions and tabs**
- **Slideshows**
- **Click-to-reveal pages**
- **Flipcards**

These templates are enhanced by our modern styling and expert content curation. You will find scenarios developing, process steps unfolding and content presented in bite-sized, easily digestible chunks.

To keep courses fresh, we know that variety is key. This is why all of our templates come with built-in flexibility, to allow for a huge range of page layouts and interactions.

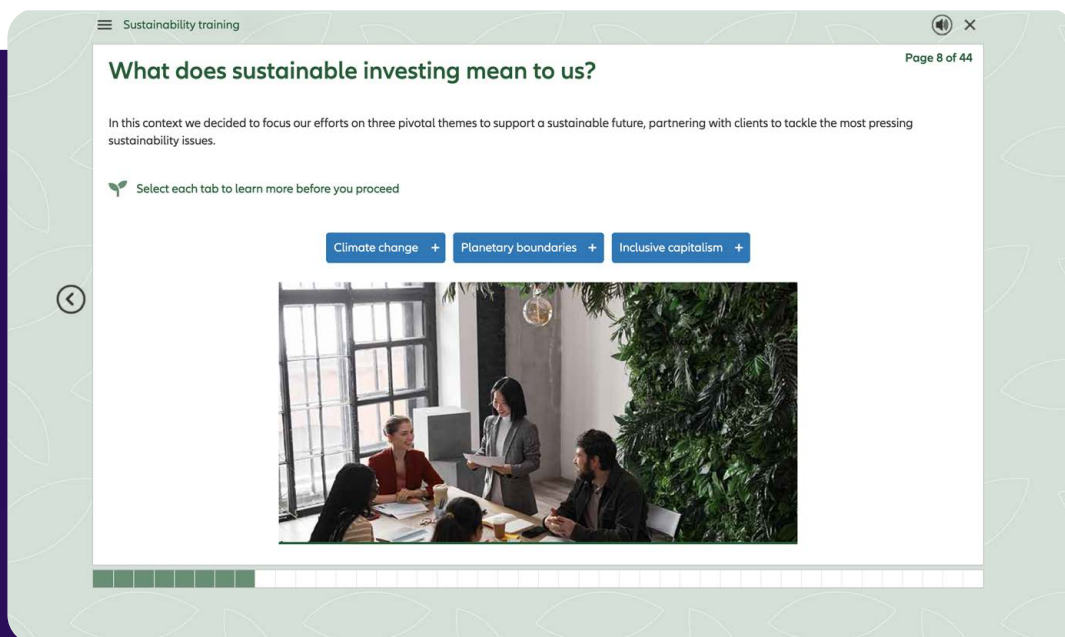
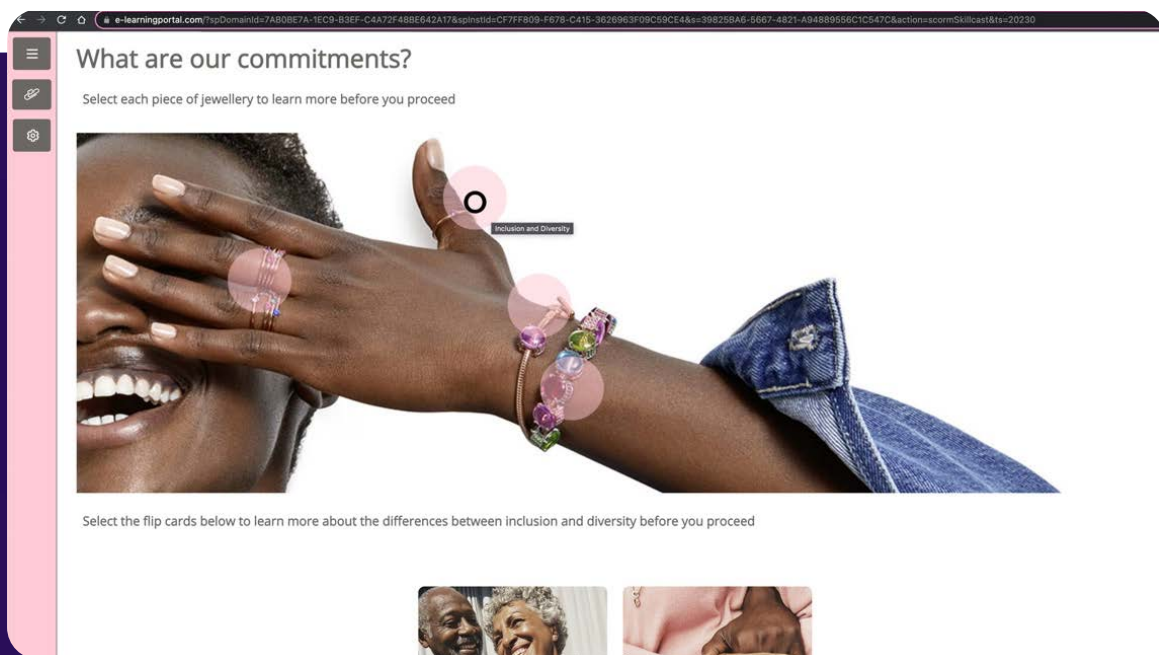


Image-based interactive templates

Add flavour with interactive images

A key challenge when building e-learning is to accommodate the different learning styles and preferences across a broad userbase. Many people have a visual learning style, which is why we promote the use of full-screen images, interactive diagrams and visual cues to embed learning.

We can confidently present tables in a stylish way, add hotspots to any image or diagram and use your own in-house imagery and icons for a great learning experience. We also make great use of popups from hotspots or buttons to reveal more info.



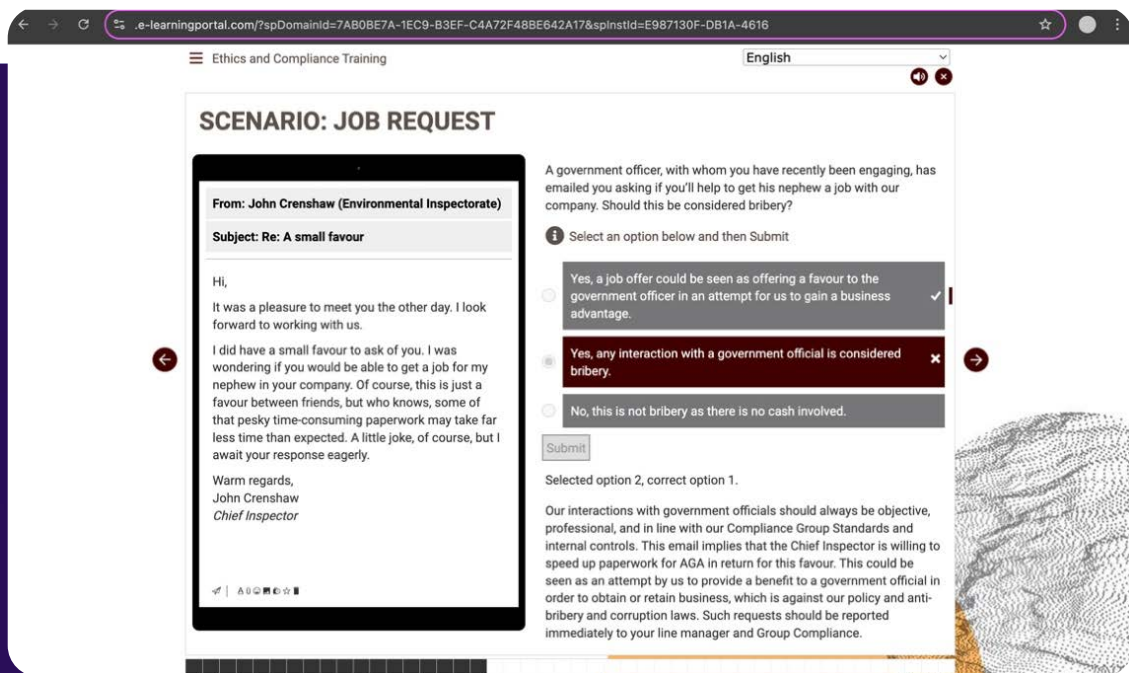
Communication simulations

Mirror real-life communications

We are firm believers in simulating real-life experiences in order to create learning that feels relevant and adds impact.

