

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b> <b>Session 1</b> <b>History of Vehicle File and DVLA</b> <b>Markers</b>	<b>Duration</b> <b>112 mins</b>
<b>Trainer</b> <b>PNC Trainer</b>	<b>Group</b> <b>Potential PNC Enquiry operators</b>
<b>Aim</b> <b>To allow the students to interpret the layout of a vehicle record and to recognise and interpret the DVLA markers</b>	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li><b>1. List the types of vehicles that are not on PNC</b></li> <li><b>2. Identify the correct transaction code to retrieve vehicle details without insurance data</b></li> <li><b>3. Explain the layout of a vehicle record</b></li> <li><b>4. Correctly Identify and interpret DVLA Markers</b></li> <li><b>5. Understand and apply the use of the Julian Calendar</b></li> </ol> <p><b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b></p> <p><b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b></p> <p><b>3C1 - Support the use of information technology</b></p> <p><b>2A1 - Gather and submit information that has the potential to support policing objectives</b></p> <p><b>ZA2 – Research, prepare &amp; supply information</b></p> <p><b>ZH2 – Enter and find data using a computer</b></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</b> <b>Transaction Code/Paging Handout</b> <b>Pens/Pencils</b>

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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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