

Lesson Plan 1

TDP 3

Lesson Title Welcome/Introduction	Duration 30mins
Trainer Angela Hunt/Amanda Jamieson	Group 8 users requiring ViSOR (Violent Offender & Sex Offender Register) Search access
Aim: To welcome and introduce students to the course and ensure that they are familiar with procedures in relation to health and safety and general housekeeping and to provide information on course content, application history, purposes and benefits and legislation and rules surrounding the ViSOR system.	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Explain the reasons for the introduction of ViSOR 2. Explain the history of ViSOR 3. Give examples of how ViSOR can assist in managing offenders 4. Describe the legislation affecting the use of ViSOR and explain the need for data security 5. State who uses the ViSOR system and what they do 6. Give examples of the types of information held within the application <p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro) AF3 – Promote a health and safety culture within the 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 and supply information ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2mins	Resources: PowerPoint presentation covering H&S Fire Drill and Bomb Incendiary Attack information posters (in all classrooms) Course Map (1 laminated copy prominently displayed) ViSOR search user guide Course reaction questionnaires Appendix B Access Forms MASLOW – Welfare and removal of blocks to learning <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*

NOT PROTECTIVELY MARKED

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5mins	<ul style="list-style-type: none">• General Health and Safety and Safety Briefing (if relevant)*• Relevant Instructions e.g. mobile phones/questioning strategy*• Encouragement to share experiences appropriately/participation <p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method
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