To simulate these experiences, we build pages that can display emails, as well as Word and PDF documents. Additionally, our Messenger template can show conversations unfolding between employees, and our LinkedIn profile and message templates can create character profiles to build convincing scenarios around.

This is just one way to start building up an immersive experience within any training.

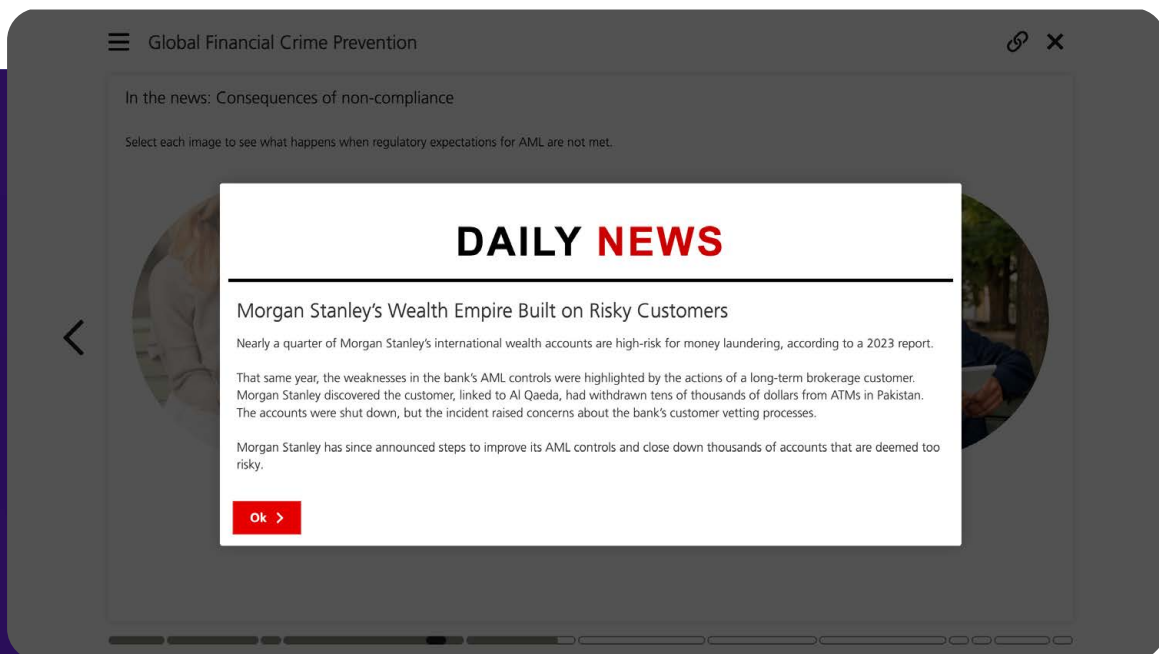


News stories

Share real life stories

News stories are a powerful way of demonstrating the real-life consequences of non-compliance. We use a range of newspaper formats to reflect both digital and print media.

The key is in finding the perfect story to make the learning point crystal clear. It may not be the biggest or most recent news story (although these can be compelling!). It is often the story that shows the consequences on an individual, rather than an organisation, that will let your learners know the full gravity of poor choices!



Questions

i Check understanding with tailored questions

It's good practice to include formative questions throughout a course – these ensure the learner is thinking about how they can apply their new knowledge in a range of situations. A change in pace can also prove a welcome break from content screens. This approach drives behaviour change and helps focus in on key points. We have a range of different question types:

- **Multiple choice questions (MCQs):** asking the learner to choose the right solution or preferred behaviour from a range of options
- **Scenario based MCQs:** adding characters and a realistic situation that the learner has to navigate can get their brain into gear and help them to apply knowledge in a new and practical way
- **Quickfire MCQ sequence:** ‘true/false’ and ‘complies/doesn’t comply’ type questions are a quick and easy way of checking understanding
- **Drag and drops:** the learner can sort a range of items – this could be to identify best practice, red flags, etc.

A feature of all of our questions is that they can be scored, with data on the results being made available to the business – you’ll find more on this in the assessment section.

[illegible]

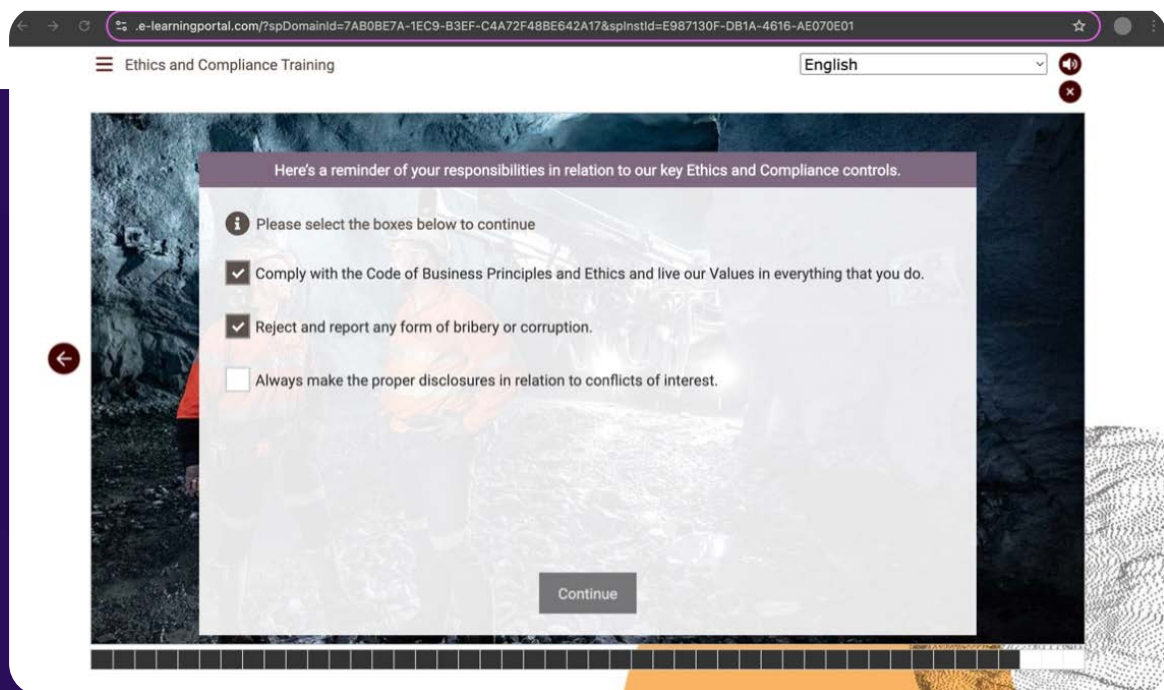
Wrap-up templates

Keep it punchy – end with a call to action

The final pages of a course can stick in the memory if they're done well.

Our courses end with two key features:

- 1 We make our **Summary** page work harder by adding Action points. Here, we tell the learner the key behaviours we expect of them now that they've completed the training. This is worded in clear, punchy terms to ensure everyone is on the same page
- 2 The **Affirmation** page obliges learners to select a box confirming that they will abide by the organisational policy and procedures. This feature adds a level of assurance to all your compliance courses





Bespoke course features and functionality

Here you will find features and functionality that we can include in any of your Skillcast course pages to elevate the learning experience. Discuss these features with your Skillcast contact.

