

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b>	<b>Duration</b>
<b>Session 8 Arrest Summons</b>	<b>72 mins</b>
<b>Trainer</b> PNC Trainer	<b>Group</b> Potential PNC Enquiry operators
<b>Aim</b> To give the student the ability to interpret the A/S, IP and DH pages of the PNC Names application and understand the contents of the BC page	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Students will recognise the processes involved within the basic British Judicial System</li> <li>2. Students will explain the initial process stage (CARS) for person to be entered onto the Names application</li> <li>3. Students will describe and identify the contents of an Arrest/Remand History Page</li> <li>4. Students will describe and identify the contents of the Impending Prosecutions page within Names records</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</b> <b>Transaction Code/Paging Handout</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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