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Lesson Plan

TDP 3

Lesson Title Session 5 Creating a new recruitment	Duration 58 mins
Trainer Amanda Jamieson	Handler, Controller, Deputy Controller, Authorising Officers, Deputy Authorising Officers, CAB staff
Aim: To create a new recruitment for a new CHIS	
Objectives - By the end of the session, students will be able to: <ul style="list-style-type: none"> • Complete a new recruitment document • Complete a risk assessment • Complete a Notification to the Controller • Demonstrate how to open the linked document & approve it • Demonstrate how they would authorise the risk assessment • Complete the recruitment accepted process <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.
2 mins	Resources: 8 Computers Overhead Projector 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	

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	<p>GESTALT – Overview of what is to come in session</p>
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- Outline aims and objectives
- Outline learning strategies/assessment method

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