

Lesson Plan 1

TDP 3

Lesson Title: USE OF THE FIND/SEARCH FUNCTIONS INCLUDING LOCATION.	Duration: 15 Mins
Trainer: Angie Hunt	Group: All Users
Aim: To understand the different search options and when there use is most appropriate.	
Objectives; “By the end of the session, the students will be able to...” 1. Explain the need to find a location prior to creating. 2. Demonstrate how to find a location. 3. Demonstrate how to create/edit a location. 4. Explain how the search function works and where it may be used in preference to FIND.	
Legislation; this lesson refers to (Act section i.e. Theft Act 1968 Section 1) if applicable. Data Protection Act 1998 Firearms Act 1968 Firearms Act 1982 Firearms (Amendment) Act 1988 Firearms (Amendment) Act 1997 Freedom of Information Act 2000 Government Protective Marking Scheme	
National Occupational Standards (NOS) supported within lesson (example unit 1/A2 communicate effectively with members of communities) Unit 3C1 Support the use of information technology (CFA 213) Unit 2A1 Gather and submit information that has the potential to support policing objectives Unit 2A2 Evaluate information to determine its intelligence potential	
Methodology to include:- 1. Resources needed 2. Sources of research 3. Training method	

Indication as to where each objective will be achieved and how the knowledge will be checked	
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Time	Content, including teaching methods, audio visual aids used and resources needed.
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