



Project to define professional functions and standards in archaeological practice

National Occupational Standards for Archaeological Practice

Accredited Standards

Section F

21st March 2003

Dr Stephen Carter
Alastair Robertson



Summary of Units and Elements

Ref	Unit & Element titles
F	Manage information on the material remains of past communities
AF1	Develop information systems to meet the needs of users
AF1.1	Identify the needs of users of information systems
AF1.2	Identify and recommend improvements to information systems
AF1.3	Implement improvements to information systems
AF2	Develop procedures for the use of information systems
AF2.1	Develop procedures for accessing and amending data
AF2.2	Develop documentation rules
AF2.3	Maintain the security and safety of information
AF3	Classify, compile and maintain data on the material remains of past communities
AF3.1	Agree methods for classifying and compiling data on the material remains of past communities
AF3.2	Maintain data and records on the material remains of past communities
AF4	Provide information on the material remains of past communities to others
AF4.1	Interpret customers' requests for information on the material remains of past communities
AF4.2	Access data sources and compile data on the material remains of past communities
AF4.3	Collate and present data to meet customers' requirements

Unit AF1 Develop information systems to meet the needs of users

Elements

AF1.1 Identify the needs of users of information systems

AF1.2 Identify and recommend improvements to information systems

AF1.3 Implement improvements to information systems

Unit Commentary

This unit is for archaeologists who are not information technology experts, but who do have responsibility for computerised and manual information systems, and who have a need to store information on their activities. Organisations are using ever more sophisticated information systems for a wider range of activities, from archiving to interactive multi-media display systems. On the other hand the use of 'manual' (non-computerised) systems still have a role to play.

This unit deals with the need to keep up to date with developments and seek ways of improving information systems: improvements can be modifications to existing systems, or complete replacement of the hardware or software. This unit covers identifying who is using information systems, consulting with them on their requirements; identifying options for how the information system can be improved; and then seeking resources for implementation and implementing the improvements once they have been agreed, so that the information system is correctly installed and meets all its specifications.

AF1 Develop information systems to meet the needs of users

AF1.1 Identify the needs of users of information systems

Performance Required

This will involve:

- a) Identifying the existing **information systems**
- b) Identifying the types of **users** of the information systems
- c) Estimating the numbers of users of the information systems
- d) Identifying the ways in which the current information systems are used
- e) Identifying the current and future requirements of users and reviewing them with **relevant people**
- f) Identifying and assessing the conflicting requirements of users
- g) Providing users with opportunities to discuss their requirements, and seeking clarification on any issues.

Occupational Context

1 Information systems

- computerised
- manual.

2 Users

- current users
- potential users

3 relevant people

- users: internal to organisation, external in field
- supervisors/ managers/ advisors
- maintenance and support staff

Knowledge Requirements

You need to know and understand how to:

- Design valid questionnaires
- Conduct user surveys

You need to know about:

- The different types of users of information systems, and their broad objectives
- How to estimate the numbers of users of information systems
- The likely benefits of user surveys, and their limitations
- Who the people are with whom results should be reviewed
- The likely conflicting requirements of users
- The methods that can be used to communicate with users, and those that have proved successful in the past
- The types of issues likely to be raised by users

AF1 Develop information systems to meet the needs of users

AF1.1 Identify the needs of users of information systems

Required Skills

You should demonstrate:

- Needs Assessment
- Survey and questionnaire design
- Interviewing technique

Evidence Required

You should provide evidence that you can identify the needs of users of information systems

The candidate should be questioned, based upon the documentation provided, to explore how they

- identify the needs of users of information systems.

