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Overview

Standard Curriculum Toolkit, Section 1.0

April 2015

CTIP Program Management Office

Standard Curriculum Toolkit Overview

The Department of Defense (DoD) Instruction 2200.01, “Combating Trafficking in Persons” (CTIP) requires annual CTIP awareness training for all military personnel and civilian employees. Components are able to use DoD deployed training to meet this requirement or develop their own training. In some circumstances, such as for the Combatant Commanders, specific Area of Responsibility (AOR) training is required to educate personnel on unique local conditions.

The Standard Curriculum Toolkit was developed to help Components that choose to develop their own training and Military Departments that need additional information on CTIP to meet these requirements. This overview document serves as a guide to the toolkits’ purpose, importance, and individual elements.

What is the Standard Curriculum Toolkit?

The Standard Curriculum Toolkit is a collection of resources to help in the development of training materials to meet the annual CTIP training requirement. Reference this toolkit when developing CTIP training and incorporate each of the recommended elements in the course material. The CTIP PMO will review your training materials to ensure that they include each of the recommended elements.

Why is the Standard Curriculum Toolkit Important?

Adhering to the recommendations in this toolkit helps ensure the training is consistent with the CTIP terms, laws, and concepts used DoD-wide. All CTIP training materials should be developed based on the elements outlined in the Standard Curriculum Toolkit and submitted to the CTIP PMO along with a completed and signed Standard Curriculum Toolkit checklist for approval.

What is included in the Standard Curriculum Toolkit?

The Standard Curriculum Toolkit contains 10 resources that lay out the basic content you should include in your course material. These resources are divided into two categories: Recommended Elements and Additional Training Development Resources.

Recommended Elements of CTIP Training Materials

The Recommended Elements you should include in your CTIP training are listed below. The specific content requirements are outlined in each element.

Section	Element	Description
1.1	Learning Objectives	List of six CTIP learning objectives
1.2	Key Terms & Definitions	List of 11 key CTIP terms and definitions as well as optional terms
1.3	TIP Laws, Policies, and	List of federal and DoD-specific CTIP laws, policies, and regulations

Section	Element	Description
	Regulations	
1.4	TIP Examples	DoD–specific and general sex and labor trafficking and child soldiering examples
1.5	Training Development Checklist	Checklist to ensure all essential elements are included in Component-specific CTIP training materials.

Additional Training Development Resources

The Additional Training Development Resources outline information for designing Component-specific CTIP training materials. *Referencing the Additional Training Development Resources is not required; however, Components may find them useful.*

Section	Resource	Description
2.1	Additional CTIP Resources	TIP websites, reports, brochures, and training resources
2.2	Best Practices for Designing and Developing Training	Overview of how to develop training material using the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) framework.
2.3a and 2.3b	Templates	Templates for instructor-led training materials and PowerPoint presentations.
2.4	Learning Interactions	Example interactions for use in web-based training or instructor-led training courses.