Instructor’s Guide to Using the Specialised Training Materials (STM) on Prevention of Sexual Exploitation and Abuse by UN Personnel

**Aim­­.** The Specialised Training Materials (STM) on Prevention of Sexual Exploitation and Abuse (SEA) by UN Personnel are for use in pre-deployment training by UN Member States. This STM will provide learners with the desired attitudes and knowledge to prevent sexual exploitation and abuse (SEA), report allegations of SEA effectively, and cooperate effectively with investigations into allegations of SEA and the UN disciplinary process.

**Target audience.** The STM is offered in three versions:

* A version for ‘commanders’, which is for commanders of formed police units (FPUs) and their command staff teams, commanders of military contingents/units and their command staff teams, as well as uniformed personnel with a supervisory role.
* A version for ‘managers’, which is for civilian personnel with a supervisory role.
* A version for ‘all other personnel’, which is for other civilian personnel as well as all other types of uniformed personnel without a command or supervisory role, including UN Police Officers, UN Military Observers, UN Military Staff Officers,   
  UN Military Liaison Officers and rank and file members of military contingents/units and FPU contingents.

**Methodology.** The STM can be delivered either online or offline. When using the offline version, it can be delivered to a group of learners (e.g. 20 learners) or to an individual learner.

**Languages.** The STM is available in all official UN languages (English, French, Arabic, Chinese, Spanish and Russian).

**Duration.** The online version of the course takes approximately one hour. The offline version of the course takes approximately 3 hours when delivered to a group of learners.

**Prerequisites**. Before starting this STM, learners are expected to complete the Core Pre-deployment Training Materials (CPTM), including the lesson on conduct and discipline and the lesson on SEA. The CPTM are mandatory for all civilian, police and military personnel. There is some overlap in the content of this STM and the content in the CPTM lesson on SEA. However, this STM expands on the basic messages contained in the CPTM.

**Other related training.** For training materials on prevention of SEA specifically designed for use with commanders, including interactive exercises and injects addressing SEA and other forms of sexual misconduct such as sexual harassment and sexual assault, please see the ‘UN reinforcement training package (RTP) for UN commanders of military and police contingents on conduct and discipline and prevention of sexual exploitation and abuse’.

How use the online version of the course

Whenever possible, troop-contributing countries (TCCs) and police-contributing countries (PCCs) are encouraged to use the online version of the Prevention of Sexual Exploitation and Abuse by UN Personnel course available on the UN’s Learning Management System called Inspira.

**Selecting the right version of the e-learning course**.

There are three versions of this e-learning course on Inspira:

* The version for ‘commanders’ called: ‘Prevention of Sexual Exploitation and Abuse by UN Personnel for Commanders [Version 2.0]’
* The version for ‘managers’ called: ‘Prevention of Sexual Exploitation and Abuse by UN Personnel for Managers [Version 2.0]’.
* The version for ‘all other types of personnel’ called: ‘Prevention of Sexual Exploitation and Abuse by UN Personnel [Version 2.0]’.

All three versions of the course are available in all six UN languages. Learners should select the appropriate language version when enrolling for a course.

The e-learning course takes approximately one hour to complete. However, it may take longer if learners are not doing the course in their mother tongue.

Once the learner has completed the e-learning course, the UN’s Learning Management System Inspira issues a certificate of completion. Instructions on how to download the completion certificate can be found on Inspira.

**Where to find the e-learning course.**

For personnel with an existing “@un.org” e-mail address, the course is available on [Inspira](https://inspira.un.org/psp/PUNA1J/?cmd=login&languageCd=ENG) at: https://inspira.un.org/ (mandatory learning section).

For personnel without a “@un.org” e-mail address, the course is available on Inspira at: <http://elearning.un.org>. Learners will need to register as an external user on Inspira in order to enroll in the course. To register as an external user, learners will need an email address.

**How to register for the e-learning course as an external user (for personnel without a ‘@un.org’ e-mail address).**

*Register an account on Inspira*

1. Go to <http://elearning.un.org> and click on “Register now”, then fill in the information and click on Register.
2. Your login username will display as lms.firstname.lastname. Once registered, you will be prompted to return to the Sign-In page and log in using your newly-created username and password.
3. Once logged in, Click on the **Request for Learning** tile.

*Request access to mandatory courses*

1. Select **Mandatory Courses** from the dropdown menu when asked to provide a Learning Type, then click on **Submit Request.**
2. Fill required details (Mission/Department, Duty Station, Employee Type) and click on **Submit Request**. For Mission/Department and Employee Type, select ‘Others’ if you cannot find your information. For Duty Station, select the deployment location or select ‘New York’ if you are unsure for your deployment location.   
   A pop-up will appear to confirm your submission. Click the **OK button** to proceed.
3. Go to the inbox of the e-mail you used to register on Inspira.   
   Search for a new e-mail from Inspira\_LMS with the subject line: ‘Learning Request Confirmation – Mandatory Courses’.