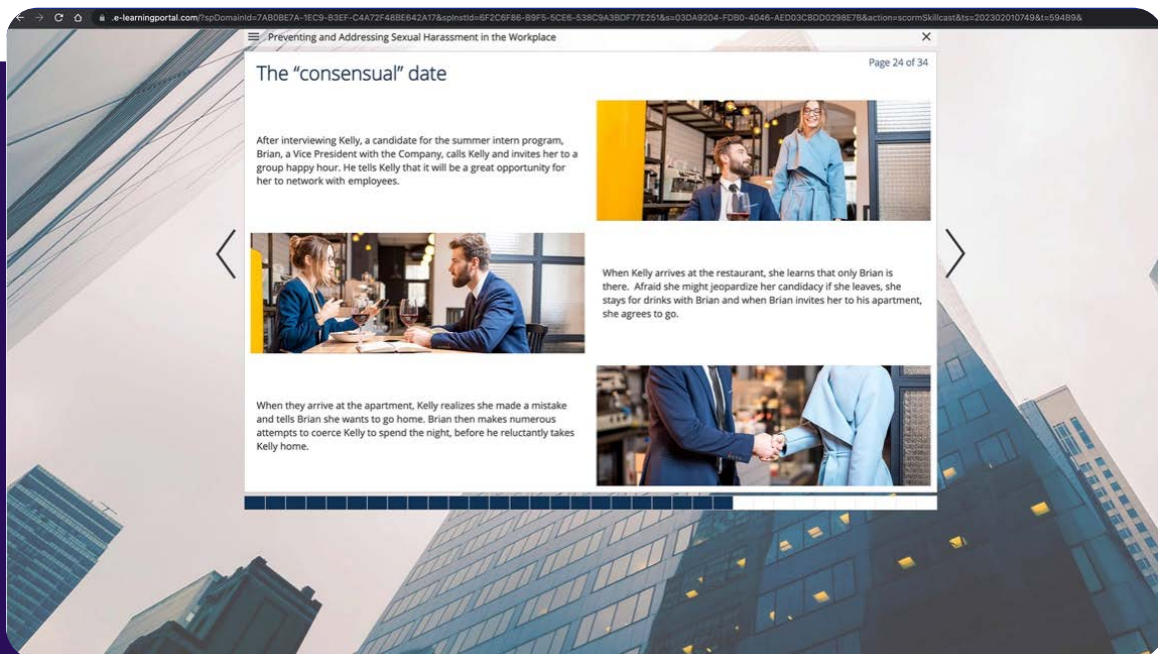
Scenarios

i Make learning memorable with relevant scenarios and real-world consequences

As human beings we're all storytellers – and people learn best through stories that bring information to life. A narrative approach to e-learning is a great way to help employees upskill, understand new processes or absorb company policy. Almost all course content can be incorporated into a scenario to create a more immersive experience. You might find:

- **Colleagues disagreeing about a course of action**
- **An employee put in a difficult situation**
- **An unexpected event**

We get straight to the action to meet colleagues, competitors, mentors or clients, reflecting real-life experiences the learner might have. This helps learners to recognise what behaviours are expected of them (as found in the Learning Objectives), can embed the organisation's tone of voice and cultural aspects, and show realistic consequences of a given action – all helping to embed core messages.



Brilliant Buttons

i Buttons give your pages even more flexibility

We can add buttons into any page type. They make a page more dynamic, revealing information or continuing a narrative. They might trigger a popup or allow the learner to engage by asking a question.

This simple technique brings fresh life to page layouts and allows the learner to take greater control of their experience.

TWO HIGH RISK AREAS:

1. Third Parties

The penalties for bribery apply if the illegal conduct is done directly by our employees or by third parties working with us.



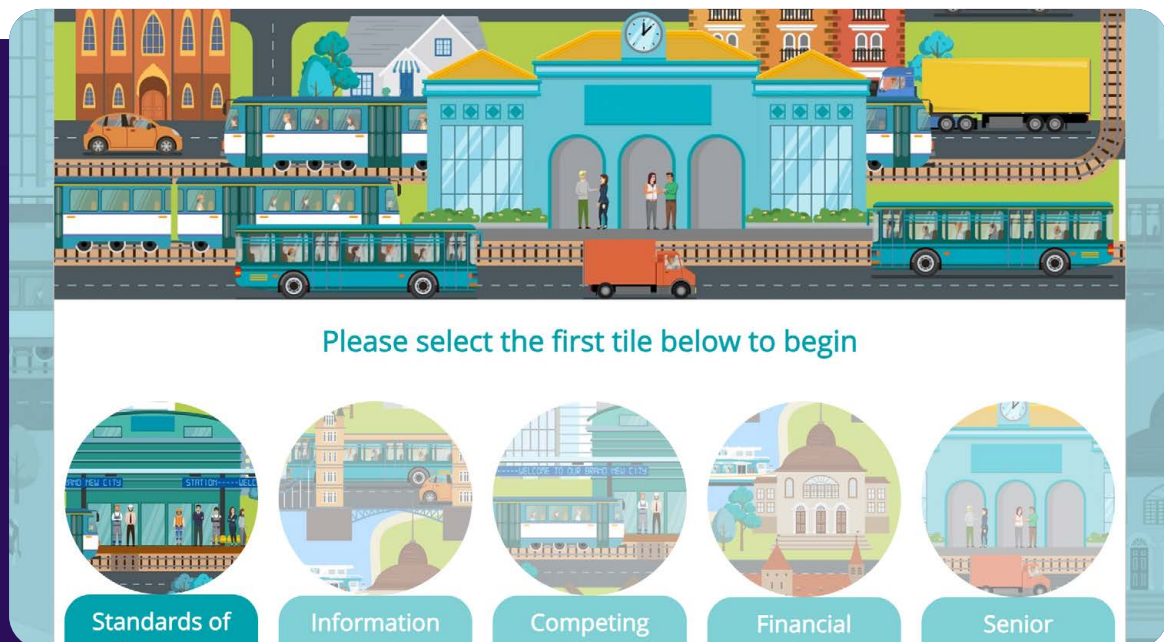
OK - TELL ME MORE

Impactful Imagery

i Strengthen your branding with the right imagery

At Skillcast we like to make our course imagery work hard, rather than being purely decorative. Our preference is for real-to-life scenes, avoiding cheesy stock photos of people grinning to camera! But of course, we're sympathetic to any style our client prefers.

We can combine photography with iconography or use illustrations if that would suit the content and brand. We can create illustrations from scratch and work with your branding team to ensure a seamless experience.

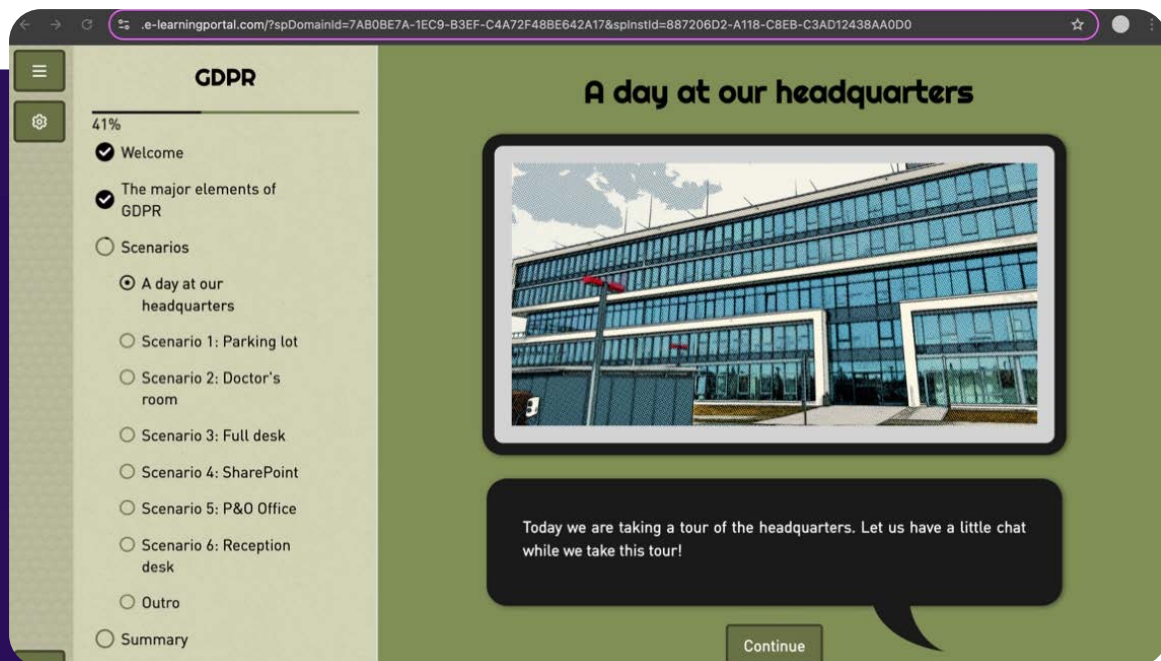


Gamification

Incentivise with gamification

You can ‘gamify’ your course by adding gaming design elements to improve engagement and retention, such as conversations, activities, scores and non-linear pathways. If gamification is done right, not only will you find the promptness of completion rates goes up, you’ll also create a buzz that drives awareness levels and compliance effectiveness – which is the whole point of the training!

