Lesson Plan 3   TDP 3

Lesson Title	Duration 30mins
Find Nominal	

Trainer	Group
Angela hunt/Amanda Jamieson	8 users requiring ViSOR (Violent Offender & Sex Offender Register) Search access

Aim: To enable students to use the Find Nominal facility within the ViSOR application

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

1. Demonstrate how to find a nominal record using Find Nominal
2. Demonstrate how to find a nominal record using different criteria in Find Nominal
3. Navigate around a Nominal Record
4. Identify the various attachments that make up a nominal record
5. Retrieve attachment data from within a nominal record

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

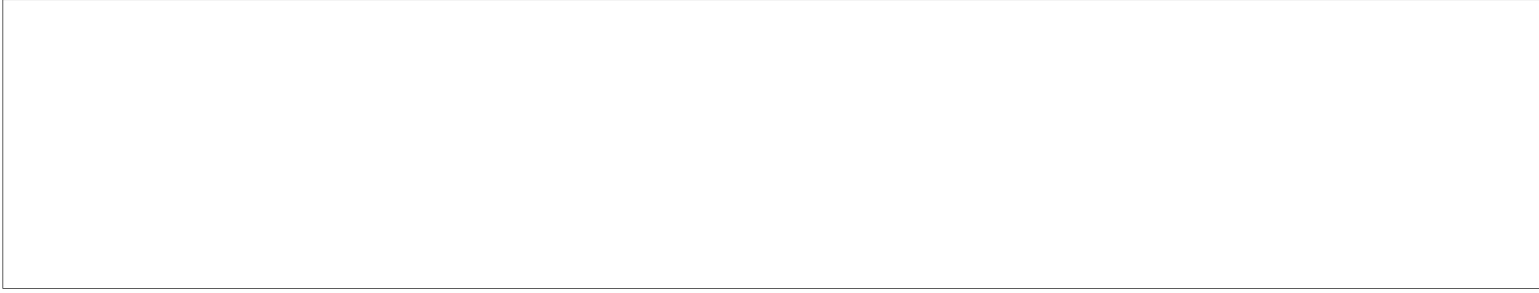| Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: PowerPoint presentation covering H&S Fire Drill and Bomb Incendiary Attack information posters (in all classrooms) Course Map (1 laminated copy prominently displayed) ViSOR search user guide Course reaction questionnaires Appendix B Access Forms **MASLOW – Welfare and removal of blocks to learning** - 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
2mins	

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