Lesson Plan   TDP 3

Lesson Title	Duration
Session 3 Police Reports	3 hr 22 mins
Trainer Angela Hunt	Group Potential vehicle and property updaters

Aim To enable the student to create, confirm, amend and delete police reports in line with national policy

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

1. State the transaction codes to update vehicle records
2. List the types of police reports and under what circumstances they are used
3. State the weed lengths of police reports
4. Explain the guidelines for the contents of the police report and the use of keywords in the police report
5. Explain and demonstrate the process of creation of all types of police reports
6. Explain and demonstrate the process of confirming and amending Police Reports
7. Explain and demonstrate the process of deleting police reports

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.
	Resources: Trainer Notes **Student Exercise Folders** **Student Handouts** **Notebooks** **White board** **Computer Terminals (with PNC access) one per student** **Overhead projector**

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

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