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Lesson Plan

TDP 3

Lesson Title Session 4 Creating a new registration	Duration 51 mins
Trainer Amanda Jamieson	Handler, Controller, Deputy Controller, Authorising Officers, Deputy Authorising Officers, CAB staff
Aim: To create a new registration for new CHIS	
<p>Objectives - By the end of the session, students will be able to:</p> <ul style="list-style-type: none"> • Recognise the colour coding of the fields • Explain the Pseudonym box • Complete the personal details • Complete the address details • Complete the contact details • Complete the vehicle details • Complete family members • Complete employment details • Complete handler & controller details • Complete specialisms • Complete geographical areas • Complete motives • Complete source description & lifestyle • Complete places frequented • Complete education • Complete associates <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 & supply information ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: 8 Computers Overhead Projector

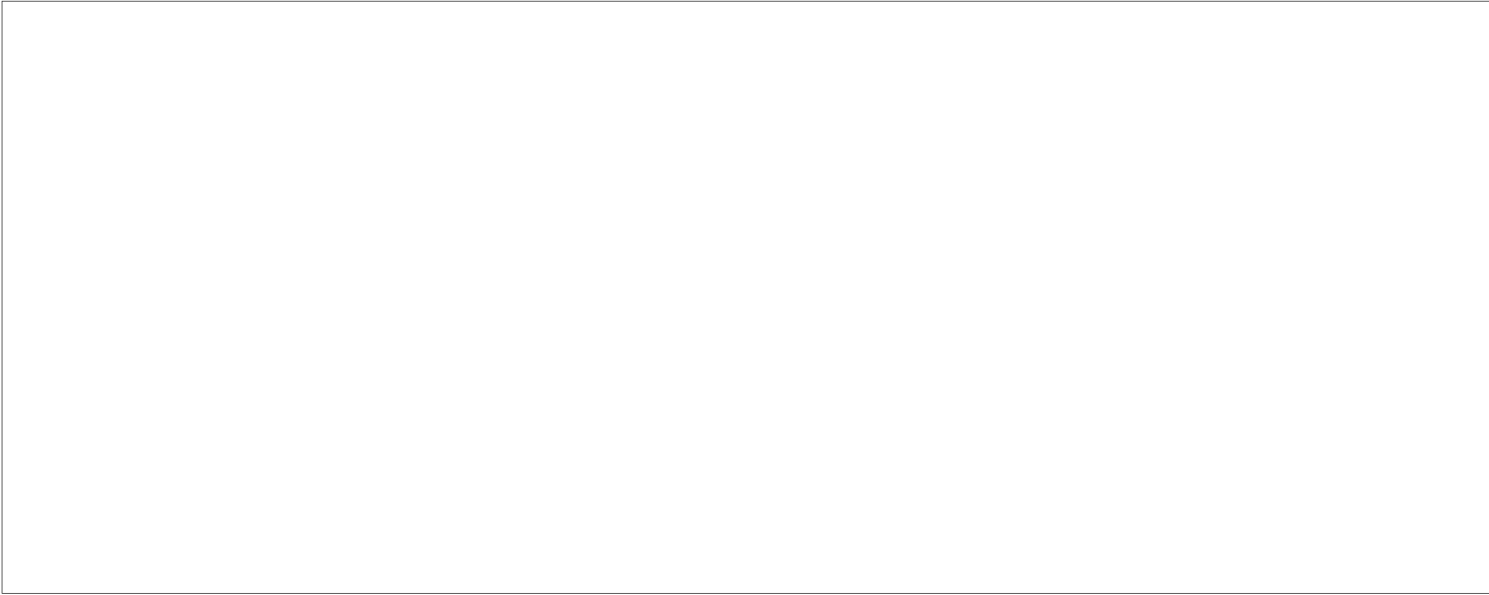
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2 mins	White Board Whiteboard Markers MASLOW – Welfare and removal of blocks to learning <ul style="list-style-type: none">• Environmental check (heating/lighting etc)• Meet and greet and any other formal introductions• Administration including Fitness 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
5 mins	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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