E-Learning from Fact3

2022/23 Guide

Fact.e

Bespoke, cost effective and fully trackable e-learning - all from one easy to use platform

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E-learning dedicated to the needs of SMEs, covering content in three business critical areas, your Numbers, People and Systems.

Accessible to all employees no matter where they're based or how they work.

Just £10.00 per employee per month.

ACCESSIBLE 24/7

E-learning that can be accessed from anywhere, anytime.

DESIGNED TO MEET THE NEEDS OF MULTI-SITE AND REMOTE WORKERS

Providing training that can be quickly and easily accessed by your whole workforce, wherever they are, is more important than it's ever been before.

SELF LED OR TIME CRITICAL

Employees can work through training modules at their own pace, or you can provide deadlines for urgent modules, all tracked and managed through the platform.

STANDARD AND BESPOKE TRAINING

As well as access to regularly updated Fact3 training inspired by real-time challenges our clients are facing across Finance, HR and IT, we'll work with you to create bespoke training designed to meet the specific challenges of your business or industry.

DESIGN YOUR OWN LEARNING STACK

We have created customised learning stacks designed to meet the needs of different groups within your workforce, for example training for new managers. Access these or easily build your own learning stacks to meet your specific employee training needs.

EASILY ACCESSIBLE ANALYTICS

Stay on top of learning and development progress across your entire workforce, all in one place. Allowing you to create transparent board reports and facilitate line manager conversations.

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Customise your own training and learning stacks

Fact.e provides you with a wealth of training inspired by real life challenges our clients are facing with their Numbers, People and Systems, as well as covering basic compliance but you can easily build and manage your own training and learning stacks dedicated to the unique needs of your business and your people.

For your business

Does your business have unique skills required to help it run effectively? Easily build courses specific to your business needs, and evolve them overtime as your business grows and develops.

For your industry

A lot of businesses will be faced with regulatory training requirements specific to their industry and critical to maintain the reputation of your brand. Build and deliver industry specific training whenever you need it.

For your people

Have you got specific learning tracks in mind for your people to help them achieve unique objectives you've set them? Easily pick and mix from training in your portal to build dedicated learning tracks to support people development, complete with detailed analytics.

Designed by us or by you

Keen to design and upload your own training courses? No problem, the platform makes it really easy for you to build and promote new training regularly. But if you feel you'd like more help, our team are experts at building training so can be on hand for help or advice, or tell them what you need and they'll build it for you.

COURSE GUIDE 2022/23

Numbers

Courses dedicated to business critical financial compliance; regulation and best practice.

People

Courses dedicated to protecting your business and supporting, developing and managing your people.

Systems

Courses dedicated to protecting the security of your organisation's information and digital activity.

Health & Safety and Other

Courses dedicated to the health and safety of your workforce and other business critical compliance topics.

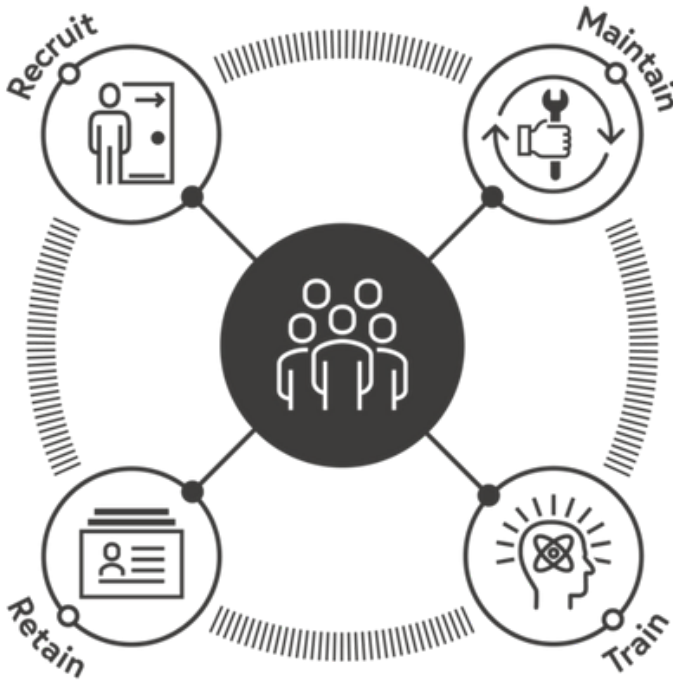Courses dedicated to business critical financial compliance; regulation and best practice.

