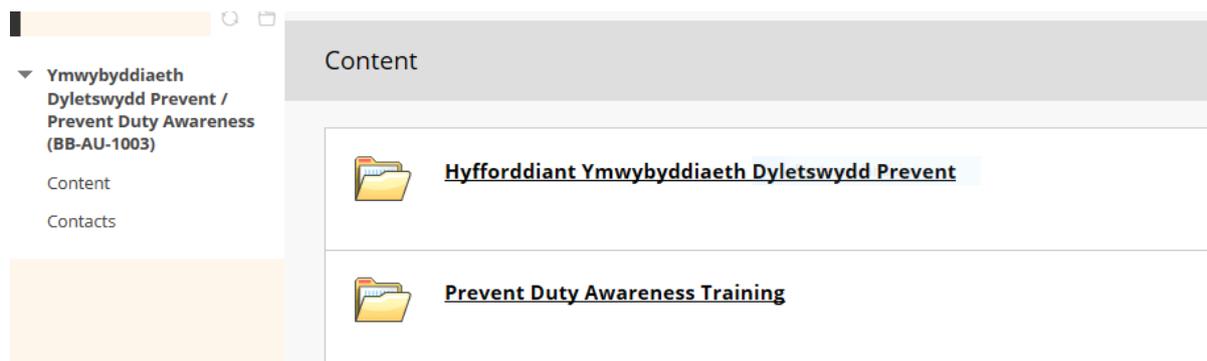


Prevent Duty Awareness E-Learning Training Instructions for Staff

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.

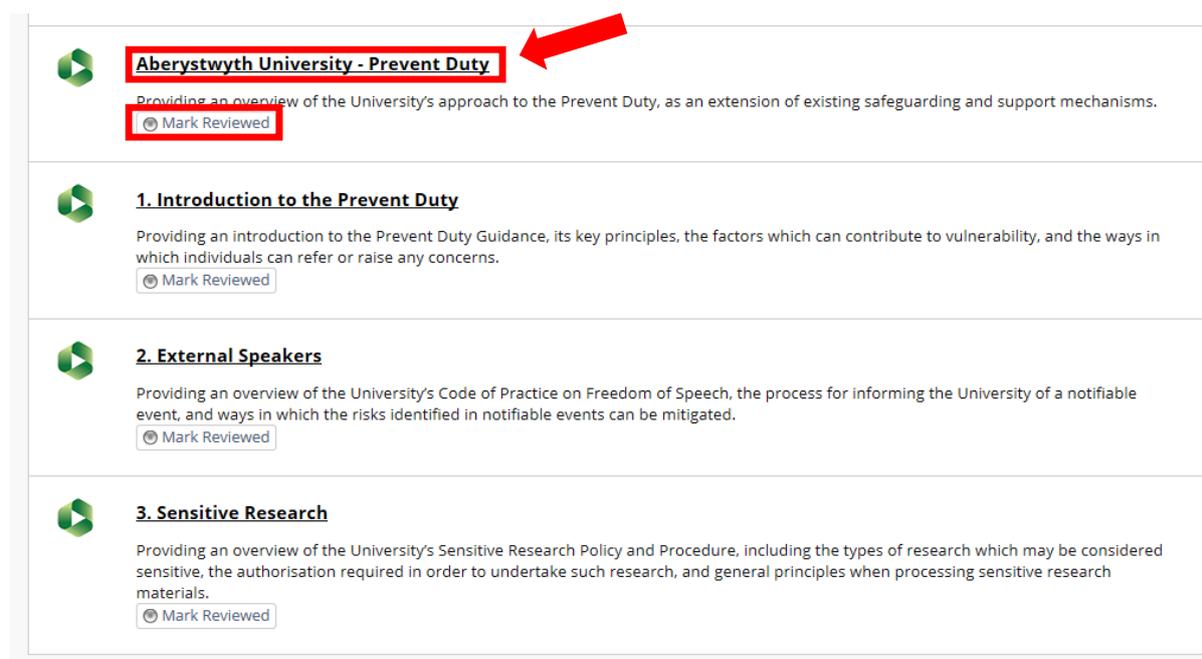
Materials are available in both English and Welsh. For the English-medium materials, please click the folder named 'Prevent Duty Awareness Training', and for the Welsh-medium materials, please click on the folder named 'Hyfforddiant Ymwybyddiaeth Dyletswydd Prevent'.



