PROTECT
NOT PROTECTIVELY MARKED

Lesson Plan

Lesson Title	Duration
Session 3 – Activating and Updating Vicman Logs	35 minutes
Trainer **IT TRAINER**	**Group** **Crime Management Unit**

Aim

To be able to active, input and close a Vicman to record Victim contact.

Objectives - By the end of the session, students will be able to:

1. Search for a crime and activate or close a Vicman
2. Demonstrate how to add a Vicman Comment
3. Demonstrate how to transfer a Vicman
4. State the procedure for Supervision of Vicmans

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: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards
2 mins	**MASLOW – Welfare and removal of blocks to learning** • Environmental check (heating/lighting etc) • Meet and greet and any other formal introductions • Administration including Fitness to Train Declaration

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	• 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	**GESTALT – Overview of what is to come in session** • Outline aim and objectives • Outline learning strategies/assessment method

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