Lesson Plan

Lesson Title Session 4 – Create a CaseMan	Duration 60 minutes
Trainer IT TRAINER	Group Crime Management Unit

Aim **To be proficient in the use of Caseman for investigation recording**

Objectives - By the end of the session, students will be able to: 1. Access the CaseMan menu and view a Caseman 2. Input a new CaseMan and request an extension date 3. Add actions, part-result, result, print and re-allocate actions 4. Close a CaseMan 5. Amend a crime 6. Print crime, vicman and caseman **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**

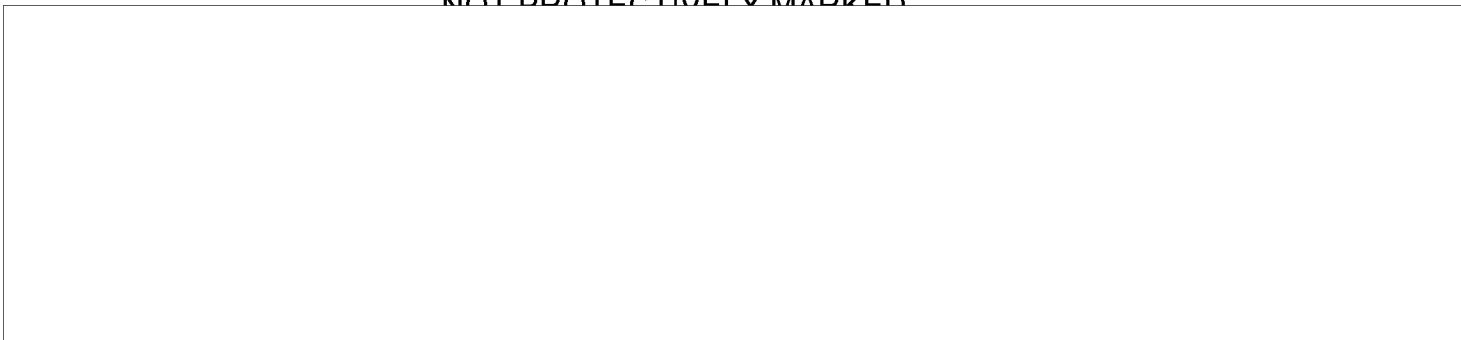| Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards
2 mins	**MASLOW – Welfare and removal of blocks to learning** • Environmental check (heating/lighting etc)

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

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