

Lesson Plan

TDP 3

Lesson Title Session 2 WANTED/MISSING REPORTS	Duration 3 HOURS
Trainer ANGLA HUNT	Group Students who are required to update PNC
Aim To allow the student to create, amend, transfer and delete Wanted/missing reports and add nominal descriptive details to PNC reports	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. List the legislation that relates to updating nominal records 2. Explain and describe the implications of legislation relating to updating nominal records 3. Explain and describe the importance of the case paper location in relation to wanted missing reports 4. Explain and describe national policy and best practice with regard to the content of the text recorded within wanted missing reports 5. Explain and demonstrate national policy and best practice in relation to recording sex offender registration orders 6. Explain and demonstrate the creation of wanted missing reports 7. Explain and demonstrate the amendment of wanted missing reports 8. Explain and demonstrate the deletion of wanted missing reports 9. explain and demonstrate the creation of a detained report 10. Explain and demonstrate the ability to update nominal descriptive details as required <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.
	Resources: 8 Computers Overhead Projector White Board Whiteboard Markers

2 mins	<p>PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 (8) Transaction Code/Paging Handout (8) Pens/Pencils</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
5 mins	<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



