Lesson Plan   **TDP 3**

Lesson Title	Duration
Descriptive information, Searching & Paging	1 ½ hrs

Trainer	Group
Angela Hunt	Potential QUEST Operators

Aim

To allow the student to explain how nominal descriptive information is stored on PNC, and how to search using QUEST competently

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

1. Students will demonstrate paging between the search screens taking into account Boolean logic

2. Students will distinguish between those search fields which return blank values and those that don't

3. Students will compare the differences between #QE and #NE in relation to the uses of Soundex and names matching mechanisms

4. Students will explain when it is appropriate to use the QUEST names search parameter

5. Students will explain and demonstrate the principals of searching by range in relation to age and height, and descriptive features

6. Students will describe and demonstrate the effect of the PNC categorisation of occupations on QUEST searching

7. Students will explain and demonstrate the use of the Validate, Tally and Possibles options

Link to NOS

3C1 Support the use of information technology

2A2 Evaluate information to determine its intelligence potential

Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: **Overhead Projector** **White Board** **Student Folders** **Course Map** **Students Exercise Card**

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

	(Continue overleaf if necessary)