Lesson Plan

Lesson Title Session 9 Finalising Cases	Duration 25 minutes
Trainer IT Trainer	Group Crime Management Unit

Aim: Be able to access cases for finalisation and finalise or return to the OIC

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

1. Access the Cases to be Finalised list
2. Check the caseman and action log
3. Open a split screen to check the crime and add recommendations to the Officers Report
4. Add an action and return unsatisfactory cases to OIC's
5. Finalise a satisfactory caseman

Link to NOS

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.
2 mins	**Resources:** **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 • Domestic Arrangements – breaks; location of facilities etc • General Health and Safety and Safety Briefing (if relevant) • Relevant Instructions e.g. mobile phones/questioning strategy

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5 mins	• 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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