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

AF1 Develop information systems to meet the needs of users

AF1.2 Identify and recommend improvements to information systems

Performance Required

This will involve:

- a) Regularly monitoring the performance and function of the existing information systems
- b) Matching the requirements of users against the information **systems' capabilities**, and identifying any problems
- c) Encouraging users to provide suggestions on improvements
- d) Consulting suitable information system specialists to assist in the identification of **improvements**
- e) Identifying and evaluating options for improvement
- f) Identifying accurately the resources required for the desired improvement
- g) Consulting users on the **feasibility** and acceptability of implementing options
- h) Proposing recommendations within the agreed timescale

Occupational Context

1 Systems' capabilities

- storing information
- preparing information
- processing information

2 Improvement

- in function
- in capacity
- in cost effectiveness
- in validity and reliability

3 Feasibility with regard to:

- specific user needs
- organisational capacity

Knowledge Requirements

You need to know and understand how to:

- Encourage users to provide constructive suggestions
- Evaluate the options and select one
- Develop a specification for the improvement of the information system

You need to know about:

- The current performance and capability of the existing information system, and how they are monitored
- The requirements of users
- The range of options for improving the information system
- The timescales and financial requirements for improvements

AF1 Develop information systems to meet the needs of users

AF1.2 Identify and recommend improvements to information systems

Required Skills

You should demonstrate:

- Statistical analysis of financial information
- Interpretation of organisational objectives (project proposals, mission statements, etc)

Evidence Required

You should provide evidence that you can identify and recommend improvements to information systems

The candidate should be questioned, based upon the documentation provided, to explore how they

- identify and recommend improvements to information systems.

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

AF1 Develop information systems to meet the needs of users

AF1.3 Implement improvements to information systems

Performance Required

This will involve:

- a) Consulting specialists to assist in the implementation of **improvements**
- b) Selecting systems and equipment to meet agreed specifications, and acquiring them in accordance with the organisation's procedures
- c) Ensuring systems and equipment are installed and commissioned according to **specification** and verifying that they meet all relevant **regulations**
- d) Ensuring systems and equipment are configured with existing systems and equipment, and that they achieve their optimum performance
- e) Ensuring **relevant people** are briefed in the use of the systems and equipment
- f) Ensuring data are entered or transferred into the new systems and equipment according to an **agreed plan**
- g) Resolving any problems with the implementation

Occupational Context

1 Improvements

- in function
- in capacity
- in cost effectiveness
- in validity and reliability

2 Specification and regulations

- ethical
- departmental
- organisational
- according to the field
- according to the discipline
- in line with project research proposal/ investigative plan/ dissemination strategy

3 Relevant people:

- users: internal to organisation and external in related profession/ industry
- supervisors/ managers/ advisors
- maintenance and support staff

4 Agreed plan:

- pilot / immediate/ staged
- in controlled conditions
- under supervision
- by users themselves

Knowledge Requirements

You need to know and understand how to:

- Select systems and equipment to meet specifications
- Transfer data between items of equipment

You need to know about:

- The most effective sources for the supply of systems and equipment
- The organisation's procedures for purchasing supplies
- The appropriate professional bodies and trade associations for people installing equipment, and what qualifications installers should possess
- What the configuration of the equipment should be
- Who should be provided with information on the installation

AF1 Develop information systems to meet the needs of users

AF1.3 Implement improvements to information systems

Required Skills

You should demonstrate:

- Technical skills for system set up
- Book keeping and manual recording/ categorisation of data

Evidence Required

You should provide evidence that you can implement improvements to information systems

The candidate should be questioned, based upon the documentation provided, to explore how they

- implement improvements to information systems and that the implementation involves the modification and replacement of existing systems.

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

Unit AF2 Develop procedures for the use of information systems

Elements

AF2.1 Develop procedures for accessing and amending data

AF2.2 Develop documentation rules

AF2.3 Maintain the security and safety of information

Unit Commentary

This unit is for archaeologists who are responsible for the upkeep of an organisation's archives, catalogues and index systems that are used by others, and people who are not information technology experts, but who do have responsibility for computerised and manual information systems.

Information systems are used throughout an organisation, and for a whole host of activities. To maintain the effectiveness and security of the information, it is necessary to establish some guidelines and procedures for accessing and amending the information. This unit covers developing guidelines and procedures for accessing the information system and for changing the information held in it; developing documentation rules which determine how the information should be structured; and maintaining the security and safety of information so that it is backed up and access to certain types of information is restricted.

