THIS IS A GUIDE ON HOW **TO COMPLETE THE FREE ACT AWARENESS COURSE.**

ACT (Action Counters Terrorism) Awareness is a national scheme to protect buildings, business areas and their surrounding neighbourhoods from the threat of terrorism.



STEP ONE

Copy this link:

<u>https://ct.highfieldelearning.com/?</u> <u>mode=landing_act&org=HAPRecruitment</u>

To access the online course. When the below screen shows, select 'Start new training session'.



Awareness E-Learning

Select one of the following options

Start New Training Session

To resume a previous session, enter your Attempt ID below

Enter Attempt ID

Continue Previous Training

Click here for support and FAQs.







STEP TWO

This screen will then appear. Please answer the questions as shown below - YOU MUST CHANGE THE LOCATION TO YOUR OWN LOCATION! You can then proceed to the next step by pressing 'Start new training session' again.

Before starting the course, please answer the following questions:

No	~
Stewarding	¥





STEP THREE

Work through each module carefully, ensuring you answer all questions in each section. After you complete a module, the below screen will appear - this means you can exit the module and move on to the next.



MODULE COMPLETE

Good work, you have successfully reached the end of this module.

You may now exit the course to access further modules or restart this module to recover its content.



STEP FOUR

When you have completed all modules, the below screen will show with all icons highlighted green. Click on the 'Download certificate' button in the top right of the screen.



Download Certificate



Introduction to Terrorism

ACT ACTION COUNTERS TERBORISM



Vulnerabilities

ACT ACTION COUNTERS TERBORISM



How to Identify and Respond to Suspicious Activity

ACTION COUNTERS TERRORISM



How to Identify and Respond to a Suspicious Item

> ACT ACTION COUNTERS TERRORISM



What to do in the Event of a Bornb Threat

ACTION COUNTERS





Summary and Supporting Materials

ACTION COUNTERS





This screen will appear. Please enter your FULL NAME as shown on your hap account in the box and press 'Download'



To generate a certificate for your personal development file, enter your name below.

Enter your name... Download

 By clicking the button above, I confirm that I am the person stated and that I have completed the e-learning alone and without assistance, and that I have read and understood the Acceptable Use policy.



Irv

STEP SIX

Your certificate will show as below. Please save this somewhere safe, and email it to support@hapgroup.co.uk with your full name and DOB. We will add this to your hap profile.



ACT AWARENESS E-LEARNING, this comprises:

- 1. Introduction to Terrorism
- 2. Identifying Security Vulnerabilities
- 3. How to Identify & Respond to Suspicious Activity
- 4. How to Identify & Respond to a Suspicious Item
- What to do in the Event of a Bomb Threat
- 6. How to Respond to a Firearms or Weapons Attack

Date of completion: 21st December 2022



Detective Chief Supt Michael Orchard National Coordinator 'Protect & Prepare'







