



# Buyers Guide to Compliance



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# Introduction

Whether you are new to compliance training, already have a system in place, or are in the process of reviewing and enhancing your approach, this comprehensive guide is designed to support you at every stage. It covers all the essential steps and key considerations to ensure a smooth and effective compliance training programme. From understanding the fundamental requirements and setting up your training framework to establishing timelines, exploring trial options, and implementing the right workflows, this guide provides practical insights to help you develop your training strategy.



# Compliance made simple

As compliance e-learning specialists, we understand how complex and daunting compliance training can be. Your company faces compliance risks on many fronts, and you need to address these risks promptly to protect your company, your staff, and your reputation.

Skillcast helps you respond to these needs efficiently and cost-effectively with our carefully curated set of off-the-shelf courses.

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# Preparation

Choosing the right platform for your business starts with a thorough evaluation of your existing systems. Understanding what works well, what doesn't, and where the biggest opportunities for improvement lie can help streamline operations and reduce inefficiencies. Engaging key stakeholders early ensures the platform meets their needs, ultimately driving adoption and maximising its value. Consider factors like accessibility, automation, security, and cost to make an informed decision. What follows are key areas to focus on when assessing and selecting a new platform.



## **Assess Your Current Systems**

Evaluate the systems currently in place and identify their strengths and weaknesses. Are there redundant platforms that could be consolidated? Streamlining multiple systems into a single, more efficient solution can enhance usability, reduce costs, and improve data consistency.

## **Engage Stakeholders**

Most businesses have multiple teams relying on the platform. Gather insights from key stakeholders—what's on their wish list? What challenges do they face? Prioritising features that save time, reduce risks, and add value ensures the platform meets real business needs. Early engagement also fosters buy-in, making implementation smoother.

## **Consider Accessibility and User Experience**

A successful platform must be easy for employees to access and engage with. Consider whether you have remote or mobile workers and ensure they can connect seamlessly. Assess current communication channels to determine how best to integrate the new system into daily workflows.



## **Optimise Data Management**

Data accuracy is critical. Evaluate where employee data is stored and how up-to-date it is. Look for automation opportunities to streamline data extraction and integration, reducing manual input errors and improving efficiency.

## **Support DEI**

Ensure the platform accommodates all users by addressing language needs and accessibility requirements. A truly effective system should be inclusive, offering features that support a diverse workforce.

## **Automate Manual Processes**

Identify labour-intensive manual tasks that could benefit from automation. Are there workflows prone to errors or delays? Processes like conflicts of interest declarations, gift approvals, and compliance tracking - often managed through spreadsheets or PDFs can be streamlined with a more robust system.

## **Assess Security & Risk Management**

Consider the resilience of your current processes. What happens if network files become inaccessible? Review security measures, data backup protocols, and overall system reliability to ensure business continuity and compliance.



## **Plan for Implementation Timelines**

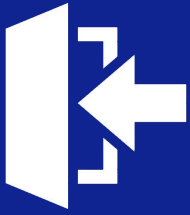
Be realistic about when a new platform can be implemented. Are there upcoming regulatory changes, business expansions, or market shifts that could justify or accelerate the need for a system upgrade? Aligning the transition with key business events can strengthen the case for investment.

## **Evaluate Budget and Cost Savings**

Understand your budget and potential cost-saving opportunities. Could existing contracts be cancelled or consolidated to avoid duplication? Many HR platforms include modular LMS components, which might be an additional cost. Consider pricing per employee and compare this with potential risks, such as legal disputes, to assess return on investment. Check contract end dates and cancellation terms to avoid unnecessary expenses.

By taking a structured approach to platform selection, businesses can ensure they invest in a system that enhances efficiency, supports employees, and delivers long-term value.





# Getting Started

Selecting the right platform for your business involves careful planning, prioritisation, and stakeholder engagement. From defining key requirements to evaluating vendors and managing internal approvals, each step plays a crucial role in ensuring a smooth implementation. By streamlining the selection process, setting clear expectations, and involving the right people at the right time, you can maximise the value of your investment. Below are key considerations to guide your approach.



## **Create a Wish List**

Start by compiling a wish list of features and functionalities that you and your colleagues need from the new platform. For each item, identify the problem it solves or the value it adds. Tracking who owns each requirement ensures that all key needs are accounted for and helps prioritise must-have features over nice-to-have ones.

## **Prioritise Key Features**

Many platforms offer an array of tools and functionalities, but not all will be essential for your business. Define your core priorities early so you can stay focused during vendor presentations and product trials. This approach prevents distractions and ensures you choose a platform that aligns with your critical needs.

## **Manage Your Time Efficiently**

Balancing your daily responsibilities while searching for a new platform can be challenging. Be realistic about the time you and your colleagues can dedicate to vendor meetings and trials. Engaging six different vendors might not be the best use of your time—narrow your search early to avoid unnecessary workload.



## **Conduct Thorough Research**

Compile a shortlist of suitable vendors based on your core requirements. Online research, particularly using AI tools, can help identify potential options you might not have considered. Creating a simple checklist of five or six key needs and assessing whether each vendor meets them is an efficient way to compare solutions.

