

## Lesson Plan

TDP 3

<b>Lesson Title</b> Postcoding	<b>Duration</b> 15 mins
<b>Trainer</b> Angela Hunt/	<b>Group</b> Potential QUEST Operators
<b>Aim</b> To allow the student to explain the use of Postcoding	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Students will list the various locations within a names record where postcodes may be stored and the options available in relation to partial postcode searching</li> <li>2. Students will recognise the advantages and disadvantages of searching by particular postcode types</li> <li>3. Students will distinguish between the responses returned by use/non-use of the postcode matching facility.</li> </ol>	
<b>Link to NOS</b> 3C1 Support the use of information technology 2A2 Evaluate information to determine its intelligence potential	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<b>Resources:</b> <b>Overhead Projector</b> <b>White Board</b> <b>Student Folders</b> <b>Course Map</b> <b>Students Exercise Card</b> <b>MASLOW – Welfare and removal of blocks to learning</b> <ul style="list-style-type: none"> <li>• Environmental check (heating/lighting etc)</li> <li>• Meet and greet and any other formal introductions</li> <li>• Administration including Fitness to Train Declaration*</li> <li>• Domestic Arrangements – breaks; location of facilities etc*</li> <li>• General Health and Safety and Safety Briefing (if relevant)*</li> <li>• Relevant Instructions e.g. mobile phones/questioning strategy*</li> </ul>

5 mins	<ul style="list-style-type: none"><li>• Encouragement to share experiences appropriately/participation</li></ul> <p><b>GESTALT – Overview of what is to come in session</b></p> <ul style="list-style-type: none"><li>• Outline aims and objectives</li><li>• Outline learning strategies/assessment method</li></ul>
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