

NOT PROTECTIVELY MARKED

Lesson Plan

<b>Lesson Title</b> Session 10 <b>Managing Requests for Extensions</b>	<b>Duration</b> 25 minutes
<b>Trainer</b> IT Trainer	<b>Group</b> Crime Management Unit
<b>Aim: To be able to check investigations and grant or refuse requests for extensions</b>	
<p><b>Objectives</b> - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Access the Completion Dates list</li> <li>2. Check previous requests for extensions</li> <li>3. View and check the case</li> <li>4. Reply to extension requests</li> </ol> <p><b>Link to NOS</b></p> <p><b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b></p> <p><b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b></p> <p><b>3C1 - Support the use of information technology</b></p> <p><b>2A1 - Gather and submit information that has the potential to support policing objectives</b></p> <p><b>ZA2 – Research, prepare &amp; supply information</b></p> <p><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>
2 mins	<p><b>Resources:</b></p> <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>

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5 mins

**GESTALT – Overview of what is to come in session**

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

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