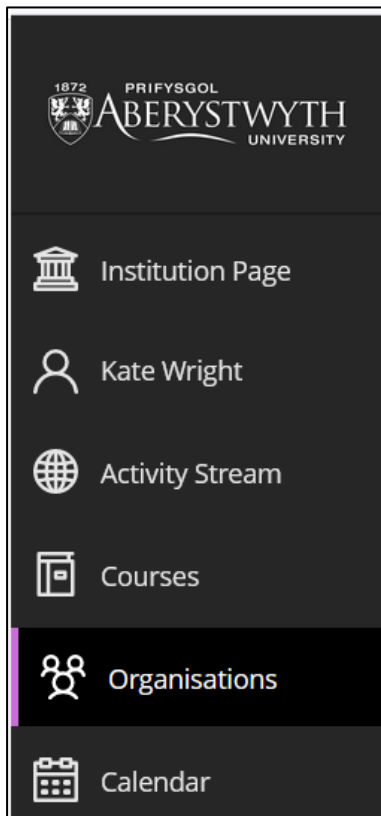


Prevent Duty Awareness E-Learning Training

Instructions for Staff

1. Go to [Blackboard](#)
2. Login with your Aberystwyth username and password
3. Click on **Organisations** on the left-hand side of the page



Depending on how you view Blackboard, the course will look like one of the two screenshots shown below:



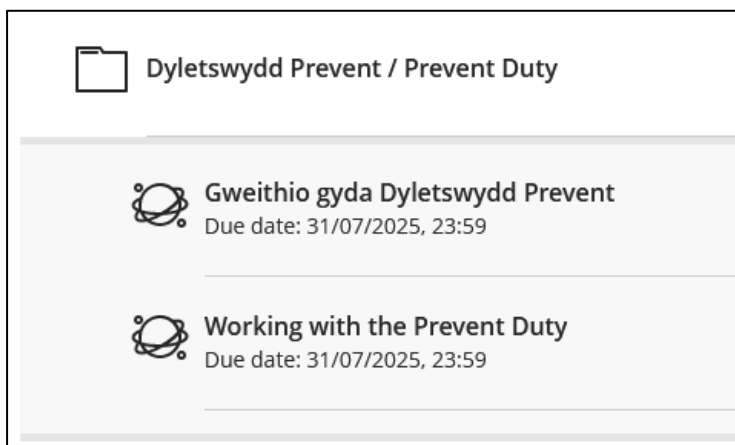
BB-AU-0003-U

Cefnogaeth a Diogelu / Support and Safeguarding

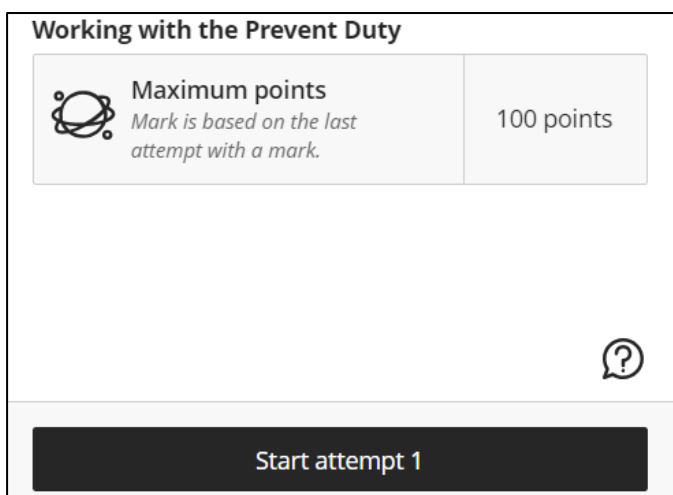
Open | Ian Munton | More info ▾

You can also use the Search box at the top of the Organisation page to find it. Click on the star icon to favourite the Organisation which pins it to the top of your page.

4. Click on the folder called **Dyletswydd Prevent / Prevent Duty**



5. You can then click on the Welsh or English version of the training materials
6. Click **Start Attempt 1** in the bottom left-hand corner of the screen



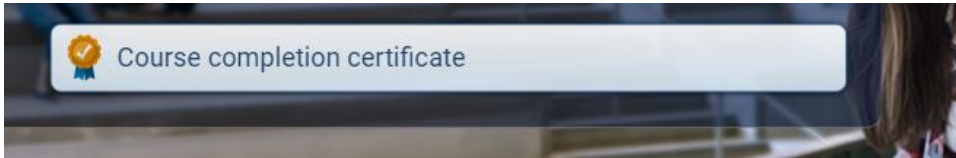
7. When the training package has loaded click **Start**
8. You must view all the pages before you can take the final test.

Once you have finished and passed the **Test Your Knowledge** section, please download the **Course completion certificate** before leaving the training package.

Once you have closed down the training package, you will not be able to go back and download your certificate.

To download

1. Click on the **Course completion certificate** button



2. This will open your certificate in a new browser window
3. Click the download button and choose a location to save your certificate.

