

**Unit AA5          Provide guidance on and process applications for resource support**

**Elements**

**AA5.1   Provide guidance and advice on applications for resource support**

**AA5.2   Process applications for resource support**

**Unit Commentary**

This unit is for archaeologists who provide guidance on policies and who process applications for resource support (grants, loans, subsidies) associated with these policies. New policies and compliance requirements should be communicated accurately with clear and helpful advice to interested parties. Applications for support must be dealt with promptly and follow organisational procedures. In the case of successful applications for support, applicants should be monitored for compliance with conditions.

## AA5 Provide guidance on and process applications for resource support

### AA5.1 Provide guidance and advice on applications for resource support

#### Performance Required

*This will involve:*

- a) preparing documentation, which clearly and accurately explains new or changed **policy** on the historic environment intentions, means of implementation, measures of effectiveness and requirements for compliance
- b) ensuring that policies and compliance requirements are communicated clearly and accurately to all **interested parties** using appropriate and agreed strategies
- c) making available **advice** regarding policies and compliance to interested parties in a clear and helpful manner
- d) ensuring that the effectiveness of advice and **communication strategy** is monitored and evaluated and corrective action is taken to make good any deficiency

#### Occupational Context

##### 1 Policy on the historic environment:

- local
- regional
- national
- international

##### 2 Interested parties:

- general public
- property owners and occupiers
- developers
- other professionals
- agents
- others with an interest in making an application for consents

##### 3 Advice (may cover):

- statutory requirements
- national and local policies
- availability and eligibility for grants, loans and subsidies

##### 4 Communication strategies:

- advertising
- public relations
- guidance material
- special promotional events

#### Knowledge Requirements

*You need to know and understand how to:*

- Prepare documentation on policy and compliance requirements
- Develop and evaluate the effectiveness of communication strategies and advice on policy
- Advise on policy and compliance enquiries and availability and eligibility for grants, loans and subsidies

*You need to know about:*

- Types of policy and compliance requirements
- Types of communication strategy
- Types of grant, loan and subsidy

## **AA5 Provide guidance on and process applications for resource support**

### **AA5.1 Provide guidance and advice on applications for resource support**

#### **Required Skills**

*You should demonstrate:*

- How to communicate clearly and concisely with public bodies and interested parties
- How to organise promotional events
- How to put into place effective monitoring strategies

#### **Evidence Required**

*You should provide evidence that you can provide guidance and advice on applications for resource support*

This will include documentary evidence that includes:

- documentation prepared and communicated
- records of advice made available
- corrective action taken where advice and communication strategy has been

The candidate should be questioned, based upon the documentation provided, to explore the following:

- explaining new or changed archaeology policy
- communicating to all interested parties
- providing advice to interested parties
- monitoring the effectiveness of the communication strategy

#### **Evidence Rules**

- The candidate should have been involved in at least 2 substantive applications submitted for approval.

## AA5 Provide guidance on and process applications for resource support

### AA5.2 Process applications for resource support

#### Performance Required

*This will involve:*

- (a) promptly acknowledging **applications** for **incentives** and classifying accurately in accordance with organisational procedures
- (b) where **information** is insufficient for assessment purposes, advising applicants of additional information needs
- (c) ensuring that applications are assessed against the relevant **criteria** and those which conform in most main respects are selected for further consideration
- (d) ensuring that applications which clearly fail to meet the assessment criteria are recommended for **rejection** and reasons **communicated to interested parties**
- (e) ensuring that potentially successful applications are subjected to further detailed evaluation, and any required modifications identified and **communicated to interested parties**
- (f) ensuring that the level of incentive for which the applicant potentially qualifies is calculated accurately and appropriate conditions are specified and justified
- (g) presenting recommendations in an appropriate format
- (h) ensuring that the use of incentives and applicants' compliance with specified conditions is monitored and evaluated against organisational and policy objectives
- (i) ensuring that appropriate advice is offered where type and level of incentives fail to achieve planned objectives and where specified conditions are not complied with
- (j) ensuring that processes, including authorisation for payments, are completed within the required period and in accordance with appropriate legislation and organisational policy

#### Occupational Context

- 1 Type of application:**
  - grant
  - loan
  - subsidy
  - waiver
- 2 Incentives relevant to:**
  - conservation
  - collections
  - access and use
  - environmental improvement
- 3 Type of information:**
  - applicant details
  - applicant requirements
  - site details (physical, technical, legal)
  - existing / planned use of site (access, occupancy, activities)
  - financial information
- 4 Information from:**
  - property owners and occupiers
  - developers
  - consultants
  - agents
  - contractors
  - other affected parties
  - documentary sources
  - surveys
- 5 Criteria:**
  - technical
  - procedural
  - legal / regulatory
  - organisational
- 6 Communication:**
  - oral
  - written
  - formal
  - informal
- 7 Interested parties:**
  - applicants
  - line managers
  - funding bodies
  - other regulatory authorities
  - committees

## **AA5 Provide guidance on and process applications for resource support**

### **AA5.2 Process applications for resource support**

#### **Knowledge Requirements**

*You need to know and understand how to:*

- Assess, evaluate, process and justify decisions on applications for incentives
- Calculate level of incentives
- Specify conditions
- Monitor, assess and advise on the use of incentives

*You need to know about:*

- Types of application and incentive
- Types of decision criteria
- Types of conditions
- Types of format

#### **Required Skills**

*You should demonstrate:*

- How to communicate clearly and concisely with public bodies and interested parties
- How to organise promotional events
- How to put into place effective monitoring strategies

#### **Evidence Required**

*You should provide evidence that you can process applications for resource support*

This will include documentary evidence that includes:

- applications assessed and processed
- records of monitoring and assessing the deployment of incentives
- authorisations for payments

The candidate should be questioned, based upon the documentation provided, to explore the following:

- acknowledging and classifying applications for incentives
- providing advice for applicants
- assessing applications against criteria
- scrutinising applications to choose the best
- communicating the results of decisions
- acting in accordance with appropriate legislation and organisational policy

#### **Evidence Rules**

- The candidate should have been involved in at least 2 substantive applications submitted for approval.