



Aptem Compliance Assurance Review (ACAR) — exclusive to Aptem customers

**Independent assurance.
Practical insight. Confidence.**

The Aptem Customer Compliance Assurance Review (ACAR) is an annual, independent compliance review delivered by education-sector specialists Lockhart Hawkins, exclusively for Aptem customers.

Designed to provide assurance, insight, and confidence, ACAR helps you validate compliance with funding rules and governance best practice—while identifying opportunities to strengthen controls and performance.

Eligible customers can access this service free of charge.

ACAR is designed to support your organisation by:



Providing independent assurance against relevant DWP funding rules



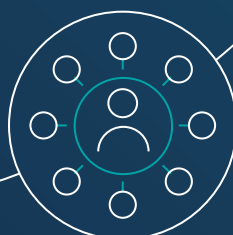
Supporting compliance with the DWP Financial Handbook



Identifying and mitigating potential compliance risks



Delivering actionable recommendations for improvement



Supporting a culture of continuous improvement and strong governance

What's included

ACAR Essentials

A structured review delivered across five key phases:

- ✓ **Key controls review**
Compliance self-assessment covering core funding rules and operational risks
- ✓ **Learner sample review**
Sample of 5 learners reviewed within Aptem (adjusted for multiple programmes)
- ✓ **Data trend analysis**
Review of key compliance indicators extracted directly from the platform
- ✓ **Face-to-face feedback**
Introductory call, interim feedback, and end-of-review session
- ✓ **Summary report**
Clear narrative, implementation risk rating, and prioritised recommendations

Includes review of sub-contracted delivery oversight, where applicable.

ACAR Enhanced

A deeper, strategic review across five enhanced phases:

- ✓ **Strategic compliance review**
Governance, contractual, operational, and funding-rule controls
- ✓ **Learner sample review**
Sample of 10 learners across funded programmes
- ✓ **Data trend analysis**
In-depth compliance insights drawn from the Aptem platform
- ✓ **Face-to-face feedback**
Introductory call, interim feedback, and final feedback session
- ✓ **Detailed report**
Narrative, visuals, implementation risk ratings, and recommendations

Who qualifies?

To qualify for a free ACAR, all of the following must apply:

- ✓ You are an existing Aptem customer
- ✓ You have at least 12 months of learner data on the platform
- ✓ Your annual Aptem spend is £80,000 or more (based on the last calendar year)
- ✓ You hold a Gold or Platinum service package

Providers with an annual Aptem spend of £160,000 are eligible for an Enhanced review (based on the last calendar year).

Not yet eligible for a free ACAR?
It's available as a paid add-on:

- ACAR Essentials: £2,400
- ACAR Enhanced: £3,300

Flexible and provider-led

- ✓ Choose your preferred review dates via an online booking system
- ✓ All pre- and post-review communication handled digitally
- ✓ Optional upgrades or extensions available, including:
 - Larger learner samples
 - PDSAT review
 - Bespoke assurance activity

Aligned to DWP expectations

All assurance components align with the 'Internal controls review' requirements set out in the Financial Handbook for Independent Providers, assessing the suitability, effectiveness, and compliance of financial and operational controls.

Who are Lockhart Hawkins?

Lockhart Hawkins are specialist consultants in education compliance and assurance, working with funding bodies, agencies, learning partnerships, and independent providers across the sector.

They are recognised for their high-quality assurance work, deep regulatory expertise, and consistently strong customer feedback.

**LOCKHART
HAWKINS**

For more information or to check your eligibility, please speak to your
**Aptem Customer
Success Manager.**