At Skillcast, we use immersive scenarios, scoring and visual progress tracking at key milestones.

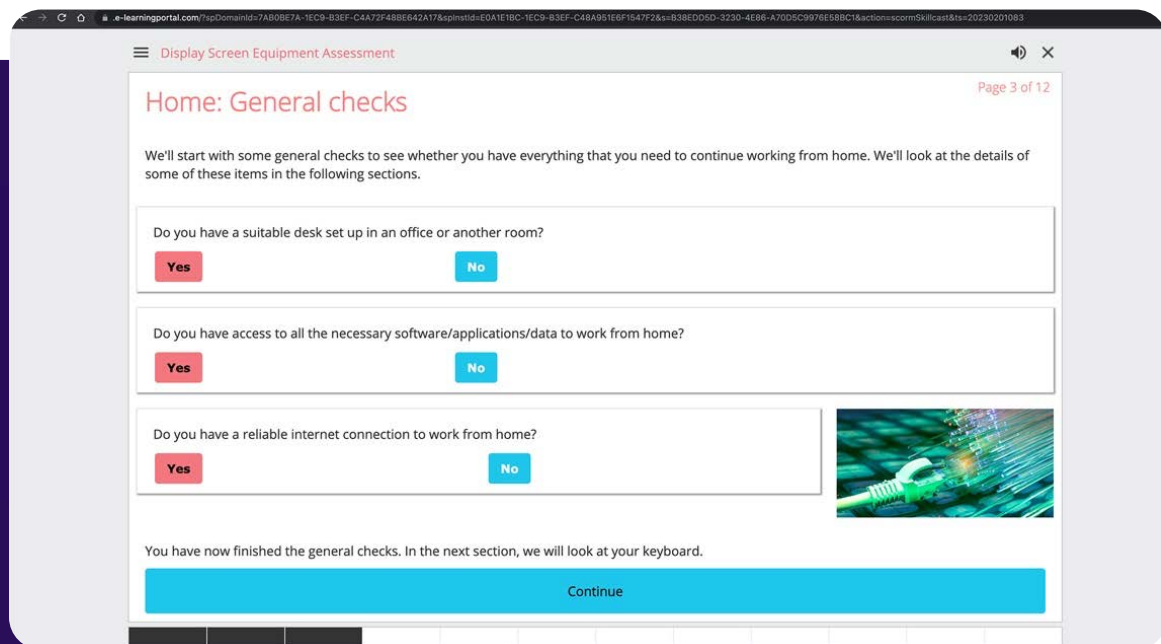


Surveys

Gather insight with surveys

If used on Skillcast's LMS our survey templates allow you to effectively gather information on employees' knowledge and perceptions. This can support you in developing new solutions and targeting training as required.

As they are automated surveys, reports can be generated instantly, showing trends and attitudes at a more granular level. Results can also be assigned red, amber or green ratings, meaning issues can be spotted at a glance.



The screenshot shows a web browser window displaying a survey titled "Display Screen Equipment Assessment". The survey is on "Page 3 of 12". The section is titled "Home: General checks". The text reads: "We'll start with some general checks to see whether you have everything that you need to continue working from home. We'll look at the details of some of these items in the following sections."

There are three questions, each with "Yes" and "No" buttons:

- Do you have a suitable desk set up in an office or another room?
☐ Yes ☐ No
- Do you have access to all the necessary software/applications/data to work from home?
☐ Yes ☐ No
- Do you have a reliable internet connection to work from home?
☐ Yes ☐ No

There is a small image of a green Ethernet cable plugged into a port on the right side of the survey.

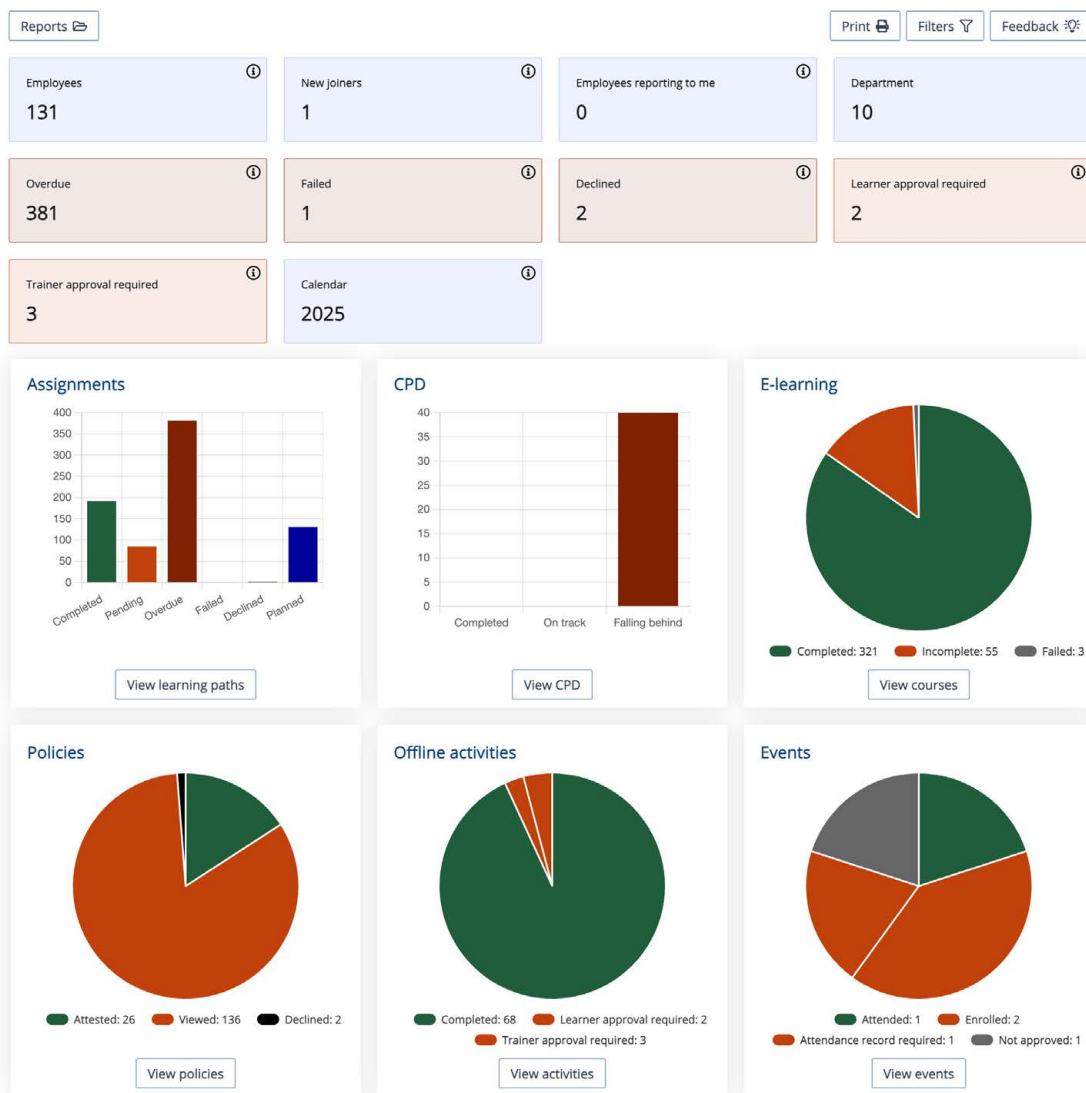
At the bottom, it says: "You have now finished the general checks. In the next section, we will look at your keyboard." Below this is a large blue "Continue" button.

Analytics

Reliable analytics to measure results

We offer a wide range of reporting options available through an intuitive Management Console. You'll find everything you need to track your learning interventions, from assessment diagnostics and overdue training notifications to completion and weekly activity reports. We can discuss your reporting requirements at the start of a project to ensure our solution is tailored to your needs.