AF2 Develop procedures for the use of information systems

AF2.1 Develop procedures for accessing and amending data

Performance Required

This will involve:

- a) Identifying the **categories of users** that are authorised to access and adding, changing and deleting data
- b) Specifying clearly any restrictions on the access and amendment of specific data
- c) Providing all authorised users with guidelines and **procedures for accessing and amending data**
- d) Devising procedures to ensure all amendments are recorded
- e) Identifying any problems with the access and amendment procedures, and implementing improvements
- f) Checking the original and amended data are stored in accordance with the **organisation's policy**

Occupational Context

1 Categories of users

- information managers
- technological support
- researchers
- students/ supervisors/ teaching bodies
- external specialists
- local societies/ related professionals

2 Procedures for accessing and amending data

- authorisation and clearance
- book keeping/ software use
- updating/ improving
- format (e.g. alternative use of graphical presentation); content; structure.
- use of cross referencing, indexing

3 Organisation's policy:

- about Data Protection

Knowledge Requirements

You need to know and understand how to:

- Provide guidelines and procedures for users
- Store data

You need to know about:

- The different categories of user
- The types of restrictions to the data that are necessary and why
- The different procedures for accessing and amending data
- The likely problems with accessing and amending data
- The organisation's policy for storing original data

AF2 Develop procedures for the use of information systems

AF2.1 Develop procedures for accessing and amending data

Required Skills

You should demonstrate:

- Trouble-shooting: dealing with questions and explicitly recognising concerns

Evidence Required

You should provide evidence that you can develop procedures for accessing and amending data

The candidate should be questioned, based upon the documentation provided, to explore how they

- develop procedures for accessing and adding, changing and deleting data.

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

AF2 Develop procedures for the use of information systems

AF2.2 Develop documentation rules

Performance Required

This will involve:

- a) Ensuring the **structure of the records** meets the requirements of users and complies with relevant standards
- b) Ensuring the indexing procedures are suitable for what is being documented
- c) Specifying the individuals authorised to record the collection
- d) Ensuring the period between entry and accession is minimised
- e) Specifying information that is mandatory
- f) Identifying the information that is confidential and specifying access restrictions
- g) Establishing procedures for the **security of the information**
- h) Identifying any problems with the documentation rules and implementing improvements
- i) Recording clearly the **documentation rules** and distributing them to all the **appropriate people**

Occupational Context

1 Structure of the records

- in terms of order (alphabetical/numerical/date/category)
- in terms of format/ arrangement (index, contents, listings)
- in terms of location

2 Security of the information

- illegal access and criminal damage/ theft
- environmental damage (fire, flood, lighting, temperature etc)
- usage: validity, reliability, relevance (in terms of lifespan, content, etc)

3 Documentation rules

- for protection and upkeep
- about access and dissemination
- in line with Codes of Conduct and Best Practice

4 Appropriate people

- data input staff
- information system managers
- maintenance and support staff
- students/ supervisors
- research team staff
- external professionals: experts, advisors, consultants

Knowledge Requirements

You need to know and understand how to:

- How to provide guidelines and procedures for users

You need to know about:

- The different requirements of users
- The field and record structure of the database
- The different indexing procedures available
- Who is responsible for authorising users, and where records of this are kept
- What type of information is mandatory and optional
- Guidelines on best practice
- The procedures for accessing and amending data
- What security measures are necessary for the information
- What methods there are for securing the catalogue
- The backlog policy of the organisation

AF2 Develop procedures for the use of information systems

AF2.2 Develop documentation rules

Required Skills

N/A

Evidence Required

You should provide evidence that you can develop documentation rules

The candidate should be questioned, based upon the documentation provided, to explore how they

- develop documentation rules.

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

AF2 Develop procedures for the use of information systems

AF2.3 Maintain the security and safety of information

Performance Required

This will involve:

- a) Specifying clearly the means of access to **information** and ensuring they conform to all relevant legal requirements
- b) Ensuring data are stored and secured in **safe locations**
- c) Maintaining primary copies of essential records in a secure place with a **suitable environment**
- d) Ensuring backups of primary copies are regularly made and securely stored at a different location
- e) Archiving the information not in current regular use according to procedures for handling information
- f) Recording clearly the rules for the security and safety of information and distributing them to all the **relevant people**

