Prevent Duty Awareness E-Learning Training
Instructions for Staff

Log into *Blackboard* via the following link: https://blackboard.aber.ac.uk/.

On the '*Current Modules*' tab and under '*My Organisations*' will be '*Ymwybyddiaeth Dyletswydd Prevent / Prevent Duty Awareness*'. Click this link.
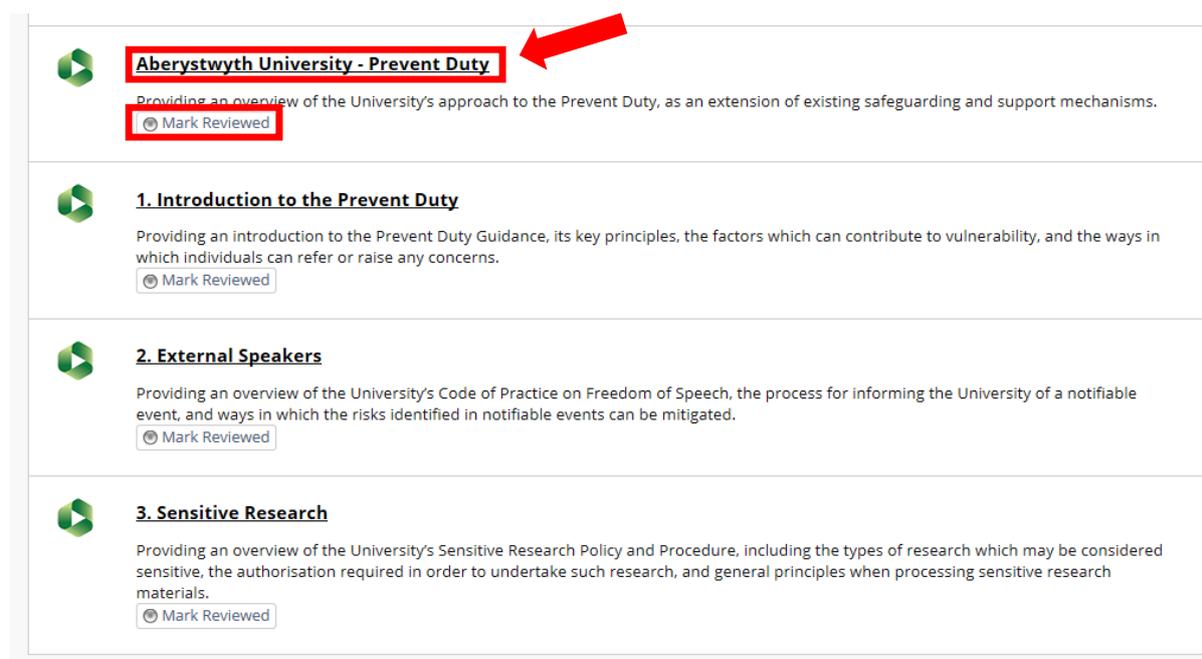
Materials are available in both English and Welsh. For the English-medium materials, please click the folder named '*Prevent Duty Awareness Training*', and for the Welsh-medium materials, please click on the folder named '*Hyfforddiant Ymwybyddiaeth Dyletswydd Prevent*'.
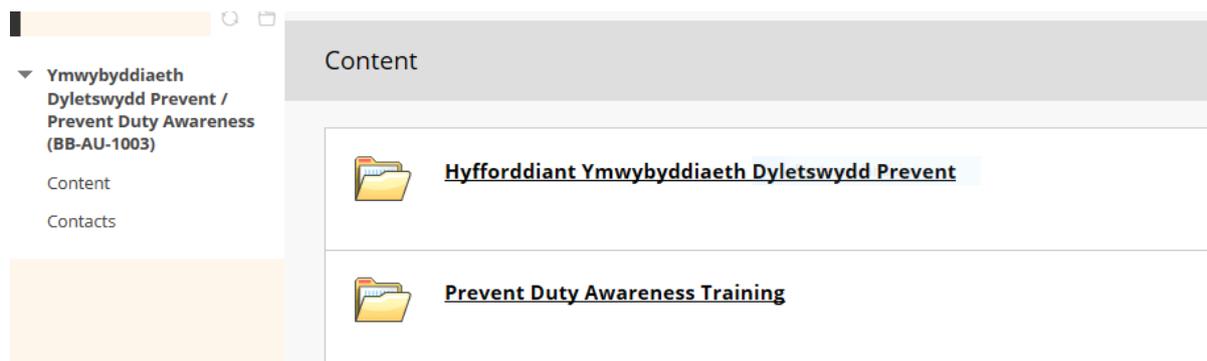
The materials include four pre-recorded videos on the following topics:

- Aberystwyth University – Prevent Duty
- Introduction to the Prevent Duty
- External Speakers
- Sensitive Research

Colleagues are asked to view all four videos in their entirety. To open the each video, click on the dedicated link. Each video will open as a new tab on your web-browser.

To confirm that they have viewed the materials presented, colleagues are asked to mark each video as '*Reviewed*' after its viewing using the toggle button shown above. To demonstrate that they have completed and understood the training materials, colleagues are required to complete a short test. The '*Prevent Duty Awareness Test*' will only be available for users to complete once all materials within the module have been marked as '*Reviewed*'.

Opening the '*Prevent Duty Awareness Test*' will prompt the display of the pre-test instructions. The test comprises of eight multiple choice questions, the answers for which will have been provided in the materials viewed. Users must achieve a minimum of seven correct answers in order to pass the test, otherwise it must be retaken. To start completing the test click '*Begin*'.

