

## Lesson Plan 2

TDP 3

<b>Lesson Title</b> ViSOR System Navigation	<b>Duration</b> 25mins
<b>Trainer</b> <b>Angela Hunt/Amanda Jamieson</b>	<b>Group</b> 8 users requiring ViSOR (Violent Offender & Sex Offender Register) Search access
<p><b>Aim:</b> To enable students to familiarise themselves with the legislation and rules governing the use of ViSOR and navigating around the ViSOR main screen</p> <p><b>Objectives - By the end of the session, students will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Describe the Roles and Relationship levels within the ViSOR Family.</li> <li>2. Describe the rules affecting password and user ID</li> <li>3. Log onto and off the ViSOR system</li> <li>4. Use the Top Tool Bar, My Details, White Pages and System Messages</li> <li>5. Describe the Audit facilities available within ViSOR</li> </ol> <p>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</p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2mins	<p><b>Resources:</b></p> <p>PowerPoint presentation covering H&amp;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</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> </ul>

NOT PROTECTIVELY MARKED

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5mins	<ul style="list-style-type: none"><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 aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>
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