Numbers Courses

Anti-Money Laundering and Counter Terrorist Financing (Global) 45 minutes	Financial Crime Prevention 40 minutes	Preventing the Facilitation of Tax Evasion (Financial Services) **Refresher** 15 minutes
Anti-Money Laundering and Counter Terrorist Financing (UK) 45 minutes	Financial Sanctions 45 minutes	Preventing the Facilitation of Tax Evasion (Non-Financial Services) **Refresher** 15 minutes
Anti-Money Laundering (Financial Services) - **Refresher** 15 minutes	Fraud Prevention 60 minutes	
Anti-Money Laundering (Non-Financial Services) **Refresher** 15 minutes	Fraud Prevention **Refresher** 15 minutes	
Counter Terrorist Financing 15 minutes	Fraud Prevention for Managers 60 minutes	
DAC6 35 minutes	Preventing the Facilitation of Tax Evasion 30 minutes	

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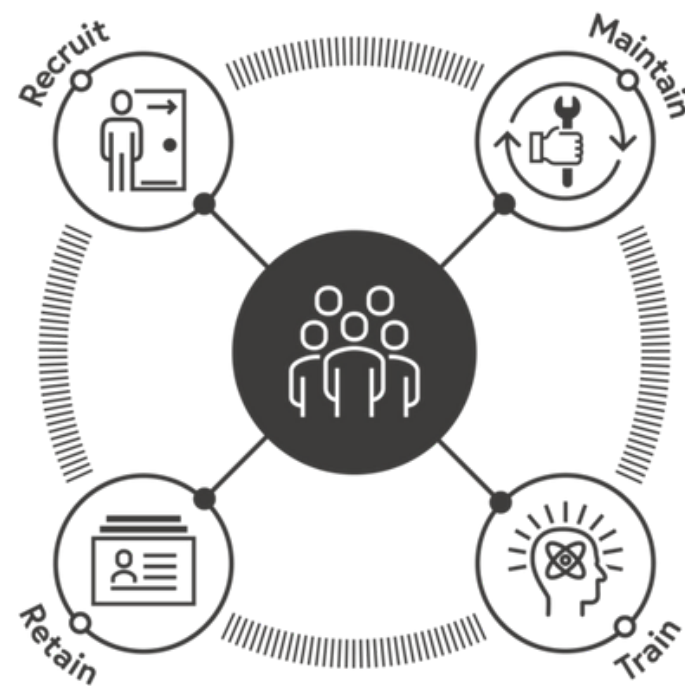Courses dedicated to protecting your business and supporting, developing and managing your people.

People Courses

How to...Interview **Fact3** 30 minutes	Abuse of Dominant Position 10 minutes	Bribery Prevention **Refresher** 15 minutes
The Power of Profiling **Fact3** 30 minutes	Abuse of Position 10 minutes	Gifts and Hospitality 15 minutes
Day 1 Employment Rights **Fact3** 30 minutes	Anti-Competitive Agreements 10 minutes	Intellectual Property Rights 45 minutes
How to...Investigate **Fact3** 30 minutes	Corrupt Hiring Practices 10 minutes	Managing Homeworkers 15 minutes
Employee Engagement **Fact3** 30 minutes	Anti-Bribery Training 55 minutes	Modern Slavery 30 minutes
DAC6 35 minutes	Bribery Prevention 45 minutes	Modern Slavery **Refresher** 10 minutes

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Courses dedicated to protecting your business and supporting, developing and managing your people.
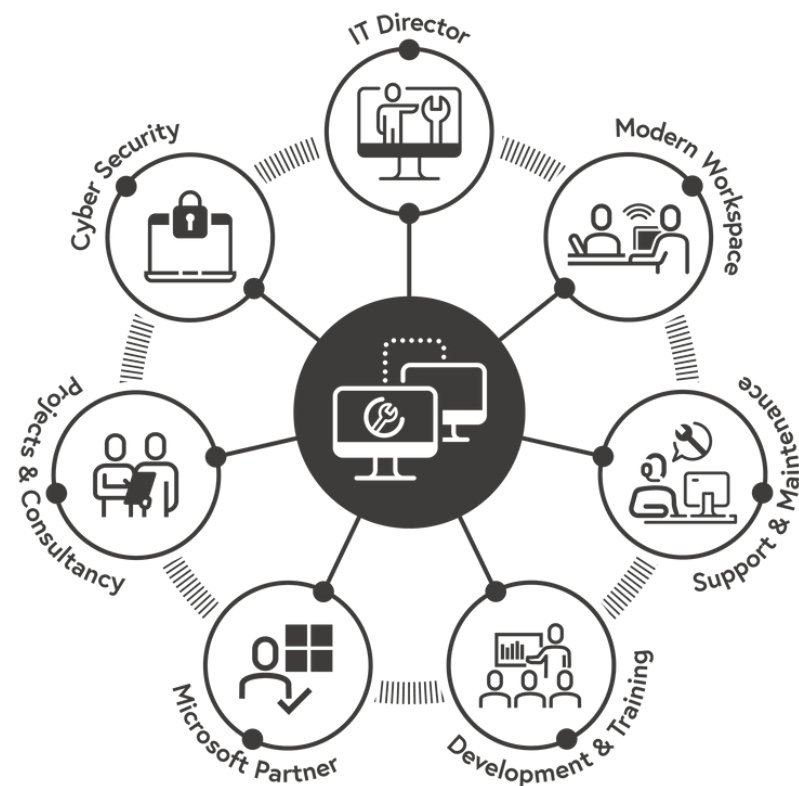
People Courses