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.

A screenshot of a video player interface. It lists four video items, each with a play button icon, a title, a description, and a 'Mark Reviewed' button. The first item, 'Aberystwyth University - Prevent Duty', is highlighted with a red box and a red arrow points to it. The other items are '1. Introduction to the Prevent Duty', '2. External Speakers', and '3. Sensitive Research'.

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'.

Aberystwyth University - Prevent Duty
Providing an overview of the University's approach to the Prevent Duty, as an extension of existing safeguarding and support mechanisms.
 Reviewed

1. Introduction to the Prevent Duty
Providing an introduction to the Prevent Duty Guidance, its key principles, the factors which can contribute to vulnerability, and the ways in which individuals can refer or raise any concerns.
 Reviewed

2. External Speakers
Providing an overview of the University's Code of Practice on Freedom of Speech, the process for informing the University of a notifiable event, and ways in which the risks identified in notifiable events can be mitigated.
 Reviewed

3. Sensitive Research
Providing an overview of the University's Sensitive Research Policy and Procedure, including the types of research which may be considered sensitive, the authorisation required in order to undertake such research, and general principles when processing sensitive research materials.
 Reviewed

Prevent Duty Awareness Test

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'.

Begin: Prevent Duty Awareness Test

Rectangular Snip

INSTRUCTIONS

Force Completion This Test can be saved and resumed later.

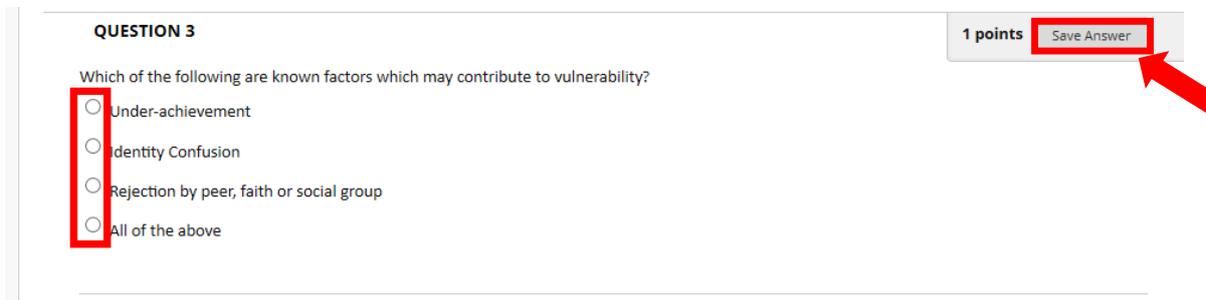
Multiple Attempts This Test allows multiple attempts.

Click **Begin** to start: Prevent Duty Awareness Test. Click **Cancel** to go back.

Click **Begin** to start. Click **Cancel** to quit.

Cancel **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.



QUESTION 3 1 points **Save Answer**

Which of the following are known factors which may contribute to vulnerability?

- Under-achievement
- Identity Confusion
- Rejection by peer, faith or social group
- All of the above

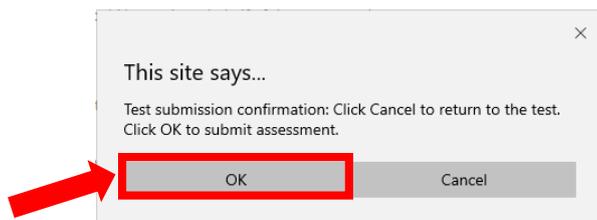
Once all questions have been completed, click the 'Save and Submit' button, which is located at the bottom of the page.

