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Lesson Plan

TDP 3

<b>Lesson Title</b> Session 6 Creating an authorisation	<b>Duration</b> 41 mins
<b>Trainer</b> Amanda Jamieson	<b>Handler, Controller, Deputy Controller, Authorising Officers, Deputy Authorising Officers, CAB staff</b>
<b>Aim: To create an authorisation for combined use and conduct</b>	
<p><b>Objectives - By the end of the session, students will be able to:</b></p> <ul style="list-style-type: none"> <li>• Search for a document using the URN</li> <li>• Complete a new authorisation for combined use &amp; conduct</li> <li>• Complete a notification to the controller for approval</li> <li>• Complete the approval and notify the CAB</li> <li>• Complete the CAB checks and notify the AO</li> <li>• Complete the AO checks and authorise</li> <li>• Complete the T&amp;C's</li> </ul> <p><b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b>  <b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b>  <b>3C1 - Support the use of information technology</b>  <b>2A1 - Gather and submit information that has the potential to support policing objectives</b>  <b>ZA2 – Research, prepare &amp; supply information</b>  <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>
2 mins	<p><b>Resources:</b></p> <p><b>8 Computers</b></p> <p><b>Overhead Projector</b></p> <p><b>White Board</b></p> <p><b>Whiteboard Markers</b></p> <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> </ul>

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5 mins	<ul style="list-style-type: none"><li>• Relevant Instructions e.g. mobile phones/questioning strategy*</li><li>• Encouragement to share experiences appropriately/participation</li></ul> <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>
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