PDMR (Person Discharging Managerial Responsibility) 10 minutes	Stress, Anxiety and Depression at Work – **For Managers** 20 minutes	Whistleblowing **Refresher** 15 minutes
Return to Work 15 minutes	Work Related Stress 20 minutes	Suspicious Activity Reporting 10 minutes
Right to Work in UK 15 minutes	Unconscious Bias 20 minutes	Tipping Off 10 minutes
Equality and Diversity in the Workplace 20 minutes	Unconscious Bias **For Managers** 25 minutes	To Pay or not to Pay 10 minutes
Sexual Harassment 30 minutes	Whistleblowing 15 minutes	Working from Home 15 minutes
Stress, Anxiety and Depression at Work 15 minutes	Preventing the Facilitation of Tax Evasion 30 minutes	Violence and Aggression 20 minutes

Courses dedicated to protecting the security of your organisation's information and digital activity.

Systems Courses

Cyber Security 15 minutes	Privacy & Electronic Communications Regulations 15 minutes
E-Mail Phishing 15 minutes	Electronic Communications 25 minutes
Identity Theft 20 minutes	Responsible Use of Social Media 30 minutes
Information Security 45 minutes	
Information Security **Refresher** 20 minutes	
PCI Data Security Standard 60 minutes	

Courses dedicated to the health and safety of your workforce.

Health and Safety Courses

DSE 15 minutes	Working Safely **Refresher** 15 minutes	Fire 10 minutes	Slips and Trips 15 minutes
DSE 10 minutes	Asbestos 10 minutes	Ladder and Stepladder Use 10 minutes	Work Equipment 45 minutes
Healthy Working 45 minutes	COSHH 10 minutes	Legionella 20 minutes	Working at Heights 20 minutes
Healthy Working **Refresher** 20 minutes	Covid-19 10 minutes	Lone Working 20 minutes	
Managing Safely 45 minutes	Driving at Work 10 minutes	Manual Handling 45 minutes	
Working Safely 45 minutes	Electricity 10 minutes	Noise 30 minutes	

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Other Courses

Business, Ethics and Integrity 45 minutes	Records Management 20 minutes
Code of Conduct 45 minutes	Embargoes and Sanctions 45 minutes
Competition Law 45 minutes	Safeguarding the Vulnerable 45 minutes
Data Protection 40 minutes	UK Market Abuse Regulation 45 minutes
Data Protection **Refresher** 15 minutes	Third Party Due Diligence 15 minutes
Economic Sanctions **Refresher** 15 minutes	

Additional Course Libraries

Alongside the Essentials Library, Fact.e also provides specific industry based course libraries which can be purchased at an additional cost. Please contact academy@fact3.co.uk for more information.

FCA Compliance

Providing 60+ training modules covering everything from high-level and conduct of business standards to thematic topics, including treating customers fairly.

The FCA Compliance Training Course Library includes sector-specific versions for banking, investments and mortgages, plus a full set of **SMCR training courses**.

Risk Management

Effective risk management relies on your staff appreciating the fundamental practices and procedures of risk management across your business.

The Risk library consists of 10 courses which cover the fundamentals of risk management and specific key risk areas, such as Physical Security and Business Continuity Management.

Insurance Compliance

Providing 30+ insurance compliance training courses which includes core training for all employees and managers plus more specialist courses on detailed regulatory requirements. Cover
These courses cover current compliance topics and help employees prepare for impending regulatory developments. For example The Insurance Distribution Directive (IDD).

GDPR Hero

Do you know your lawful basis for processing from your individual rights? How about international transfer safeguards and when to report a data breach?

If you do, you could be a GDPR Hero!

Don't just train with us, **learn** with us.

Fact.e is created by our team of specialist trainers who develop real-time content for the people in today's savvy, forward thinking businesses.

It's learning that develops skills from basics to board and covers the three business critical areas of Numbers, People and Systems.

To get started with Fact.e today, contact us at:

academy@fact3.co.uk