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Lesson Plan

Lesson Title Session 11 Overdue Cases and Re-opening a Case	Duration 20 minutes
Trainer IT Trainer	Group Crime Management Unit
Aim: To be able to check and finalise overdue cases and re-open a case for further investigation	
<p>Objectives - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> 1. Access the overdue cases list, check cases and deal with ongoing investigations 2. Finalise overdue cases and record in the Officers report free text 3. Re-open a case and record an action <p>Link to NOS</p> <p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</p> <p>AF3 – Promote a health and safety culture within workplace (applicable to intro)</p> <p>3C1 - Support the use of information technology</p> <p>2A1 - Gather and submit information that has the potential to support policing objectives</p> <p>ZA2 – Research, prepare & supply information</p> <p>ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources:</p> <p>MASLOW – Welfare and removal of blocks to learning</p> <ul style="list-style-type: none"> • 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

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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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