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Lesson Plan

<b>Lesson Title</b>  Session 6 – Monitoring Vicman	<b>Duration</b> 20 minutes
<b>Trainer</b> IT TRAINER	<b>Group</b> Crime Management Unit
<b>Aim</b>  To be able to monitor Vicman Logs and deal with those logs past the 60 day revue date.	
<b>Objectives</b> - By the end of the session, students will be able to: <ol style="list-style-type: none"> <li>1. Search Vicman logs</li> <li>2. State the meaning of colour codes within the log</li> <li>3. Check Vicmans which have gone beyond the 60 day revue date</li> <li>4. Correctly deal with overdue Vicmans</li> </ol> <p>                     AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)                      AF3 – Promote a health and safety culture within workplace (applicable to intro)                      3C1 - Support the use of information technology                      2A1 - Gather and submit information that has the potential to support policing objectives                      ZA2 – Research, prepare &amp; supply information                      ZH2 – Enter and find data using a computer                 </p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<b>Resources:</b> Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards  <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> </ul>

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