

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b> <b>Session 6</b> <b>VODS Index File</b>	<b>Duration</b>  <b>20 mins</b>
<b>Trainer</b> <b>Angela Hunt</b>	<b>Group Potential VODS operators</b>
<b>Aim To allow the student to understand how the VODS Index file is produced and how this affects searches</b>	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li><b>1. Explain when the VODS index file is updated</b></li> <li><b>2. Explain how the VODS index file can affect search results</b></li> </ol> <p> <b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b>  <b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b>  <b>3C1 - Support the use of information technology</b>  <b>2A1 - Gather and submit information that has the potential to support policing objectives</b>  <b>ZA2 – Research, prepare &amp; supply information</b>  <b>ZH2 – Enter and find data using a computer</b> </p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
	<b>Resources:</b> <b>Resources:</b> <b>8 Computers</b> <b>Overhead Projector</b> <b>Interactive White Board</b> <b>White board Markers</b> <b>User guides</b> <b>Exercise Booklets</b> <b>Notebooks</b> <b>Pens</b> <b>VODS Handouts (box)</b>

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2 mins	<b>MASLOW – Welfare and removal of blocks to learning</b> <ul style="list-style-type: none"><li>• Environmental check (heating/lighting etc)</li><li>• Meet and greet and any other formal introductions</li><li>• Administration including Fitness to Train Declaration*</li><li>• Domestic Arrangements – breaks; location of facilities etc*</li><li>• General Health and Safety and Safety Briefing (if relevant)*</li><li>• Relevant Instructions e.g. mobile phones/questioning strategy*</li><li>• Encouragement to share experiences appropriately/participation</li></ul>
5 mins	<b>GESTALT – Overview of what is to come in session</b> <ul style="list-style-type: none"><li>• Outline aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>