Click on the web address (in blue) in the email message to confirm the learning request. This link will redirect you to a confirmation page back in Inspira.   
Click on the **Submit Confirmation** button to proceed.

*Select and enrol in a specific course.*

1. Return to <http://elearning.un.org> and sign in again if needed, or if your Inspira tab is still open, click on the home icon to go to the main page. Click on the **Mandatory Learning** tile.
2. Scroll down the Mandatory Learning Programmes page until you find the course ‘Prevention of Sexual Exploitation and Abuse by UN Personnel’.
3. Select the correct version of the course, in the preferred language. Click on **Enroll**.
4. A pop-up window will appear to confirm your enrolment. Click on **Submit Enrollment.**
5. You will be returned to the Mandatory Learning Programmes page. Scroll down the page to find your course: your status will show ‘Enrolled’. Click on **Launch**. In the two pop-up windows that follow, click on **Launch**.

*Exiting and returning to the course*

If you exit Inspira before finishing the course, when you return, you will find the course in the **My Learning** tile. Click the blue, round button in the Launch column to re-start the course.

If you exit the course before completing it, your progress will be saved.

**Using the e-learning course with a group of learners.** When using the e-learning course with a group of learners (e.g. 20 learners), trainers will need to book a computer lab and:

* + Schedule 1-2 hours in the computer lab to get a group of learners to register as external users on Inspira and enrol in the course. It is recommended to have an IT expert available to take the learners through the registration steps described above and help with any technical difficulties.
  + Schedule 2-3 hours in the computer lab to get a group of learners to complete the e-learning course. It is recommended to have an IT expert available to help with any technical difficulties and a trainer available to answer any questions about the topic.

How to use the offline version of the course

As some TCCs/PCCs cannot offer online learning, offline versions of the e-learning course ‘Prevention of Sexual Exploitation and Abuse by UN Personnel’ are also provided. Note that when using the offline version of the course at pre-deployment, TCCs and PCCs are expected to produce their own completion certificates.

For guidance on trainer profiles to deliver this offline course, please follow the guidance on trainer profiles contained in the ‘Instructor’s Guide to Using the RTP’ in the UN reinforcement training package (RTP) for UN commanders of military and police contingents on conduct and discipline and prevention of sexual exploitation and abuse.

**Three versions.** There are three versions of the offline version of the ‘Prevention of Sexual Exploitation and Abuse by UN Personnel’ course:

* The version for ‘commanders’ consisting of four lessons and a final assessment.
* The version for ‘managers’ consisting of four lessons and a final assessment.
* The version for ‘all other types of uniformed personnel’ consisting of three lessons and a final assessment.

The version for commanders and managers is longer as it has an extra lesson (lesson 4 on command and managerial responsibilities).

The questions in the final assessment are different in each version of the course as they have been tailored to each target audience.

**Formats.** The offline version of the e-learning course can either be delivered to a group of learners (e.g. 20 learners) or to an individual learner. It is expected that, most of the time, the course will be delivered to groups of learners. However, the option to deliver the course to an individual is also provided to cover situations when an individual is unable to attend the group training.

**Delivery to a group of learners.** In a classroom setting, the trainer takes a group of learners (e.g. 20 learners) through a PowerPoint presentation containing three or four lessons (depending on the version of the course being used). The lessons contain a number of videos. The trainer has the choice to either access the videos on Vimeo using the links provided in the PowerPoint, which requires a good Internet connection during the training. Alternatively, the trainer can use videos that were downloaded ahead of time, which requires no Internet connection during the training.

Once the lessons are completed, the trainer takes the group through another PowerPoint presentation containing a final assessment consisting of ten test questions. The learners answer the test questions as a group.

The offline course (including the final assessment) is estimated to take approximately three hours to deliver to a group of learners: 2.5 hours for the four lessons and 30 minutes for the final assessment.

**Delivery to an individual learner.** The trainer selects the correct version of the course for the learner, which depends on what their function will be when they are deployed to the UN Field Mission. The trainer provides the individual learner with the PowerPoint presentation containing the lessons. The individual learner completes the lessons from the offline course on their own, working at their own pace. The learner then takes the paper-version of the final assessment in Word, under the supervision of the trainer in a classroom setting. The learner is given ten minutes to do the ten test questions, and the trainer has five minutes to correct the answers and provide feedback for any questions that the learner got wrong.

The offline course (including the final assessment) is estimated to take approximately   
1 hour and 15 minutes to deliver to an individual learner (1 hour to read the lessons, 15 minutes to take the final assessment).

