

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b>	<b>Duration</b> 82 mins
<b>Session 7 Nominal Menu</b>	
<b>Trainer</b> PNC Trainer	<b>Group</b> Potential PNC Enquiry operators
<b>Aim</b> To allow the student to explain the purpose of Soundex/Compound Name searching. To allow the student to interpret the information held within the Nominal Menu	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>To enable the students to understand why they obtain certain results by PNC using Soundex searching</li> <li>To enable the students to search more efficiently using compound name search</li> <li>The students will be able to demonstrate how and why they would use the Nominal Menu to obtain information from the system</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>8 Computers</b> <b>Overhead Projector</b> <b>White Board</b> <b>Whiteboard Markers</b> <b>PNC Manuals</b> <b>PNC Handouts</b> <b>PNC Exercise Folders</b> <b>Misc 142 (8)</b> <b>Transaction Code/Paging Handout (8)</b> <b>Pens/Pencils</b>

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2 mins	<p><b>MASLOW – Welfare and removal of blocks to learning</b></p> <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	<p><b>GESTALT – Overview of what is to come in session</b></p> <ul style="list-style-type: none"><li>• Outline aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>

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(Continue overleaf if necessary)

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