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Lesson Plan

TDP 3

Lesson Title Session 4 Partial VRM Searching	Duration 47 mins
Trainer PNC Trainer	Group Potential PNC Enquiry operators
Aim To allow the students to search for and retrieve vehicle records using only a partial VRM, and to identify other resources that can be used in conjunction with a partial VRM search	
<p>Objectives - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the correct transaction code to carry out a partial VRM enquiry and the rules for missing characters 2. Search for and retrieve records using partial VRM details and the remainder of the search fields 3. Identify the correct transaction code to search and retrieve Vehicle Records using address or postcode address information 4. Explain the need to record postcode searching for disclosure purposes <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 PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 Transaction Code/Paging Handout Pens/Pencils

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2 mins

MASLOW – Welfare and removal of blocks to learning

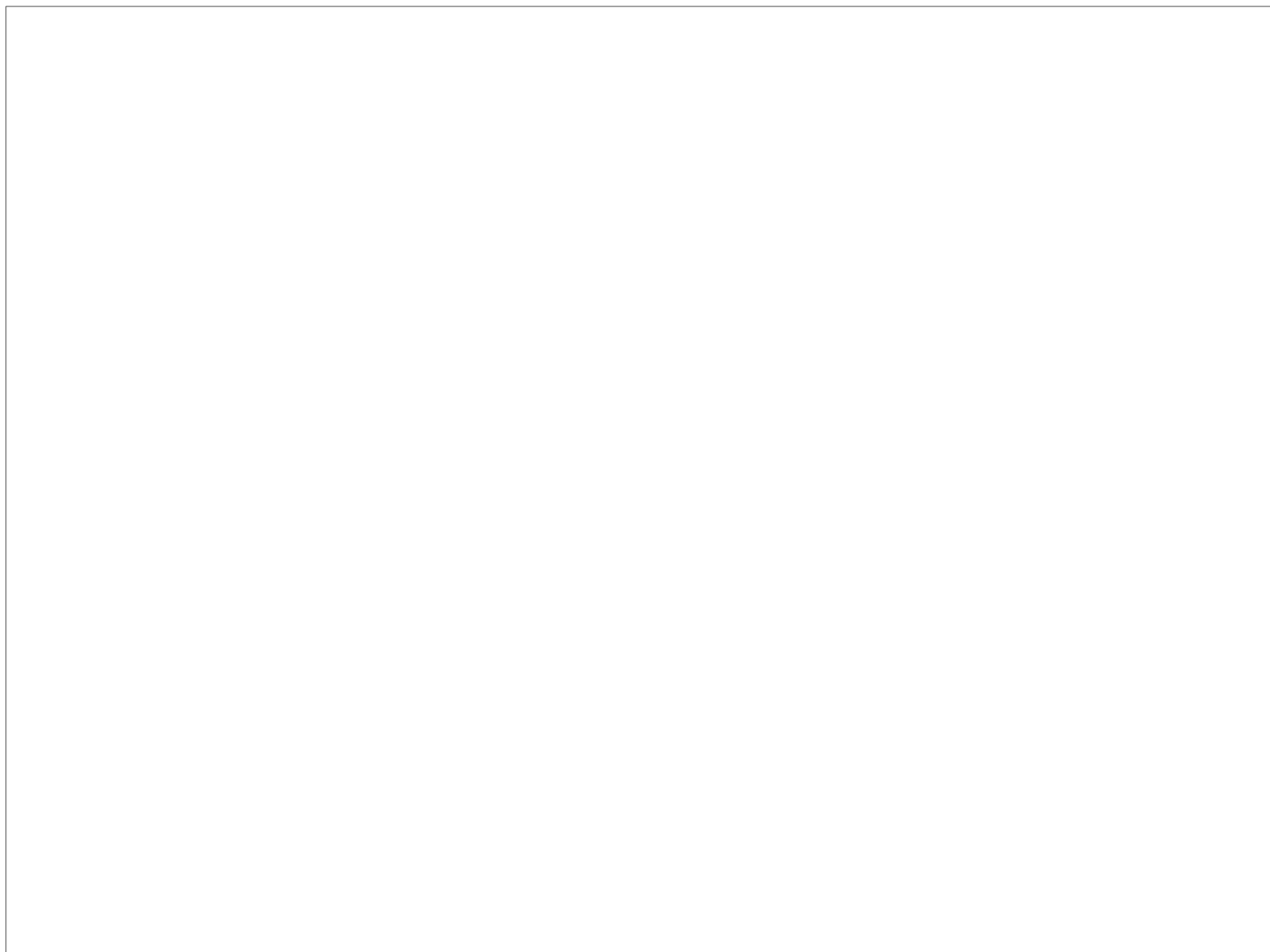
- Environmental check (heating/lighting etc)
- Meet and greet and any other formal introductions
- Administration including Fitness to Train Declaration*
- Domestic Arrangements – breaks; location of facilities etc*
- General Health and Safety and Safety Briefing (if relevant)*
- Relevant Instructions e.g. mobile phones/questioning strategy*
- Encouragement to share experiences appropriately/participation

5 mins

GESTALT – Overview of what is to come in session

- Outline aims and objectives
- Outline learning strategies/assessment method

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(Continue overleaf if necessary)

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