Lesson Title: Introduction to Weekly Duty Amend	Duration:
Trainer: Angela Hunt	**Group:** All Beat, Core, CID and Police Staff Supervision

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Aim: To provide you with the relevant knowledge to view and maintain information on the new Duty Management System (DMS)

Objectives:
By the end of the Session delegates will be able to

1. **Record Absences (Sickness, Leave, TOIL)**
2. **Record Batch Amendments (Sickness, Leave and TOIL)**

Legislation: This session refers to

Data Protection Act 1998
Computer Misuse Act 1990

National Occupational Standards (NOS) supported with lesson

Unit 3C1 Support the use of information technology (CFA213)
Unit 3B1 Receive, transmit, store and retrieve information

Methodology to include:
1. **Resources needed**
2. **Sources of Research**
3. **Training Method**
4. **Indication as to where each objective will be achieved and how the knowledge will be checked**

Time	Content, including teaching methods, audio visual aids used and resources needed.