

<b>Lesson Title:</b> Creating Personnel List	<b>Duration:</b>
<b>Trainer:</b> Angela Hunt	<b>Group:</b> All Beat, Core, CID and Police Staff Supervision
<b>Written by: ANGELA HUNT</b>	
<b>Date Written: SEPTEMBER 2008</b>	
<b>Aim: To provide you with the relevant knowledge to view and maintain information on the new Duty Management System (DMS)</b>	
<b>Objectives:</b> <b>By the end of the Session delegates will be able to</b> <ol style="list-style-type: none"> <li><b>1. Create a personnel list using Advanced Search</b></li> <li><b>2. Create/Delete Stored Queries</b></li> <li><b>3. View the Weekly Duty Amend</b></li> </ol>	
<b>Legislation: This session refers to</b>  <b>Data Protection Act 1998</b> <b>Computer Misuse Act 1990</b>	
<b>National Occupational Standards (NOS) supported with lesson</b>  <b>Unit 3C1 Support the use of information technology (CFA213)</b> <b>Unit 3B1 Receive, transmit, store and retrieve information</b>	
<b>Methodology to include:</b> <ol style="list-style-type: none"> <li><b>1. Resources needed</b></li> <li><b>2. Sources of Research</b></li> <li><b>3. Training Method</b></li> <li><b>4. Indication as to where each objective will be achieved and how the knowledge will be checked</b></li> </ol>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>