Dashboard



Responsive content

i Works perfectly – on all devices

All of our content is responsive and automatically adapts to the device of the learner. This means you can be sure of a great user experience whether taking a course on your laptop, tablet or mobile phone. Be sure to discuss what tech your learners use with your Skillcast content.



How to complete this course

In order to complete this course, you will need to:

- Work your way through the content.
- Make an affirmation that you will comply with the UK MAR and ESFC's policies and procedures in relation to it.
- You will first take the pre-assessment, which will allow you to skip the content of the module if you achieve 80% or higher. If you do not achieve 80% in the pre-assessment, you'll be required to undertake the full module and will need to pass the post-course assessment to complete it.

All of this should take approximately 30 minutes.

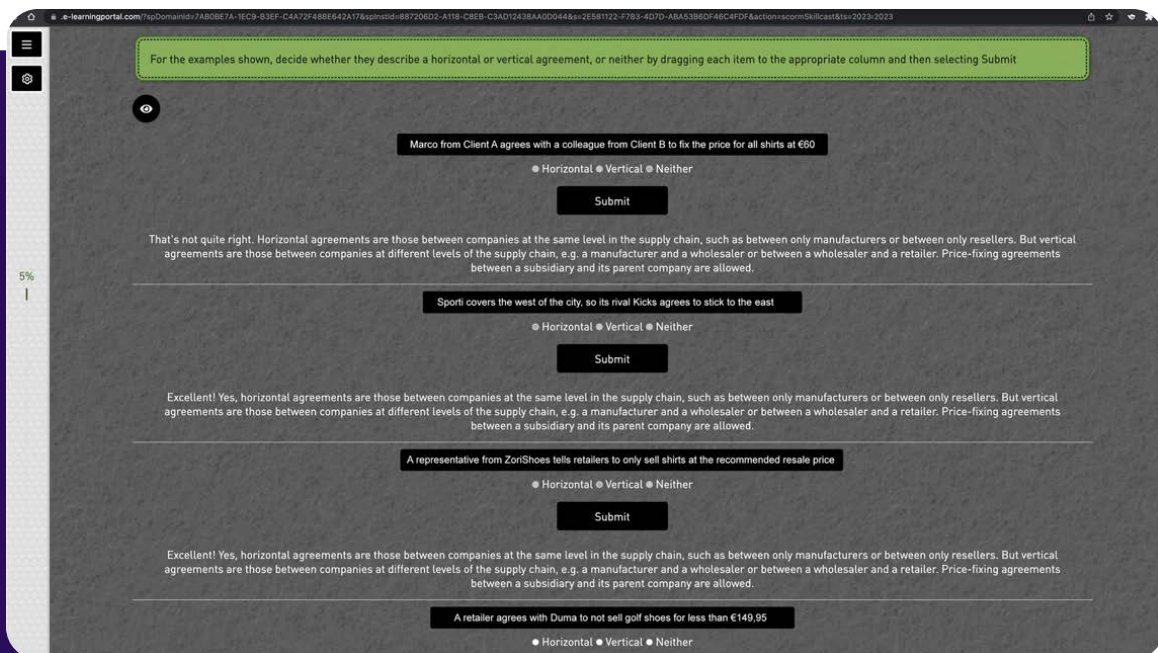
Before you get started, let's look at how to navigate this course.

Accessibility

A reliably good experience for all learners

Skillcast has a total commitment to building content that is inclusive and accessible to all. By following the principle of universal design, we ensure that our content is accessible for all learners.

For example, a drag and drop exercise typically cannot be completed by colleagues that are not able to use a mouse. We provide an alternative option that allows a keyboard user to toggle to an accessible version, operated by keystroke.



The screenshot shows a web browser window with a URL starting with "e-learningportal.com". The page displays a quiz question about horizontal and vertical agreements. The question text is: "For the examples shown, decide whether they describe a horizontal or vertical agreement, or neither by dragging each item to the appropriate column and then selecting Submit". Below the question, there are four examples, each with a "Submit" button and a feedback message. The first example is: "Marco from Client A agrees with a colleague from Client B to fix the price for all shirts at €60". The second example is: "Sporti covers the west of the city, so its rival Kicks agrees to stick to the east". The third example is: "A representative from ZoriShoes tells retailers to only sell shirts at the recommended resale price". The fourth example is: "A retailer agrees with Duma to not sell golf shoes for less than €149,95". Each example has a "Submit" button and a feedback message. The feedback messages are: "That's not quite right. Horizontal agreements are those between companies at the same level in the supply chain, such as between only manufacturers or between only resellers. But vertical agreements are those between companies at different levels of the supply chain, e.g. a manufacturer and a wholesaler or between a wholesaler and a retailer. Price-fixing agreements between a subsidiary and its parent company are allowed." and "Excellent! Yes, horizontal agreements are those between companies at the same level in the supply chain, such as between only manufacturers or between only resellers. But vertical agreements are those between companies at different levels of the supply chain, e.g. a manufacturer and a wholesaler or between a wholesaler and a retailer. Price-fixing agreements between a subsidiary and its parent company are allowed.".

For the examples shown, decide whether they describe a horizontal or vertical agreement, or neither by dragging each item to the appropriate column and then selecting Submit

Marco from Client A agrees with a colleague from Client B to fix the price for all shirts at €60

Horizontal Vertical Neither

Submit

That's not quite right. Horizontal agreements are those between companies at the same level in the supply chain, such as between only manufacturers or between only resellers. But vertical agreements are those between companies at different levels of the supply chain, e.g. a manufacturer and a wholesaler or between a wholesaler and a retailer. Price-fixing agreements between a subsidiary and its parent company are allowed.

Sporti covers the west of the city, so its rival Kicks agrees to stick to the east

Horizontal Vertical Neither

Submit

Excellent! Yes, horizontal agreements are those between companies at the same level in the supply chain, such as between only manufacturers or between only resellers. But vertical agreements are those between companies at different levels of the supply chain, e.g. a manufacturer and a wholesaler or between a wholesaler and a retailer. Price-fixing agreements between a subsidiary and its parent company are allowed.

A representative from ZoriShoes tells retailers to only sell shirts at the recommended resale price

Horizontal Vertical Neither

Submit

Excellent! Yes, horizontal agreements are those between companies at the same level in the supply chain, such as between only manufacturers or between only resellers. But vertical agreements are those between companies at different levels of the supply chain, e.g. a manufacturer and a wholesaler or between a wholesaler and a retailer. Price-fixing agreements between a subsidiary and its parent company are allowed.

A retailer agrees with Duma to not sell golf shoes for less than €149,95

Horizontal Vertical Neither

Technical specifications

Your technical requirements – covered

If you are hosting the course on your own LMS, we offer SCORM1.2 or SCORM2004 files, depending on your requirements. We test our courses on all common platforms and devices. Let your Skillcast contact know your technical requirements and we will ensure these are built into the project design wherever possible.




Intelligent Learning features options

For a unique, impactful experience, build some of our intelligent learning features into your project. These add-ons can help you reach your training goals and make the learning experience truly memorable.

Personalisation

Speak directly to your learners


Want the training to really speak to your learners? Then why not include their name! Our software enables learners to enter their name at the start of the course, after which we can refer to them directly. This adds impact and makes them feel involved in the content, especially when receiving feedback or when a character asks them a question or engages in dialogue.



Just like our wearers, you bring something unique to Dr. Martens, so we want to provide a personalised learning experience.

How should we address you in this training?

ENTER



Emerson: "Hi Keegan. I'm Emerson. Great to see you. I'll be checking in with you through this course, sharing tips and advice. I'll just grab a coffee, then I'll be right back. See you later."

Next

Videos

Add multimedia

A short, impactful video is a great way to welcome learners to a course or explain a key concept. We offer bespoke video production in a range of styles, including infographic, animated illustrations, video footage or doodle style. We can also insert your own videos into a course. Ask to see our showreel or one of our 'Compliance Bites' video modules for more information.

