Lesson Plan TDP 3

Lesson Title	Duration		
Session 6	42 mins		
Updating Property			
Trainer	Group		
	Potential vehicle and property updaters		
Angela Hunt			

Aim To enable the student to create and amend property records

Objectives - By the end of the session, students will be able to:

- 1. List the property types and the rules pertaining to their updating
- 2. State the transaction codes for updating property records and explain the need to use #PE to check prior to updating
- 3. Explain hybrid vehicles and how they should be entered onto the PNC
- 4. State the importance of cross referencing reports between the vehicle and property files when required
- 5. Explain and demonstrate the creation of a property record
- 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

Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources:
	Trainer Notes
	Student Exercise Folders
	Student Handouts
	Notebooks
	White board
	Computer Terminals (with PNC access) one per student
	Overhead projector

## For Distribution to CPs

## 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 **GESTALT – Overview of what is to come in session** 5 mins • Outline aims and objectives • Outline learning strategies/assessment method

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