

Lesson Plan 3

TDP 3

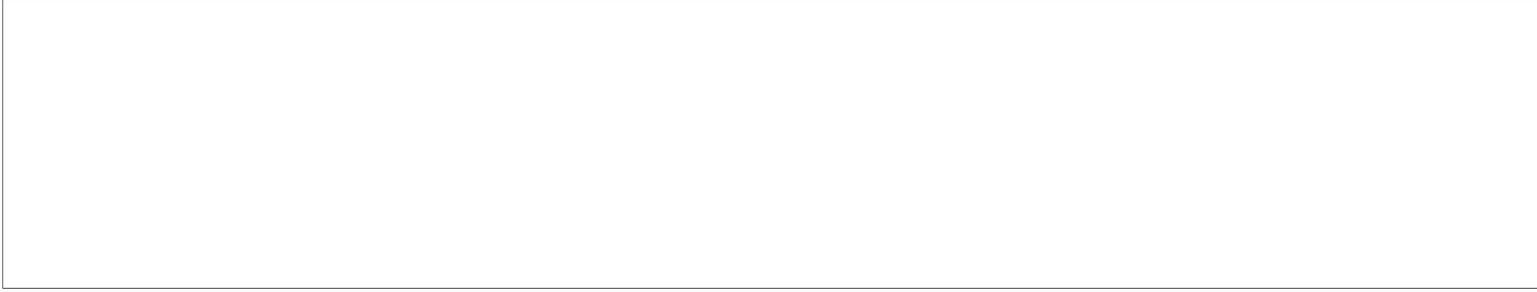
Lesson Title Find Nominal	Duration 30mins
Trainer Angela hunt/Amanda Jamieson	Group 8 users requiring ViSOR (Violent Offender & Sex Offender Register) Search access
Aim: To enable students to use the Find Nominal facility within the ViSOR application	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Demonstrate how to find a nominal record using Find Nominal 2. Demonstrate how to find a nominal record using different criteria in Find Nominal 3. Navigate around a Nominal Record 4. Identify the various attachments that make up a nominal record 5. Retrieve attachment data from within a nominal record <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>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2mins	Resources: <p>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</p> MASLOW – Welfare and removal of blocks to learning <ul style="list-style-type: none"> • 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

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5mins	GESTALT – Overview of what is to come in session <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method
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