

NOT PROTECTIVELY MARKED

Lesson Plan

Lesson Title Session 8 Managing the Unallocated List	Duration 45 minutes
Trainer IT Trainer	Group Crime Management Unit
Aim: To be able to manage the Unallocated list and successfully deal with crimes entering the Sleuth System.	
<p>Objectives - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> 1. Access the unallocated cases list and understand the information being displayed 2. Access and check crimes, incidents and cases from the list 3. State how to deal with crimes of varying states 4. Create a case with actions on a crime within the list 5. Amend a crime and input Query Codes and record recommendations 6. Remove a crime from the Unallocated list <p>Link to NOS</p> <p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</p> <p>AF3 – Promote a health and safety culture within workplace (applicable to intro)</p> <p>3C1 - Support the use of information technology</p> <p>2A1 - Gather and submit information that has the potential to support policing objectives</p> <p>ZA2 – Research, prepare & supply information</p> <p>ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources:</p> <p>MASLOW – Welfare and removal of blocks to learning</p> <ul style="list-style-type: none"> • 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)

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5 mins	<ul style="list-style-type: none">• Relevant Instructions e.g. mobile phones/questioning strategy• Encouragement to share experiences appropriately/participation <p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aim and objectives• Outline learning strategies/assessment method
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