

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

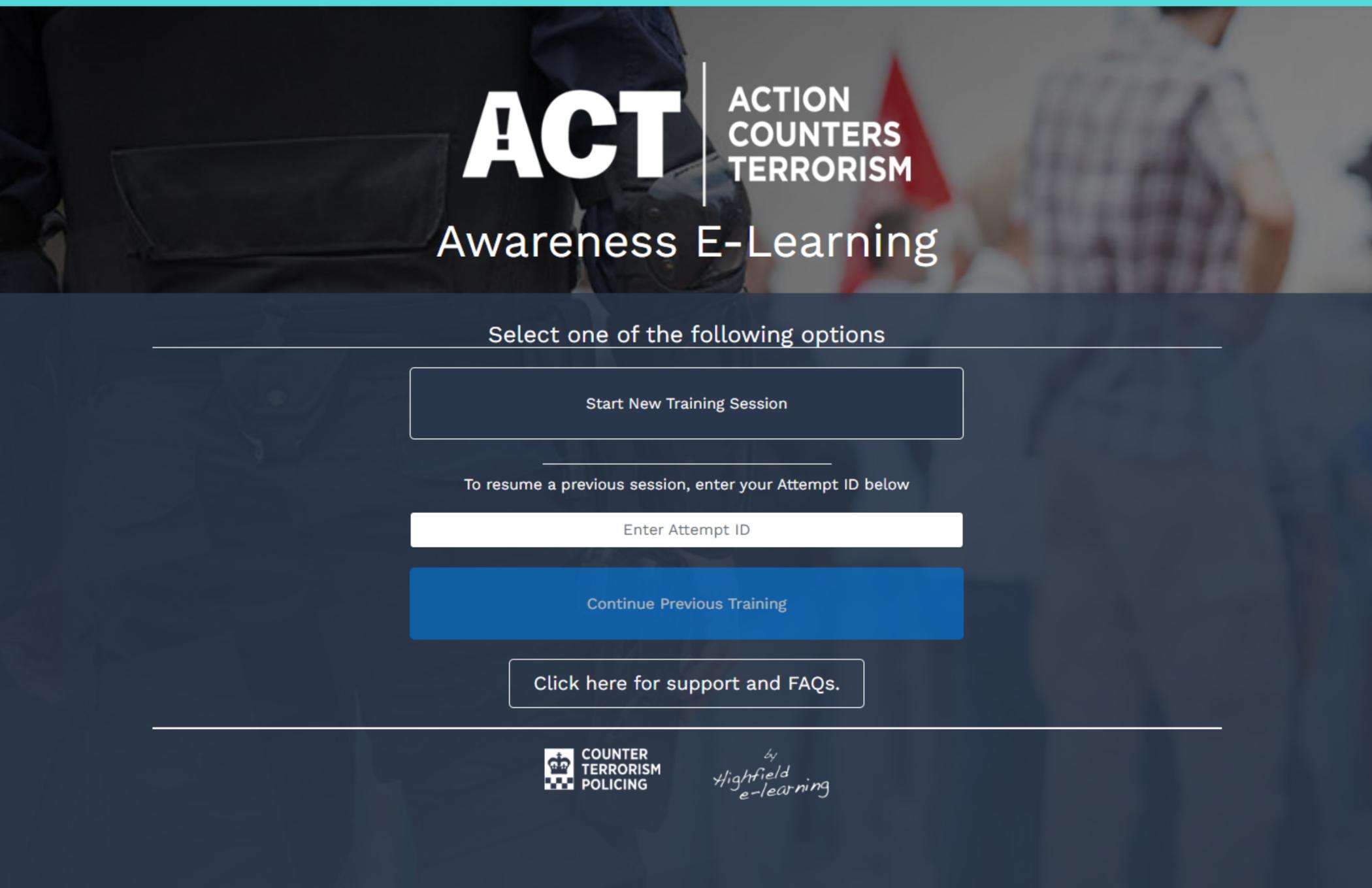
ACT (Action Counters  
Terrorism) Awareness is a  
national scheme to protect  
buildings, business areas and  
their surrounding  
neighbourhoods from the  
threat of terrorism.

# STEP ONE

Copy this link:

[https://ct.highfeldelearning.com/?mode=landing\\_act&org=HAPRecruitment](https://ct.highfeldelearning.com/?mode=landing_act&org=HAPRecruitment)

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



# 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

North West

Stewarding

Start New Training Session

Back

[Click here for support and FAQs.](#)

# 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.

GO BACK



## 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.

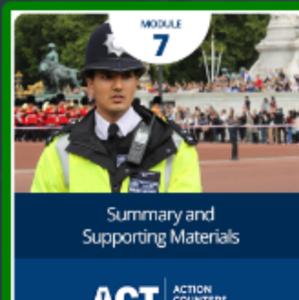
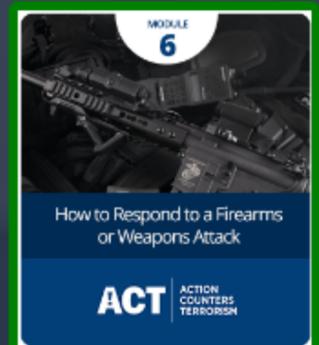
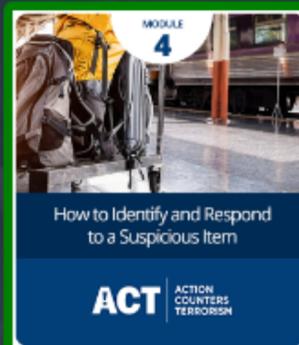
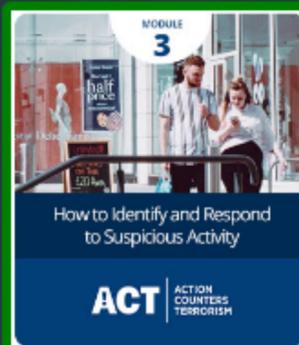
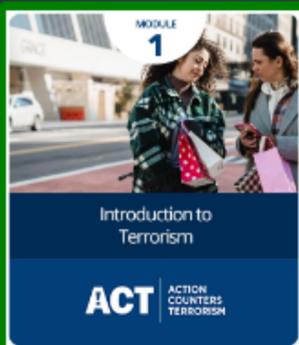
[FAQ's & Support](#)

[Completion Survey](#)

[Save Progress?](#)

**ACT** | ACTION  
COUNTERS  
TERRORISM

[Download Certificate](#)



# STEP FIVE

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

## Congratulations, you have completed the ACT Awareness course

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

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.

# STEP SIX

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