Occupational Context

- 1 Information** relating to:
 - organisation's resources
 - assets
 - sensitive material
 - valuable material
- 2 Safe locations and suitable environment**
 - minimising unauthorised/ illegal access and criminal damage/ theft
 - away from environmental damage (fire, flood, lighting, temperature etc)
 - with appropriate access for relevant departments, individuals etc
 - taking account of access issues (such as disability) in line with Best Practice
- 3. Relevant people**
 - data input staff
 - information system managers
 - maintenance and support staff
 - students/ supervisors/ teaching bodies
 - research team staff
 - external professionals: specialists, advisors, consultants

Knowledge Requirements

You need to know and understand how to:

- Store data securely, and what constitutes a safe location
- Provide and distribute guidelines and procedures for users

You need to know about:

- The procedures for accessing and amending data
- The security measures that are necessary for the information – including guidelines on best practice
- What is a suitable environment for keeping different types of primary copies
- The procedures for making and storing backup copies of data
- The archiving procedures
- Why security rules are important
- The potential implications resulting from a breakdown of the security procedures

AF2 Develop procedures for the use of information systems

AF2.3 Maintain the security and safety of information

Required Skills

You should demonstrate:

- Technical competence in updating IT- based information systems
- An appropriate level of software literacy
- Book keeping skills, e.g. logging, indexing, etc

Evidence Required

You should provide evidence that you can maintain the security and safety of information

The candidate should be questioned, based upon the documentation provided, to explore how they

- maintain the security and safety of information. This should be information relating to the organisation's resources, assets or other sensitive or valuable material

Evidence Rules

The candidate should have been involved in developing procedures for and using information systems over a period of time within a working context

Unit AF3 Classify, compile and maintain data on the material remains of past communities

Elements

AF3.1 Agree methods for classifying and compiling data on the material remains of past communities

AF3.2 Maintain data and records on the material remains of past communities

Unit Commentary

This unit is for archaeologists who record information to enter into archives, catalogues and index systems. It is important that this is achieved through the correct application of the organisation's documentation procedures. This unit covers collecting information and entering it onto the documentation system (either manual or computerised).

AF3 Classify, compile and maintain data on the material remains of past communities

AF3.1 Agree methods for classifying and compiling data on the material remains of past communities

Performance Required

This will involve:

- a) accessing the sources of information according to agreed procedures
- b) collecting information in line with the **requirements of the analysis**
- c) applying information collection methods effectively and consistently
- d) **protecting** the information sources according to agreed procedures
- e) identifying any problems with the collection of information and take **appropriate action** to deal with them
- f) recording the information accurately in an appropriate information system
- g) complying with all relevant legislation, codes of practice, standards, procedures, and guidelines

Occupational Context

1 Requirements of the analysis

- In terms of quality (validity, detail)
- In terms of quantity (variety, measurability)
- In terms of limitations and restrictions of time, policy, environment and finances.

2 Protecting

- From over-use and exploitation
- In terms of the environment
- From unwanted attention e.g. media
- In terms of health and safety

3 Appropriate action

- According to organisational culture and policy
- According to management and referral structures
- According to capacity and resources: time, manpower, financial resources

Knowledge Requirements

You need to know and understand how to:

- Protect different information sources

You need to know about:

- What are the agreed procedures for accessing information
- What are the information collection procedures required
- Why it is important to apply the collection methods effectively and consistently
- What are the consequences of not applying the collection methods effectively and consistently
- What types of problem could occur
- What actions could be taken for different types of problem
- What are the systems for recording information
- Why it is important to use the systems
- What are the procedures relating to the use of the systems
- What are the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- Why it is important to comply with different requirements
- What are the consequences of not complying with different requirements

AF3 Classify, compile and maintain data on the material remains of past communities

AF3.1 Agree methods for classifying and compiling data on the material remains of past communities

Required Skills

You should demonstrate:

- How to negotiate and progress the resolution of any dispute
- Analysis skills: accuracy, validity and reliability

Evidence Required

You should provide evidence that you can agree methods for classifying and compiling data on the historic environment

The candidate should be questioned, based upon the documentation provided, to explore how they: classify and compile data on the historic environment

Evidence Rules

The candidate should have been involved over time in classifying and compiling a range of technical and non-technical information about the historic environment

AF3 Classify, compile and maintain data on the material remains of past communities

