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Lesson Plan

TDP 3

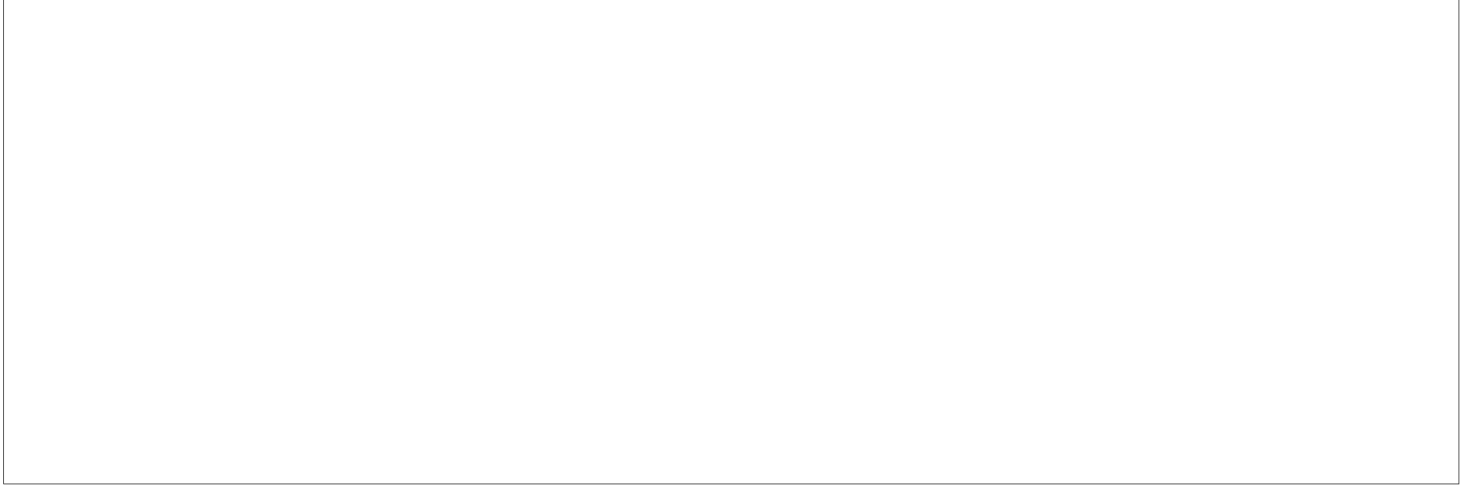
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| Lesson Title Session 6 Property file enquiries and property descriptive searches | Duration 47 mins |
| Trainer PNC Trainer | Group Potential PNC Enquiry Operators |
| Aim To allow students to understand the use of the property file and to search, retrieve and interpret property records. | |
| Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Identify the correct transaction codes to search the property file 2. Correctly interpret the information held within a property record 3. Identify the correct transaction codes to search the property file using descriptive information and retrieve the search results 4. Search for and retrieve records using property descriptive information 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 | |
| Time | Content, including teaching methods, audio visual aids used and resources needed. |
| | Resources: 8 Computers Overhead Projector White Board Whiteboard Markers PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 (8) Transaction Code/Paging Handout (8) Pens/Pencils |

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| 2 mins | <p>MASLOW – Welfare and removal of blocks to learning</p> <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 | <p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method |

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