Click Save and Submit to save and submit. Click Save All Answers to save all answers.



Save All Answers **Save and Submit**

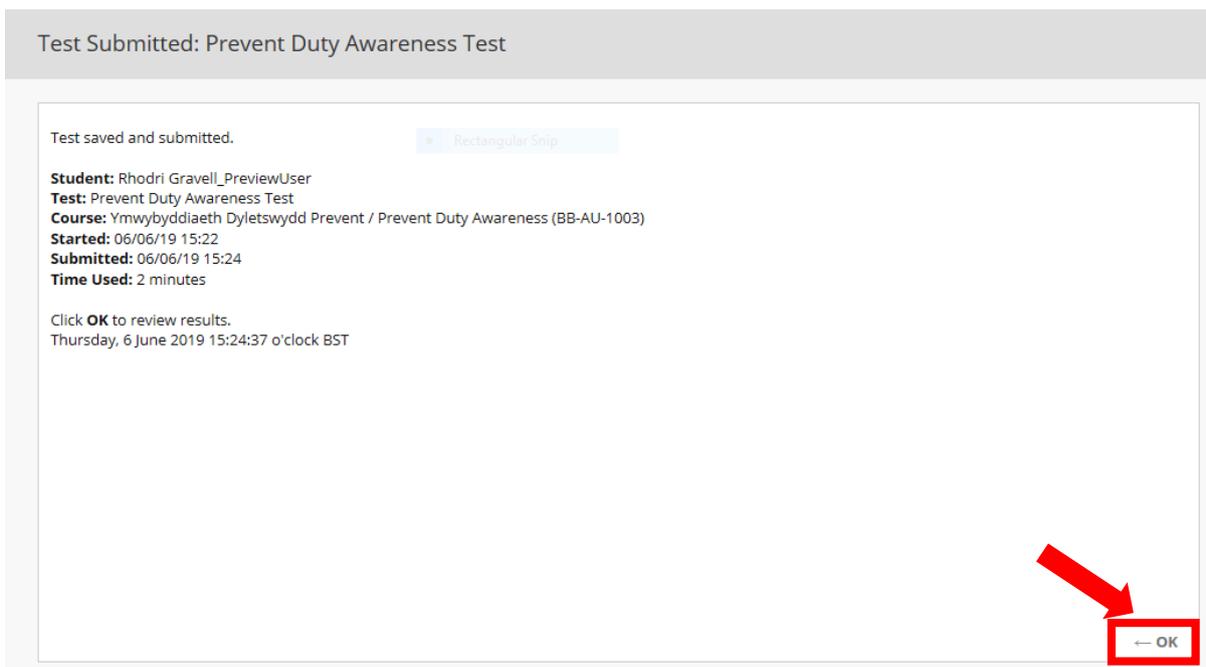
Upon submission, users will be prompted to confirm the submission by clicking 'OK'.



This site says...
Test submission confirmation: Click Cancel to return to the test.
Click OK to submit assessment.

OK Cancel

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.



Test Submitted: Prevent Duty Awareness Test

Test saved and submitted. Rectangular Snip

Student: Rhodri Gravel_PreviewUser
Test: Prevent Duty Awareness Test
Course: Ymwbyddiaeth Dyletswydd Prevent / Prevent Duty Awareness (BB-AU-1003)
Started: 06/06/19 15:22
Submitted: 06/06/19 15:24
Time Used: 2 minutes

Click **OK** to review results.
Thursday, 6 June 2019 15:24:37 o'clock BST

← OK

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	Rectangular Snip
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.

	<u>Prevent Duty Awareness Test</u>
	You have successfully completed the Prevent Duty Awareness Training

	<u>Prevent Duty Awareness Test</u>
	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.