

NOT PROTECTIVELY MARKED

Lesson Plan

TDP 3

Lesson Title	Duration
Session 3 Creating a VA Report	60 mins
Trainer	Group
IT Trainers	All operational Police Officers
Aim: Students will be able to create a Vulnerable Adults report in the PVP database	
Objectives - By the end of the session, students will be able to:	
<ol style="list-style-type: none"> 1. Create a VA Report 2. Create a Meeting within a VA Report <p>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</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards Students Computers</p> <p>MASLOW – Welfare and removal of blocks to learning</p> <ul style="list-style-type: none"> • 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* • Encouragement to share experiences appropriately/participation

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5 mins	GESTALT – Overview of what is to come in session <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method
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