

## Lesson Plan

TDP 3

<b>Lesson Title</b> <b>Session 3</b> <b>Disqualified Driver Reports</b>	<b>Duration</b> <b>2 hrs</b>
<b>Trainer</b> <b>ANGLA HUNT</b>	<b>Group</b> <b>Potential PNC Names Update Staff (RMU ONLY)</b>
<b>Aim To allow the student to create, amend and delete disqualified driver reports</b>	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Explain and describe the force responsibilities in relation to disqualified driver reports on PNC</li> <li>2. List and describe the different types of disqualified driver reports</li> <li>3. Explain and describe the appeals procedure for disqualified drivers</li> <li>4. Explain and demonstrate the creation of disqualified driver reports</li> <li>5. Explain and demonstrate the amendment of disqualified driver report</li> <li>6. Explain and demonstrate the deletion of disqualified driver report</li> </ol> <p>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 &amp; 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>
	<b>Resources:</b> <b>8 Computers</b> <b>Overhead Projector</b> <b>White Board</b> <b>Whiteboard Markers</b> <b>PNC Manuals</b> <b>PNC Handouts</b> <b>PNC Exercise Folders</b> <b>Misc 142 (8)</b> <b>Transaction Code/Paging Handout (8)</b> <b>Pens/Pencils</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>
5 mins	<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>

