



## **GUYANA POLICE FORCE ACADEMY POLICY TO ENSURE THE USE OF LESSON PLANS**

### **1. Preamble**

1.1. The Guyana Police Force Academy has implemented this policy to ensure the consistent use of lesson plans to greatly enhance the quality and effectiveness of teaching.

### **2. Objective**

2.1. The Guyana Police Force Academy intention to enforce the use of lesson plans seeks to:

- Enhancing teaching quality
- Ensuring alignment with curriculum standards
- Facilitating lesson delivery and student engagement
- Providing a structured framework for assessment and evaluation

### **3. Policy Statement:**

3.1. This policy ensures the consistent use of lesson plans to improve teaching quality and enhance student learning outcomes.

### **4. Mandatory Requirement:**

4.1. Creating and utilizing lesson plans is mandatory for all Police Instructors and facilitators. This ensures consistency across all classes and educators.

### **5. Guidelines for Lesson Plan Creation:**

5.1. Provide detailed guidelines for creating lesson plans. These guidelines should cover:

- 5.1.1. **Objectives:** Clearly states the learning objectives for each lesson.
- 5.1.2. **Content:** Outlines the content to be covered, including teaching materials, resources, and activities.

- 5.1.3. **Methodology:** Specifies the teaching methods and strategies to be employed.
- 5.1.4. **Assessment:** Includes assessment methods to measure student understanding and progress.
- 5.1.5. **Differentiation:** Addresses how the lesson will cater to the diverse needs of students.
- 5.1.6. **Duration:** Specifies the estimated time required for each segment of the lesson.

## 6. **Approval Process:**

6.1. A process for reviewing and approving lesson plans. This involves:

- 6.1.1. Peer review among Police Instructors and Heads of Schools.
- 6.1.2. Feedback and revision cycles to ensure quality and alignment with standards by the Quality Management Committee
- 6.1.3. Final approval by the Training Board and the Executive Leadership Team.

## 7. **Implementation Support:**

7.1. Provide necessary support and resources to facilitate the creation and implementation of lesson plans, including:

- 7.1.1. Training sessions on effective lesson planning techniques.
- 7.1.2. Access to teaching resources, materials, and technology.
- 7.1.3. Mentorship or coaching for new or struggling Police Instructors and facilitators.

## 8. **Incentives and Recognition:**

8.1. Recognize and reward teachers who consistently create and implement high-quality lesson plans. This includes:

- 8.1.1. Certificates or awards for innovative lesson planning.
- 8.1.2. Professional development opportunities.
- 8.1.3. Performance-based incentives tied to teaching effectiveness.

## **9. Continuous Improvement:**

9.1. Encourage continuous improvement by:

- 9.1.1. Soliciting feedback from Police Instructors and stakeholders for policy refinement.
- 9.1.2. Updating guidelines and training materials based on best practices and emerging educational trends.
- 9.1.3. Providing opportunities for collaborative lesson planning and sharing of successful practices among Police Instructors and facilitators.

## **10. EFFECTIVE DATE**

10.1. This policy was approved and has come into effect as of October 31, 2023.

## **11. REVIEW PERIOD**

11.1. A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

## **12. REVISION PERIOD**

12.1. This Policy was revised by the Training Board in February 2024.

## **13. APPROVAL OF POLICY**

13.1. This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.