**Training content.** The three versions of the offline course ‘Prevention of Sexual Exploitation and Abuse by UN Personnel’ have the following content:

|  |  |  |
| --- | --- | --- |
| **Version for ‘commanders’** | **Version for ‘managers’** | **Version for ‘all other personnel’** |
| PowerPoint presentation containing lessons 1-4 | PowerPoint presentation containing lessons 1-4 | PowerPoint presentation containing lessons 1-3 |
| PowerPoint presentation containing a final assessment for commanders | PowerPoint presentation containing a final assessment for managers | PowerPoint presentation containing a final assessment for all other personnel |
| Video Introduction | Video Introduction | Video Introduction |
| Video Lesson 1 | Video Lesson 1 | Video Lesson 1 |
| Video Lesson 2 | Video Lesson 2 | Video Lesson 2 |
| Video Lesson 4 | Video Lesson 4 |  |
| Word document containing a final assessment for commanders\* | Word document containing a final assessment for managers\* | Word document containing a final assessment for all other personnel\* |

\*The Word version of the final assessment is for use with individual learners only.

The PowerPoint presentations containing the final assessments are password-protected. The password can be obtained from the UN (see below).

How to run the offline course with a group of learners

**Before the course**

***1 month before***

The TCC-PCC should email the UN Conduct and Discipline Service at ‘[cds-ohr@un.org](mailto:cds-ohr@un.org)’ to request the password for the PowerPoint presentation containing the final assessment. The email request should be sent by an official from the country’s peacekeeping training centre.

***1 week before***

**Action 1. Print the final assessment questions and answers.** The trainer will need to print the slides for the final assessment in the PowerPoint presentation as they contain answers to the test questions in the speaker notes. Slides should be printed in ‘Notes Pages’ mode so that it prints both the slide and speaker notes to the slide. The trainer will use this print-out as their solution key and read from it to give the correct feedback to the test questions during the final assessment.

**Action 2. Print the answers to quizzes and exercises inside the lessons.** The following scenarios and exercises in the lessons do not have a solution key (correct answers) in the speaker notes or on the slides:

* Lesson 1: scenario 1 (slides 17-18), scenario 2 (slides 19-20), scenario 3 (slides 21-22)
* Lesson 2: exercise on slide 58
* Lesson 3: scenario on slides 83-88
* Lesson 4: exercise on slide 130.

If needed, the trainer can go into the online version of the e-learning course on Inspira and print the correct answers to these scenarios and exercises. The trainer can then use these printouts as the solution key to these exercises and scenarios during the training.

**Action 3. Prepare the training equipment and videos**. The trainer will need a computer and a screen to project the PowerPoint and show the videos. Videos need to be downloaded and saved onto the trainer’s computer ahead of time.

**Action 4. Produce completion certificates.**

**During the course**

**Reading the slides**. The trainer goes through each lesson, reading aloud the content on each slide. Where a slide has an icon of a video, the trainer stops the PowerPoint and shows the relevant video, and then resumes the PowerPoint. For slides containing questions, the trainer can make the session more interactive by asking the question on the slide to the group and then asking 2-3 learners to provide their views before reading out the answers from the slide.

**How to run the scenarios and exercises**. The PowerPoint presentation contains a number of scenarios and exercises that are multiple choice questions or require a yes/no answer.

To get answers to multiple choice questions, the trainer can ask for 2-3 learners to provide their views.

To get answers to yes/no questions, trainers can ask the group for a show of hands   
(i.e. ask all those who think the answer is ‘yes’ to raise their hand, then follow that by asking all those who think the answer is ‘no’ to raise their hand). Alternatively, the trainer can ask the learners to ‘vote with their feet’ (i.e. ask all learners to stand up, then ask those who think the answer is ‘yes’ to move to one side of the room and ask those who think the answer is ’no’ to move to the other side of the room). The ‘vote with their feet’ method is useful if learners have been sitting a long time and need a short movement break.

**How to run the final assessment.** The trainer projects a test question and asks the group for their views. The trainer then provides the correct answer before moving on to the next test question.

To get answers to multiple choice questions, the trainer can ask for 2-3 learners to provide their views.

To get answers to yes/no questions, the trainer can ask the group for a show of hands   
(i.e. ask all those who think the answer is ‘yes’ to raise their hand, then follow that by asking all those who think the answer is ‘no’ to raise their hand).

If the group answers a question incorrectly, the trainer should spend a few minutes to check the group’s understanding of the misunderstood point(s), and if needed, return to the relevant slides in the lessons to go over the key learning points again.

**Distributing completion certificates**. To pass the test, the trainer must be satisfied that the group can answer all ten test questions correctly. After the final assessment, the trainer can distribute the completion certificates.