AF3.2 Maintain data and records on the material remains of past communities

Performance Required

This will involve:

- a) Ensuring that appropriate and valid procedures for obtaining, selecting, classifying and recording **information** are identified and agreed with the relevant manager
- b) Ensuring that relevant sources for the information required are identified and the necessary information is obtained
- c) Ensuring that information received is assessed for its relevance and use and information, which meets the requirements of the system, is appropriately categorised against the selected **classification**
- d) Recording and storing information using accepted formats, systems and procedures
- e) Ensuring that methods for control of and access to the **information system**, which maximise the utility of the system and maintain openness or confidentiality, are identified and agreed with the relevant people

Occupational Context

1 Information

- government and statutory publications
- research data
- periodicals
- abstracts
- project documentation
- organisational documentation
- cartographic
- photographic

2 Types of classification

- project file
- organisational system
- alphanumeric
- library

3 Information system

- manual files
- library
- maps
- plans
- drawings
- computer data base
- geographic

Knowledge Requirements

You need to know and understand how to:

- Identify and agree appropriate and valid procedures for obtaining, selecting, classifying and recording information
- Identify relevant sources for the information required
- Assess, categorise, classify records and store information
- Identify and agree methods for control and access to information systems which maximise utility

You need to know about:

- Formats, systems and recording procedures for, classifying and recording information
- Sources of information
- Methods for control and access

AF3 Classify, compile and maintain data on the material remains of past communities

AF3.2 Maintain data and records on the material remains of past communities

Required Skills

You should demonstrate:

- How to communicate with non-specialists (e.g. clients) on technical subjects
- How to communicate with those who will implement their recommended solution
- How to influence decision-makers in the absence of formal authority
- Proficiency with alternative data management systems

Evidence Required

You should provide evidence that you can maintain data and records on the historic environment

The candidate should be questioned, based upon the documentation provided, to explore how they: maintain data and records on the historic environment

Evidence Rules

The candidate should have been involved over time in classifying and compiling a range of technical and non-technical information about the historic environment

Unit AF4 Provide information on the material remains of past communities to others

Elements

AF4.1 Interpret customers' requests for information on the material remains of past communities

AF4.2 Access data sources and compile data on the material remains of past communities

AF4.3 Collate and present data to meet customers' requirements

Unit Commentary

This unit is for archaeologists who are responsible for providing information to others from their organisation's archives, catalogues and index systems. To maintain an effective service to customers, it is necessary to operate a system that allows the prompt identification and retrieval of data requested. This unit covers the organisation and presentation of stored data to facilitate self-access by customers, control of use and maintenance of archives to retain their integrity and currency, and the compilation, collation and presentation of data on behalf of customers.

AF4 Provide information on the material remains of past communities to others

AF4.1 Interpret customers' requests for information on the material remains of past communities

Performance Required

This will involve:

- a) Ensuring that information is collated and organised into a **suitable form for display** and use
- b) Ensuring that information stored is classified and capable of prompt identification and retrieval when required
- c) Where users are unable to identify the required information, giving **guidance** in accessing the information system and identifying alternative sources
- d) Controlling the **use of information** using **agreed procedures** so as to maximise the utility and integrity of the information system for all identified users
- e) Establishing and implementing appropriate and valid methods for maintaining the **currency** of information, removing data and archiving redundant data

Occupational Context

1 Suitable form for display

- Hard copy text presentation/ ICT presentation
- Library/microfilm
- Graphical presentation: maps/ plans/ drawings
- According to organisational capacity of time, manpower and financial resources
- Relating to the social/ cultural context of the given receivers/ audience

2 Guidance

- For resources
- For contacts
- For systems

3 Use of information

- Technical reference
- Current/archive record
- Publicised presentation of new data
- Information specifically relevant to particular specialist, non/ -professional groups

4 Agreed procedures

- Data protection
- Restricted/ authorised access
- Health and safety
- For the sake of the information source
- For the preservation of the material
- For its contribution to the discipline

5 Currency

- Valid and up to date content
- Relevant to present archaeological developments
- Consistent with interests of society; of funding and regulatory bodies; of specialists groups.

