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Lesson Plan

TDP 3

Lesson Title Session 1 History of Vehicle File and DVLA Markers	Duration 112 mins
Trainer PNC Trainer	Group Potential PNC Enquiry operators
Aim To allow the students to interpret the layout of a vehicle record and to recognise and interpret the DVLA markers	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. List the types of vehicles that are not on PNC 2. Identify the correct transaction code to retrieve vehicle details without insurance data 3. Explain the layout of a vehicle record 4. Correctly Identify and interpret DVLA Markers 5. Understand and apply the use of the Julian Calendar <p> AF1 – Ensure own actions reduce risks to health and safety (applicable to intro) AF3 – Promote a health and safety culture within workplace (applicable to intro) 3C1 - Support the use of information technology 2A1 - Gather and submit information that has the potential to support policing objectives ZA2 – Research, prepare & supply information ZH2 – Enter and find data using a computer </p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: 8 Computers Overhead Projector White Board Whiteboard Markers PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 Transaction Code/Paging Handout Pens/Pencils

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2 mins

MASLOW – Welfare and removal of blocks to learning

- Environmental check (heating/lighting etc)
- Meet and greet and any other formal introductions
- Administration including Fitness to Train Declaration*
- Domestic Arrangements – breaks; location of facilities etc*
- General Health and Safety and Safety Briefing (if relevant)*
- Relevant Instructions e.g. mobile phones/questioning strategy*
- Encouragement to share experiences appropriately/participation

5 mins

GESTALT – Overview of what is to come in session

- Outline aims and objectives
- Outline learning strategies/assessment method

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