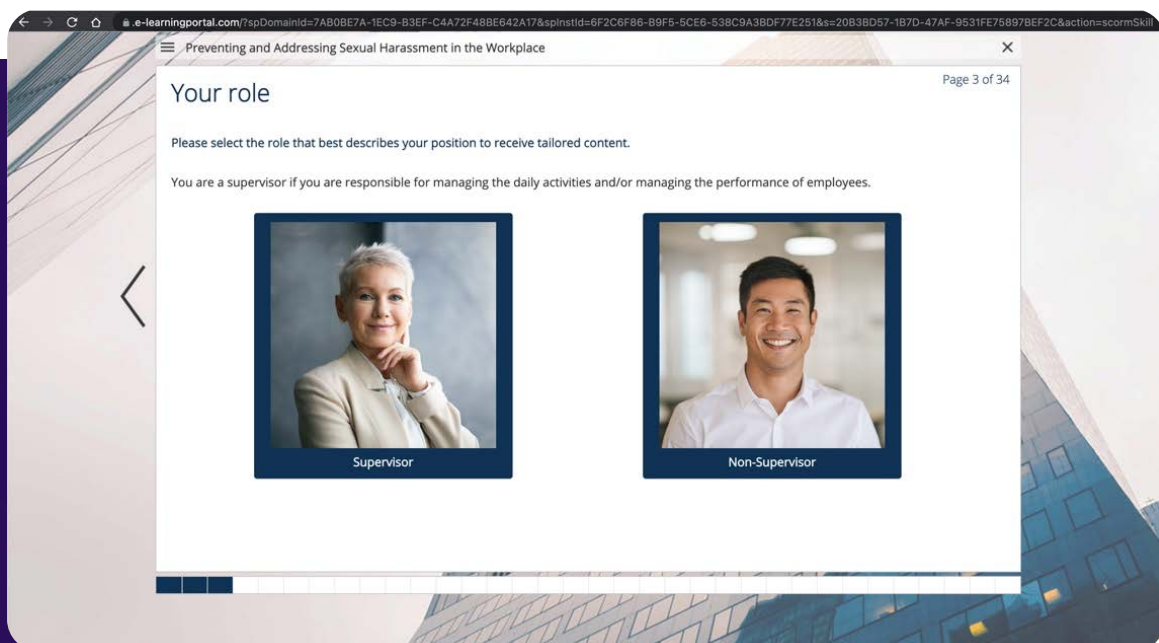


Branching

Create branching courses with role-specific content

One of the big structural elements of a course will be whether it's linear or branching. Branching can be used for:

- 1 Role-based branching content: by asking just a couple of simple questions about work roles and responsibilities, we can personalise a course to deliver and test only the topics that are relevant
- 2 Adaptive learning: a pre-test at the start of a course can determine whether an employee receives the full course or only certain pages or sections



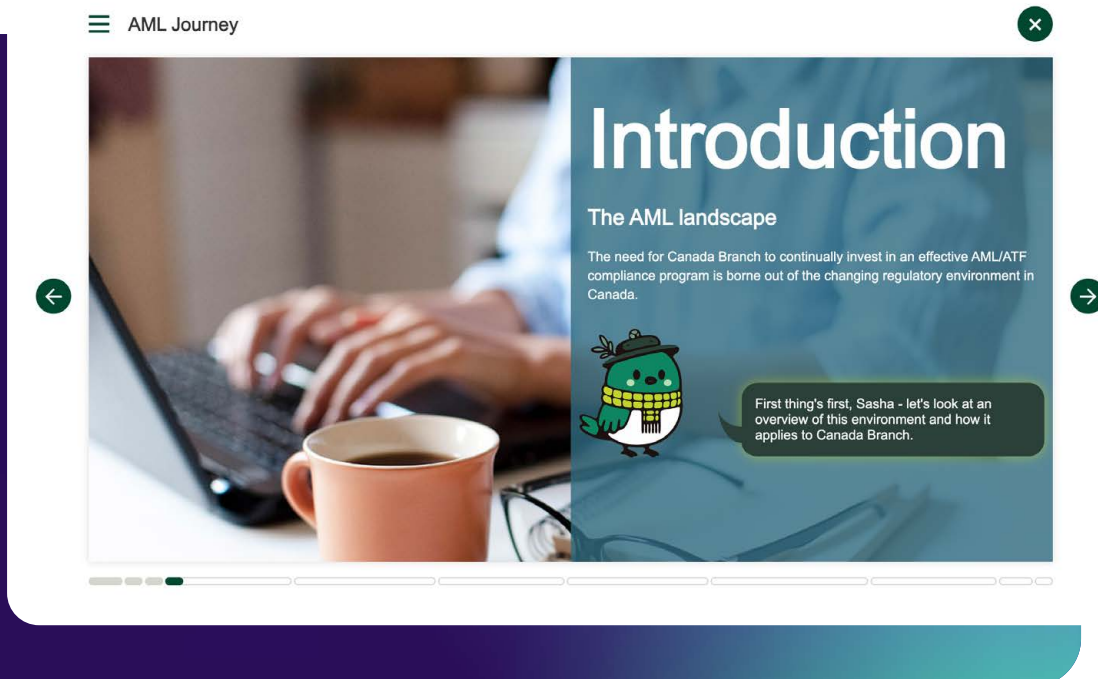
Mentor characters

Mentors can give advice and offer key insights

Recurring characters can be particularly memorable, especially if they embody a company's values and demonstrate positive behaviours.

A mentor character can inject a conversational tone to a course, and can be especially effective when the course is aimed at a more junior population. We can add impact through the character's choice of clothing, language and the situations they appear in.

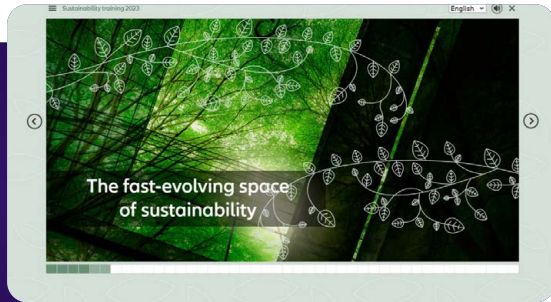
Perhaps they offer vital insights, share new updates or provide advice in tricky situations. They can even be used to add humour!



Theming

i Bespoke theming provides an immersive experience

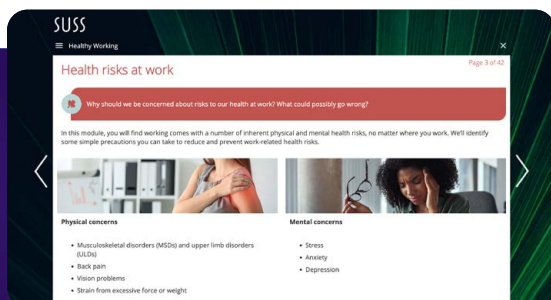
For an immersive experience, you might want to consider a narrative theme running through the course. This could be a real-life scenario, such as a crisis situation the learner has to manage in 'real time'. It could also be something more metaphorical, such as a mountaineering theme to embody the concept of risk.

