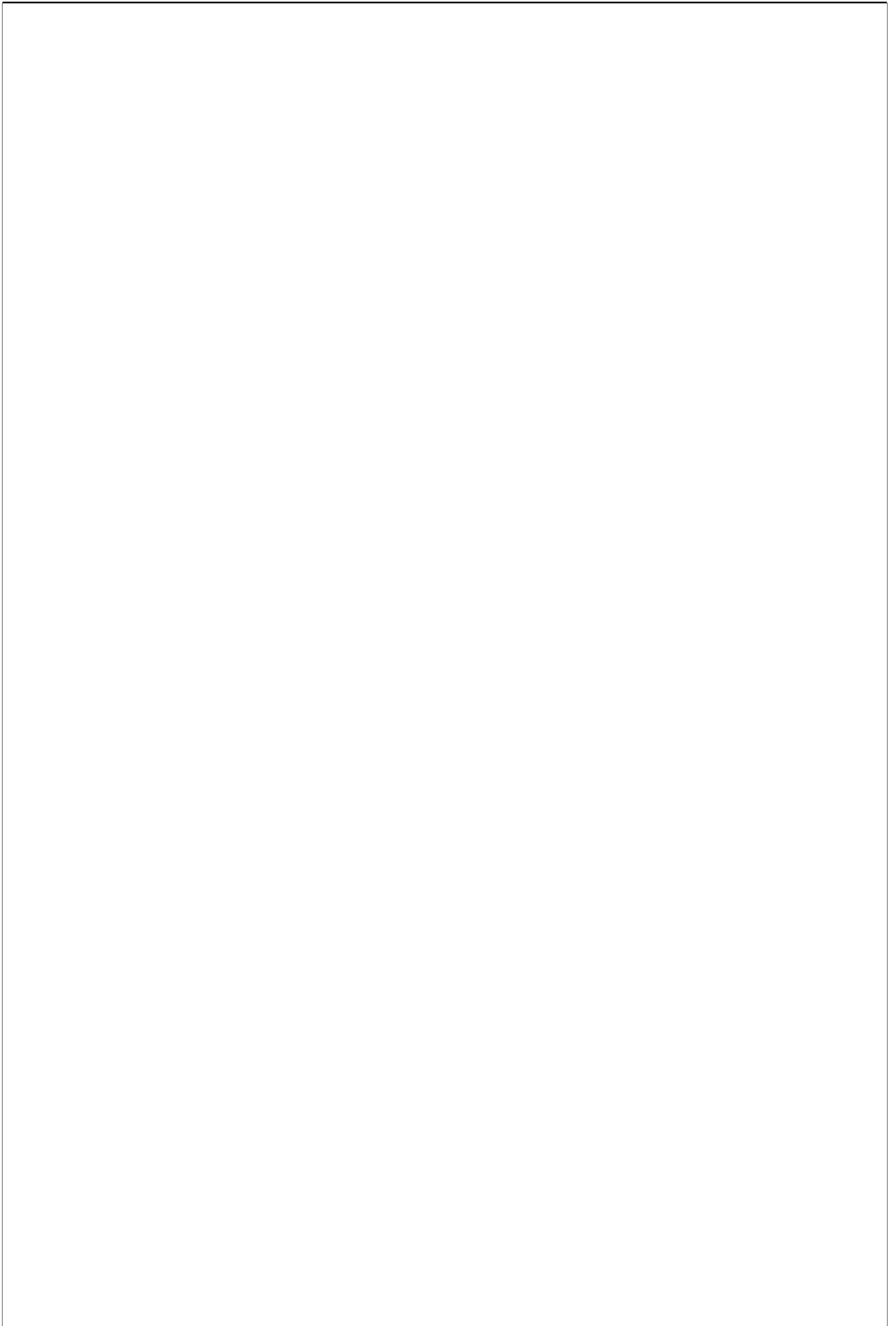


## Lesson Plan

TDP 3

<b>Lesson Title</b> Descriptive information, Searching & Paging	<b>Duration</b> 1 ½ hrs
<b>Trainer</b> Angela Hunt	<b>Group</b> Potential QUEST Operators
<b>Aim</b> To allow the student to explain how nominal descriptive information is stored on PNC, and how to search using QUEST competently	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Students will demonstrate paging between the search screens taking into account Boolean logic</li> <li>2. Students will distinguish between those search fields which return blank values and those that don't</li> <li>3. Students will compare the differences between #QE and #NE in relation to the uses of Soundex and names matching mechanisms</li> <li>4. Students will explain when it is appropriate to use the QUEST names search parameter</li> <li>5. Students will explain and demonstrate the principals of searching by range in relation to age and height, and descriptive features</li> <li>6. Students will describe and demonstrate the effect of the PNC categorisation of occupations on QUEST searching</li> <li>7. Students will explain and demonstrate the use of the Validate, Tally and Possibles options</li> </ol> <b>Link to NOS</b>  3C1 Support the use of information technology 2A2 Evaluate information to determine its intelligence potential	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
	<b>Resources:</b>  <b>Overhead Projector</b> <b>White Board</b> <b>Student Folders</b> <b>Course Map</b> <b>Students Exercise Card</b>

2 Mins	<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> <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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	<p>overleaf if necessary</p> <p>(Continue</p>
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