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



Click on Hyfforddiant Staff / Staff Training

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

BB-AU-0003-U Hyfforddiant Staff / Staff Training	
Open	
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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

Dyletswydd Prevent / Prevent Duty	
Q.	Gweithio gyda Dyletswydd Prevent Due date: 31/07/2025, 23:59
Q.	Working with the Prevent Duty Due date: 31/07/2025, 23:59

- 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.

