Lesson Plan                                                            TDP 3

| Lesson Title | Duration |
|---|---|
| Session 2<br>Directory tables | 32 mins |
| Trainer<br>Angela Hunt | Group<br>Potential vehicle and property updaters |

**Aim** To enable the student to access the directory tables related to updating vehicle and property records

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

1. List the transaction codes for the directory tables
2. Identify the correct transaction code to retrieve specific information from the directory table
3. Demonstrate the use of searching within the directory tables
4. Interpret the information held within the directory tables

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. |
|---|---|
|  | **Resources:**<br>Trainer Notes<br>Student Exercise Folders<br>Student Handouts<br>Notebooks<br>White board<br>Computer Terminals (with PNC access) one per student<br>Overhead projector |

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|---|---|
| 2 mins | **MASLOW – Welfare and removal of blocks to learning**<br>• Environmental check (heating/lighting etc)<br>• Meet and greet and any other formal introductions<br>• Administration including Fitness to Train Declaration*<br>• Domestic Arrangements – breaks; location of facilities etc*<br>• General Health and Safety and Safety Briefing (if relevant)*<br>• Relevant Instructions e.g. mobile phones/questioning strategy* |
| 5 mins | • Encouragement to share experiences appropriately/participation<br>**GESTALT – Overview of what is to come in session**<br>• Outline aims and objectives<br>• Outline learning strategies/assessment method |

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3