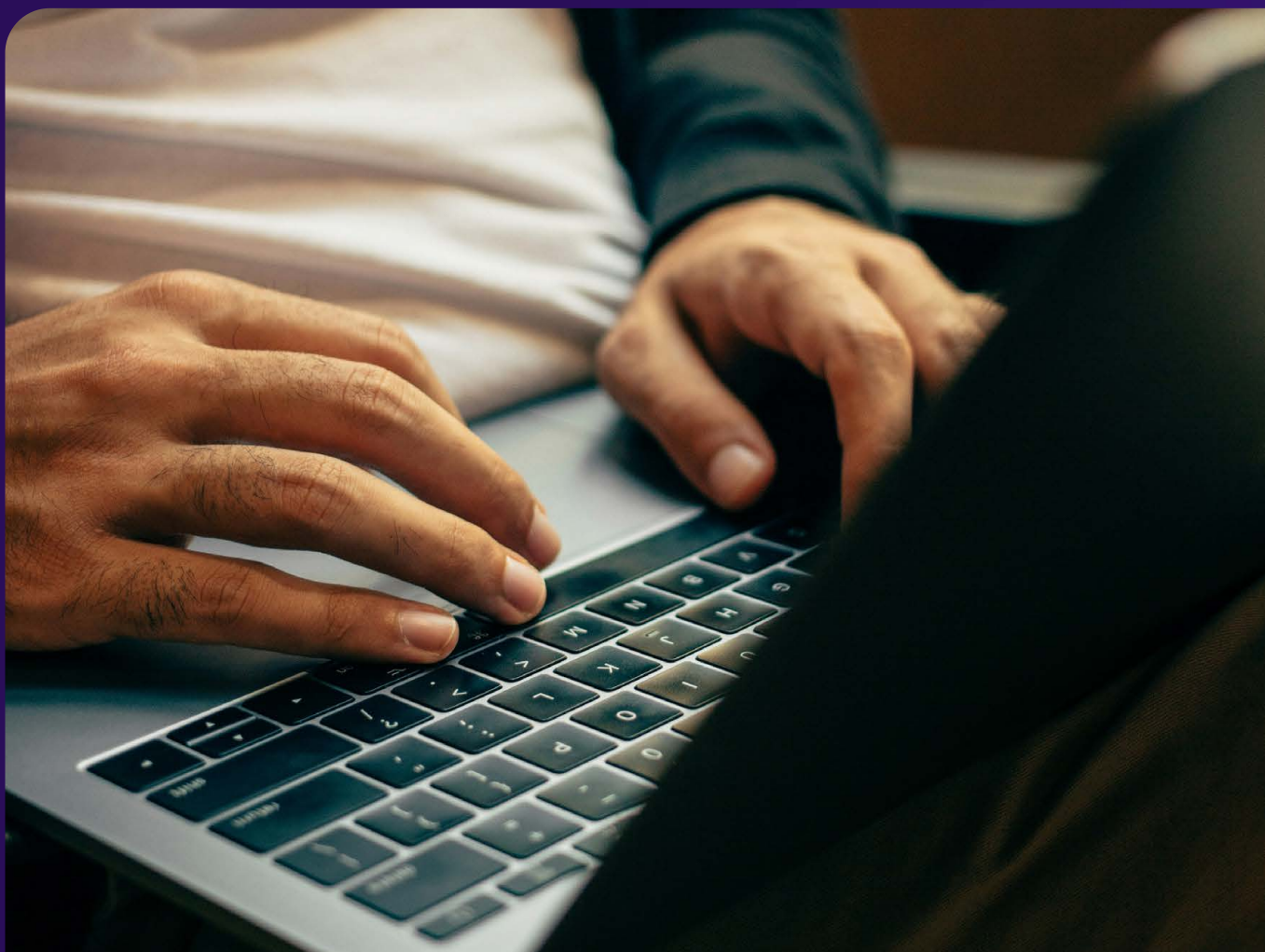


This offers a quirky, unexpected and ultimately memorable experience for learners. We offer immersive, narrative-driven storyboarding, plus carefully selected visuals to create a rounded and immersive result.

You can also enhance the style of your course by theming various elements...

- The landing page can include styled buttons, images and completion icons
- Buttons: adding styling/behaviours to the buttons in your course is both a great way of embodying client branding, and adding further engagement for the learner
- Backgrounds: as well as providing further opportunities to reflect branding, background colours, textures or images (which sit behind the training content) can make the learner feel more immersed both in the course itself, and the individual topics within. This reinforces the learning content and adds to the storytelling possibilities
- Styling: a subtle yet effective way to further immerse the learner in a familiar environment, and embody the visual identity of their organisation, is to style aspects of the templates throughout the course. This includes navigation, progress and scroll bars. It's the little details that create a coherent and joined up whole!





Assessment options

Assessment is the cornerstone of compliance courses, but don't settle for an end of course assessment every time – our versatile offering allows you to adapt your assessment style to suit specific needs.

End of course assessment

A classic, reliable approach to assessment

A classic end-of-course assessment includes a range of questions that test each key learning point. Perhaps it will be 10 questions from a randomised bank of 30. Our software allows for complete flexibility in number of questions, question banks, the pass mark and number of attempts. Our course designers know the importance of fair and robust testing to ensure compliance is demonstrably met to the highest standards.

Assessment



The assessment consists of 15 questions.

To successfully pass this module, you must have answered at least 80% of the questions correctly.

If you achieve less than 80%, you must retake the assessment.

All the information you need to pass the test is in the training and/or supplemental reference material. We trust (and expect) you to complete the test without the help of others. Failure to do so constitutes a breach of firm policy and the UBS Code of Conduct and Ethics, and may lead to disciplinary action, including possible termination of your employment or assignment.

Pass mark: 80%

[Start Assessment](#)

Test-outs

i Tailor the experience for every employee

Compliance training can be long – there’s a lot of information to absorb! And when learners are taking the same course year-on-year, it can feel like a drain on time. To return precious time back to your employees, we offer test-outs while ensuring compliance regulations are met.

A test-out is an assessment that sits at the front of a course. If a learner passes and proves they already know the subject matter, they don’t have to go through the content at all. We suggest setting a high pass mark for test-outs, to ensure learners really do know their stuff. Anyone who fails to meet the grade will then be directed to the content and an end-of-course assessment.

Select: Full module or attempt assessment

You have the option to either study the full module and then attempt the assessment or go straight to the assessment. If you fail the assessment you will be required to complete the relevant course section and the post course assessment.

Full module

I would prefer to complete the full module before the assessment.

Assessment only

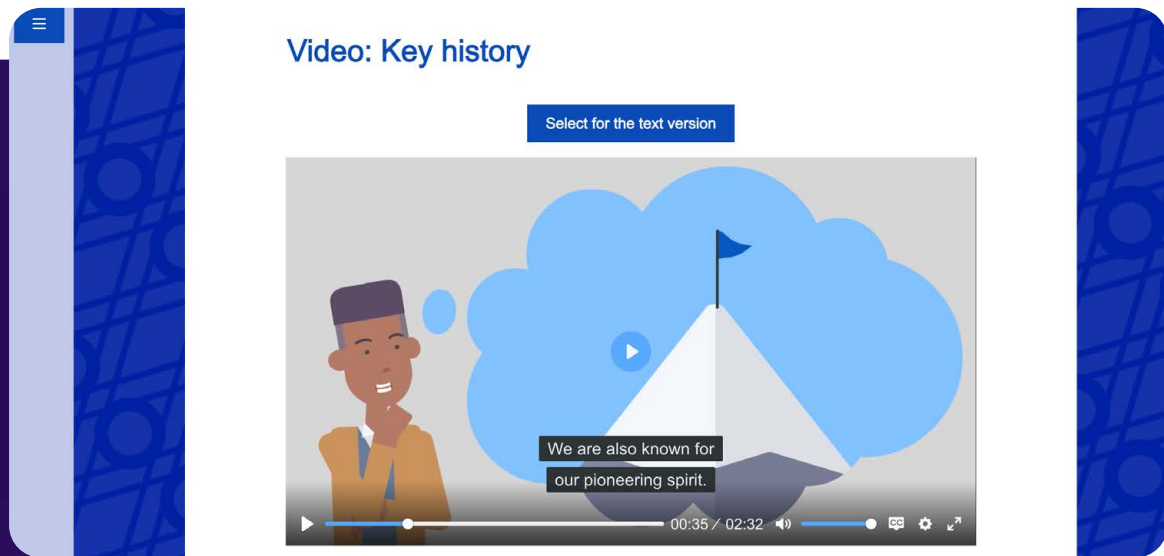
I feel confident to move straight to the assessment.



FastTrack

Ensure everyone gets key messaging

A fast-track test-out offers key information to learners who pass a condensed version of the content. This could be a high-impact video or a few pages with key messaging. This means that anyone taking the course as a refresher will still get a reminder of core information, and of any updates that have happened in the last year. It allows for a bit more nuance than a simple test-out approach.