## **Seek Peer Recommendations**

There's no substitute for firsthand experience. Ask industry peers which platforms they have used and whether they would recommend them. If you have connections within your sector, reach out for insights—practical recommendations can save you time and help avoid common pitfalls.

## **Focus on Subject-Specific Needs**

Consider the specific risks and compliance requirements in your industry. Identify the key topics your platform must support and share this list with vendors. Understanding any content gaps in advance allows you to plan for internal training solutions where needed.



## **Make Vendor Presentations Effective**

A vendor demo is an opportunity to assess the platform's capabilities, but it should remain focused on your needs. Share an agenda with the vendor beforehand to ensure they address your priorities. Ask clear questions and request follow-up information where necessary.

## **Streamline the Trial Process**

A structured trial phase is essential for evaluating a platform's suitability. Identify who needs to be involved, set clear timelines, and ensure colleagues understand their role in the process. Delays caused by unengaged testers can prolong decision-making, so manage expectations early and consider involving the vendor in gathering feedback.

The following structured approach can streamline the selection and implementation process, ensuring maximum value to your organisation.



# Understanding your organisation's buying process

Before finalising your decision, understand the internal steps required for approval and implementation. Every organisation has its own procurement and IT security processes - proactively engaging with key departments will prevent roadblocks later. Consider the following:

**1. Stakeholder Approval** – Have all relevant teams confirmed that the platform meets their needs? Do you need subject matter experts for customisation or project managers for implementation?

**2. Final Budget Sign-Off** – Does the final cost differ from the initial budget? Who needs to approve the expenditure?

**3. Data Management** – IT teams will need to review the type of data the platform will hold and the security measures in place to protect personal information.

**4. Information Security** – Ensure IT teams review vendor security certifications and policies to meet internal cybersecurity standards.

**5. Integrations** – If the platform requires Single Sign-On (SSO) or employee data feeds, IT teams must assess technical requirements and schedule time for integration.

**6. Supplier Onboarding** – Work with procurement or finance teams to complete vendor onboarding and payment setup.

**7. Legal Review** – Have terms and conditions been reviewed? Do you need internal legal support before finalising the contract?





# Content & Functionality

When evaluating a platform, both content and functionality play a crucial role in determining its effectiveness. A well-designed platform should be intuitive, configurable, and aligned with your organisation's needs. It should also provide robust security, automation, and support to reduce administrative burden. Below are key considerations to ensure the platform delivers value while enhancing the user experience.



# First Impressions

A platform should be visually appealing, user-friendly, and intuitive. Consider how your staff will feel when they first access it — simplicity is key. A clutter-free design and easy navigation improve adoption rates. Also, think about how employees will access the portal — does the login process feel seamless?

**Sometimes, investing in a higher-tier support package can be worth it to reduce internal administrative effort and ensure smooth operations. Clarify exactly what's included in each package to avoid surprises later.**



## **Technology Compatibility**

Check if the platform supports Single Sign-On (SSO) for easier access and whether it allows for automatic employee data imports via a data feed. These integrations streamline processes and reduce administrative overhead.

## **Configurability**

Flexibility is essential. Can you adjust the portal layout to match your organisation's branding and preferences? Does the platform allow in-house modifications, or will you need to rely on the vendor for changes? Knowing the level of control, you have over customisation is key.

## **Assignments and Automation**

How are activities assigned? Can they be automated, or do they require manual intervention? A good platform should allow both automatic and manual assignment options to accommodate different workflows.

## **Workflows and Automation**

Evaluate how well workflows are automated. Does the system handle follow-ups automatically? For example, if a line manager does not approve a gifts or hospitality request, does the platform send reminders or escalate the approval request? The more automation, the less manual effort is required.



## Reporting Capabilities

Access to clear, comprehensive reporting is crucial. Ensure the platform provides an at-a-glance view of ongoing activities, along with the ability to download detailed reports in usable formats. You shouldn't have to spend excessive time formatting data. Pre-built, customisable reports saves valuable time.

## Content Flexibility

Assess whether the platform's course content is relevant to your organisation. Can it be edited or customised to reflect your specific policies and procedures? A strong platform should offer both off-the-shelf content and options for tailored customisation, either by your team or with vendor support.

## Security and Data Protection

Data security is a top priority. Understand how the platform processes and stores your data and whether it complies with international cybersecurity standards. Vendors should provide documentation on their information security policies, certifications, and compliance with regulations such as GDPR.

## Ongoing Support

The level of support a vendor provides can impact how much effort your team needs to invest in managing the platform. Consider:

- What support levels are available and what do they cost?
- Does the vendor offer dedicated account management or only ticket-based support?
- How much workload can the vendor handle?





# Next Steps

To move forward, refine your requirements, shortlist vendors, and engage them for demos. Run trials, gather feedback, and ensure the platform meets real-world needs. Confirm internal approvals, including procurement and security checks, before finalising your choice. Finally, align on timelines and implementation to ensure a smooth rollout. A structured approach will help you invest in a platform that drives efficiency and long-term value.





# Demo

Staff awareness and training are your company's first step on its compliance transformation journey.

Skillcast helps you take that step comprehensively and effectively with our e-learning courses and compliance platform.

[\*\*Book a personal demo\*\*](#)



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