Using the cursor, users should select what they consider to be the correct answer for each question using the toggle buttons provided. There will only ever be one correct answer for each question. The test does not necessarily need to be completed in one attempt. Colleagues can save their answers by clicking on the '*Save Answer*' button opposite each question.
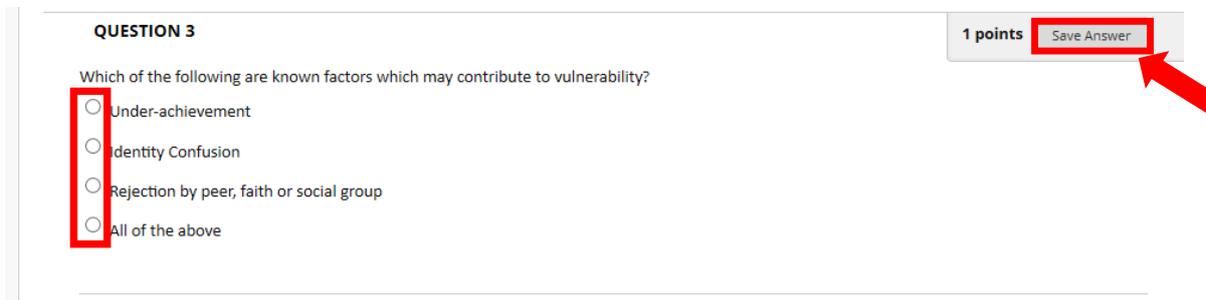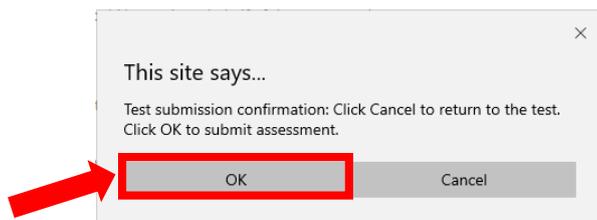

Once all questions have been completed, click the '*Save and Submit*' button, which is located at the bottom of the page.

Upon submission, users will be prompted to confirm the submission by clicking '*OK*'.

Users will be able to view the submission data following completion. To view the mark achieved, click the '*OK*' button which will be displayed at the bottom of the page.
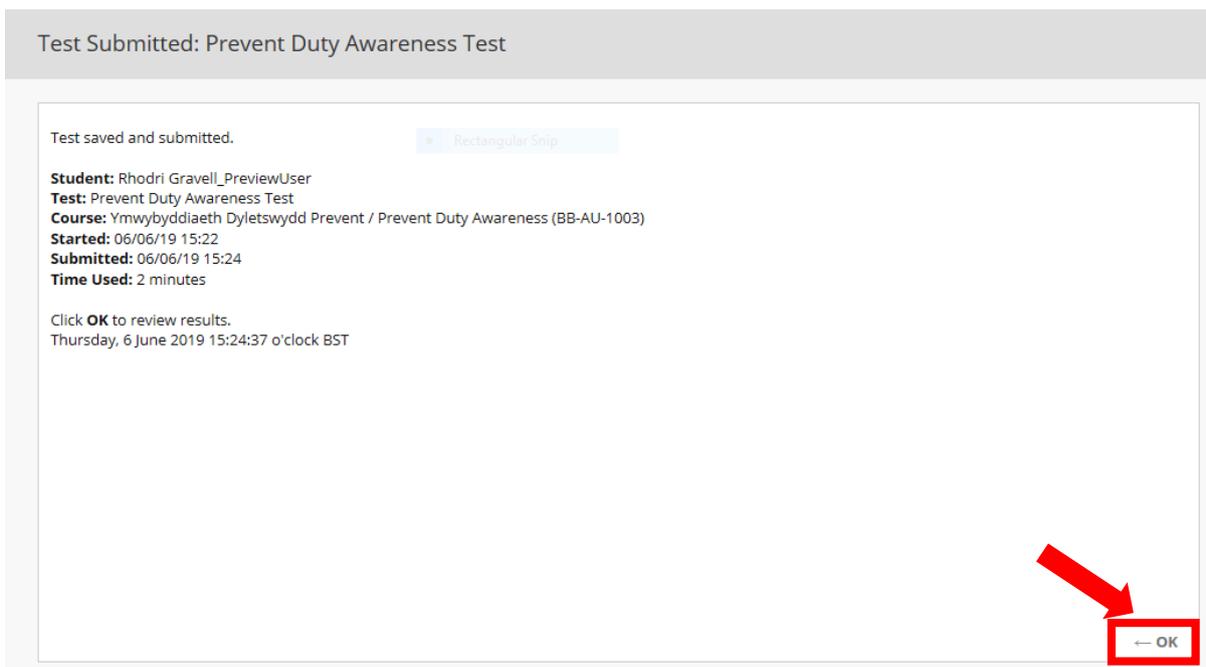
To pass the test, delegates must achieve at least seven from a maximum of eight marks. Any delegates who achieve fewer than seven marks, will be required to retake the test.

Review Test Submission: Prevent Duty Awareness Test

User	Rhodri Gravell_PreviewUser
Course	Ymwybyddiaeth Dyletswydd Prevent / Prevent Duty Awareness
Test	Prevent Duty Awareness Test
Started	06/06/19 15:22
Submitted	06/06/19 15:24
Status	Completed
Attempt Score	8 out of 8 points
Time Elapsed	2 minutes
Instructions	If you scored 7 or above you have passed the test, otherwise please take it again.
Results Displayed	Feedback

Upon returning to the content folders, delegates will be provided with confirmation of their test result.

Prevent Duty Awareness Test

You have successfully completed the Prevent Duty Awareness Training

Prevent Duty Awareness Test

You have not successfully completed the Prevent Duty Awareness Training. Please retake the test.

For further information or guidance relating to the Prevent Duty Awareness E-Learning Module, please contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on telephone extension 2073.