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Lesson Plan

TDP 3

Lesson Title Session 8 Creating a contact sheet	Duration 30 mins
Trainer Amanda Jamieson	Handler, Controller, Deputy Controller, Authorising Officers, Deputy Authorising Officers, CAB staff
Aim : To create a contact sheet for a CHIS	
Objectives - By the end of the session, students will be able to:	
<ul style="list-style-type: none"> • Create a contact sheet • Notify the Controller • Complete an authorisation by the controller • Create a sanitised log 	
<p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</p> <p>AF3 – Promote a health and safety culture within workplace (applicable to intro)</p> <p>3C1 - Support the use of information technology</p> <p>2A1 - Gather and submit information that has the potential to support policing objectives</p> <p>ZA2 – Research, prepare & supply information</p> <p>ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources:</p> <p>8 Computers</p> <p>Overhead Projector</p> <p>White Board</p> <p>Whiteboard Markers</p> <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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