Lesson Plan 5   **TDP 3**

Lesson Title Activity Logs and Course Closure	**Duration** 105mins
Trainer **Angela Hunt/Amanda Jamieson**	**Group** 8 users requiring ViSOR (Violent Offender & Sex Offender Register) Search access

Aim: To enable students to update nominal records via the Activity Log function

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

1. Explain the difference between system generated and user generated activity logs
2. Demonstrate how to update Nominal Records using Activity Logs
3. Demonstrate how to check their To Do List Messages for Activity logs
4. Demonstrate how to check their Dairy page for Important Activity Log Records

AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)
AF3 – Promote a health and safety culture within the 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 and supply information
ZH2 – Enter and find data using a computer

Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: PowerPoint presentation covering H&S Fire Drill and Bomb Incendiary Attack information posters (in all classrooms) Course Map (1 laminated copy prominently displayed) ViSOR search user guide Course reaction questionnaires Appendix B Access Forms **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* • 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
2mins	

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

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For Distribution to CPs
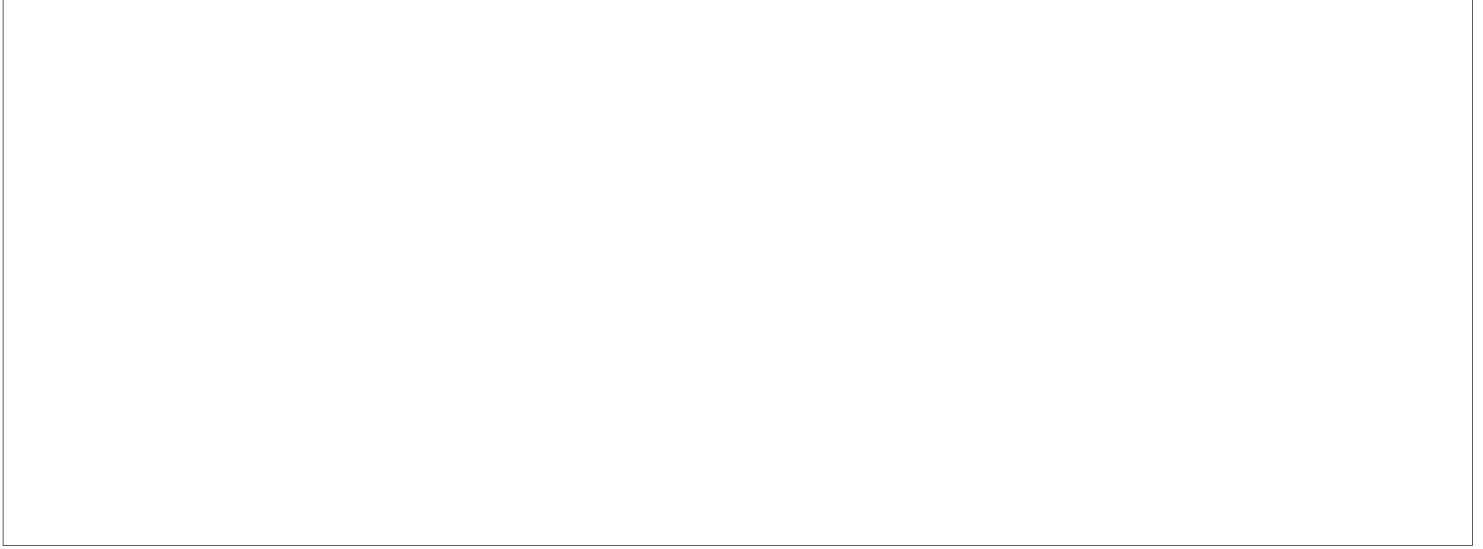
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