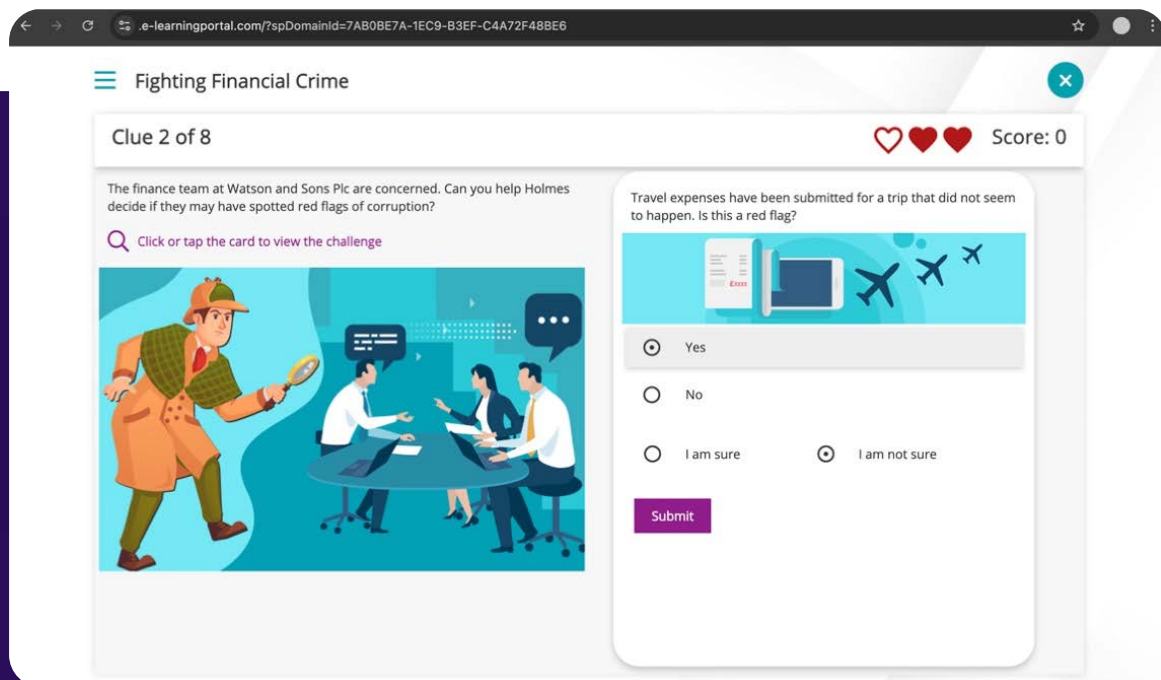


Pre-tests for adaptive learning

Tailor the experience for every employee

Adaptive learning is increasingly popular. E-learning no longer has to be a one-size-fits-all approach that makes everyone sit through everything. We build pre-course assessments that are grouped into topics, meaning a learner's journey can be tailored based on their results in each topic. It reduces seat time while effectively targeting knowledge gaps. The final assessment can then also be tailored to focus on these specific topics.

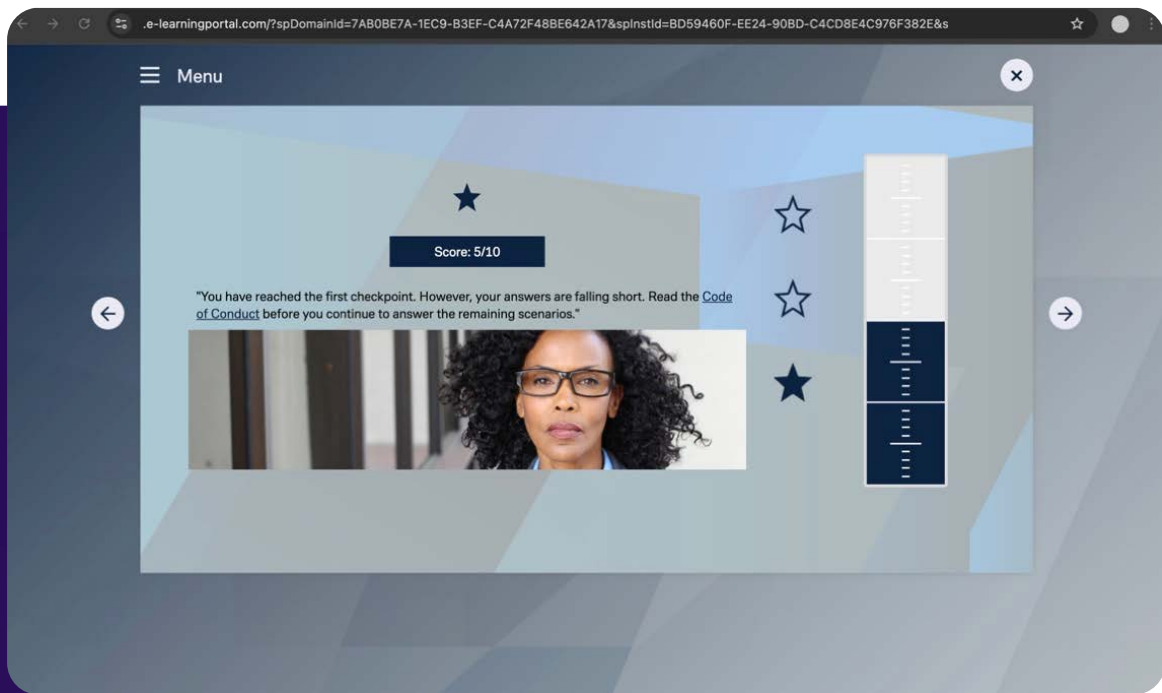
And why not include an element of gamification? Our 'Skillcast Game' makes assessment fun, with a card-game style design, lives, scoring and a confidence rater to add jeopardy! See the enhanced analytics page below to see what data we can draw from this.



In-course scoring

Gamify your course with in-course scoring

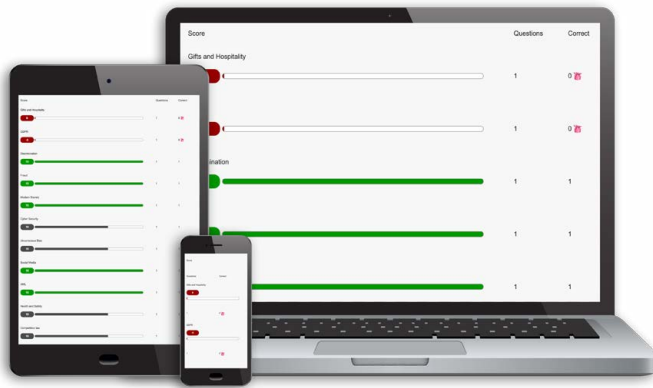
Some clients prefer in-course scoring instead of, or in addition to, the more formal assessment route. This adds a gamified approach, as assessment can be woven into the course's narrative. Those who do well earn points, and regular score updates can be visually themed to boost engagement, while our clients can get the same pass-rate analytics as they would for a formal assessment.



Enhanced analytics

Insightful data at your fingertips

We're proud of our gamified testing, which uses fun visuals and can give learners a set number of lives per go. We also incorporate confidence questions, where learners have to decide how confident they are about their response. This produces a great visual summary of how well a learner is doing – plus granular data and reporting if you are taking the hosted option on Skillcast LMS.



Quick-view dashboard

A dashboard at the end of pre-tests and end-of course assessments will show learners where they've gone wrong – and where their confidence levels were highest. Stakeholders are also provided with detailed data on a Skillcast reporting portal. This data is available even when the course is hosted on your LMS via the innovative technology of Remote SCORM reporting.

Overall

Objectives

Leaderboard

Show 50 entries

Search:

Objective	Questions	Users	Responses	Incorrect, Confident	Incorrect	Correct	Correct, Confident
History of Love	8	365	1023	22%	2%	2%	73%
Literary Lovers	7	370	1072	24%	4%	2%	68%
Love in the Age of Mythology	8	367	1059	28%	3%	2%	65%
The Physiology of Love	8	380	1069	28%	2%	2%	66%
Valentine's Day Around the World	8	370	1060	25%	3%	4%	66%

Showing 1 to 5 of 5 entries

Previous

1

Next

Learning Objectives			
Score	Questions	Correct	
Gifts and Hospitality	1	0	
ODPR	1	1	
Discrimination & Harassment	1	1	
Fraud	1	1	
Modern Slavery	1	1	