PROTECT
NOT PROTECTIVELY MARKED

Lesson Plan

Lesson Title **Session 7 – Monitoring The Staging Database**	**Duration** **20 minutes**
Trainer **IT TRAINER**	**Group** **Crime Management Unit**

Aim

To be able to monitor incidents in the staging database and audit or delete them

Objectives - By the end of the session, students will be able to**:**

1. Access the staging database
2. Have knowledge of the meaning of colour codes
3. Check incident logs and audit incidents within the database
4. Remove an incident from the staging database

Link to NOS:

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 & supply information

ZH2 – Enter and find data using a computer

Time	**Content, including teaching methods, audio visual aids used and resources needed.**
2 mins	**Resources:** Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards **MASLOW – Welfare and removal of blocks to learning** • Environmental check (heating/lighting etc) • Meet and greet and any other formal introductions • Administration including Fitness to Train Declaration

5 mins	• 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 **GESTALT – Overview of what is to come in session** • Outline aim and objectives • Outline learning strategies/assessment method