

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b>	<b>Duration</b>
<b>Session 3 Creating a VA Report</b>	<b>60 mins</b>
<b>Trainer</b>	<b>Group</b>
<b>IT Trainers</b>	<b>All operational Police Officers</b>
<b>Aim: Students will be able to create a Vulnerable Adults report in the PVP database</b>	
<b>Objectives - By the end of the session, students will be able to:</b>	
<ol style="list-style-type: none"> <li>1. Create a VA Report</li> <li>2. Create a Meeting within a VA Report</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>
2 mins	<p><b>Resources:</b>  Overhead Projector  Projector Screen  White Board Pens  User Guides  Exercise Cards  Students Computers</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	<b>GESTALT – Overview of what is to come in session</b> <ul style="list-style-type: none"><li>• Outline aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>
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