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Lesson Plan

<p><b>Lesson Title Session 8</b> <b>Managing the Unallocated List</b></p>	<p><b>Duration</b> <b>45 minutes</b></p>
<p><b>Trainer</b> <b>IT Trainer</b></p>	<p><b>Group</b> <b>Crime Management Unit</b></p>
<p><b>Aim: To be able to manage the Unallocated list and successfully deal with crimes entering the Sleuth System.</b></p>	
<p><b>Objectives</b> - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Access the unallocated cases list and understand the information being displayed</li> <li>2. Access and check crimes, incidents and cases from the list</li> <li>3. State how to deal with crimes of varying states</li> <li>4. Create a case with actions on a crime within the list</li> <li>5. Amend a crime and input Query Codes and record recommendations</li> <li>6. Remove a crime from the Unallocated list</li> </ol> <p><b>Link to NOS</b></p> <p><b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b></p> <p><b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b></p> <p><b>3C1 - Support the use of information technology</b></p> <p><b>2A1 - Gather and submit information that has the potential to support policing objectives</b></p> <p><b>ZA2 – Research, prepare &amp; supply information</b></p> <p><b>ZH2 – Enter and find data using a computer</b></p>	
<p><b>Time</b></p>	<p><b>Content, including teaching methods, audio visual aids used and resources needed.</b></p>
<p>2 mins</p>	<p><b>Resources:</b></p> <p><b>MASLOW – Welfare and removal of blocks to learning</b></p> <ul style="list-style-type: none"> <li>• Environmental check (heating/lighting etc)</li> <li>• Meet and greet and any other formal introductions</li> <li>• Administration including Fitness to Train Declaration</li> <li>• Domestic Arrangements – breaks; location of facilities etc</li> <li>• General Health and Safety and Safety Briefing (if relevant)</li> </ul>

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5 mins	<ul style="list-style-type: none"><li>• Relevant Instructions e.g. mobile phones/questioning strategy</li><li>• Encouragement to share experiences appropriately/participation</li></ul> <p><b>GESTALT – Overview of what is to come in session</b></p> <ul style="list-style-type: none"><li>• Outline aim and objectives</li><li>• Outline learning strategies/assessment method</li></ul>
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