Knowledge Requirements

You need to know and understand how to:

- Organise, store and classify information into a suitable form for display and use
- Control the use of information to maximise the utility and integrity of the information system for users
- Establish and implement appropriate and valid methods for maintaining the currency of information, removing data and archiving redundant data
- Give advice to users

You need to know about:

Interpretation and information systems

- Formats for information display and use
- Classification systems

Customers

- User requirements, needs, expectations, capacities

AF4 Provide information on the material remains of past communities to others

AF4.1 Interpret customers' requests for information on the material remains of past communities

Required Skills

You should demonstrate:

- Communication skills- specifically in dealing with: non-specialists (e.g. clients) on technical subjects; those who will implement their recommended solution
- Data Presentation skills:
 - public speaking
 - graphical presentation
 - ICT, etc

Evidence Required

You should provide evidence that you can interpret customers' requests for information on the historic environment

- Performance evidence will be required in the form of an up and running information system that can be formally assessed.

Supportive documentation for this will take the form procedural evidence, such as sample inputs and outputs

Evidence Rules

The candidate should have been involved over time in providing a range of technical and non-technical information about the historic environment to others, internally and externally

AF4 Provide information on the material remains of past communities to others

AF4.2 Access data sources and compile data on the material remains of past communities

Performance Required

This will involve:

- a) Identifying clearly the type and range of information required
- b) Identifying and evaluating the **sources of information** for their contribution to the intelligence analysis process
- c) Complying with the protocols for accessing, using, and protecting the sources of information
- d) Obtaining any necessary agreement from all relevant people to use the source of information
- e) Identifying any problems with the collection of necessary information and taking appropriate action to deal with them
- f) Complying with all relevant legislation, codes of practice, standards, procedures, and guidelines

Occupational Context

1 Sources of information

- government and statutory publications
- research data
- periodicals
- project documentation
- organisational documentation
- historic documents
- cartographic
- photographic

Knowledge Requirements

You need to know about:

- What type of information is required
- What are the potential sources of information
- What are the evaluation criteria that could be used
- What are the protocols for different types of information source
- Why it is important to obtain agreement to use information
- What type of information source requires agreement to be obtained
- What types of problem could occur
- What actions could be taken for different types of problem
- What are the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- Why it is important to comply with different requirements
- What are the consequences of not complying with different requirements

AF4 Provide information on the material remains of past communities to others

AF4.2 Access data sources and compile data on the material remains of past communities

Required Skills

N/A

Evidence Required

You should provide evidence that you can access data sources and compile data on the historic environment

The candidate should be questioned, based upon the documentation provided, to explore how they: access data sources and compile data on the historic environment

Evidence Rules

The candidate should have been involved over time in providing a range of technical and non-technical information about the historic environment to others, internally and externally

AF4 Provide information on the material remains of past communities to others

AF4.3 Collate and present data to meet customers' requirements

Performance Required

This will involve:

- a) Identifying all the information required for analysis
- b) Ensuring the information is collated according to the agreed **criteria** and procedures
- c) Identifying any **problems** with the collation of information and taking appropriate action to deal with them
- d) Evaluating the information for its **contribution** to the analysis
- e) Identifying the limits of the information and any gaps that might require additional or other types of information
- f) Recording the results of the collation accurately in an **appropriate information system**
- g) Complying with all relevant legislation, codes of practice, standards, procedures, and guidelines

Occupational Context

1 Criteria:

- Of organisational/ funding/ planning policies and legislation
- Of the research capacity and resources
- Of relevant and participating interest groups, research bodies, specialists, etc

2 Problems

- Relating to meeting customer needs and requirements
- Relating to customer, public and professional expectations
- Relating to capacity limitations and constraints of resources

3 Contributions

- In terms of knowledge base
- In terms of capacity for learning and development
- Toward organisational credibility
- In terms of future research

4 Appropriate information system

- To the format of the data
- To the content and context of the data
- For the location of the information: research interest arena/ geographical and departmental position
- To the capacity and resources of the organisation

Knowledge Requirements

You need to know about:

- How much information is usually required for analysis
- Why it is important to apply the agreed criteria and procedures
- What are the disclosure procedures relating to information
- Why it is important to be able to provide an audit trail
- What types of problem could occur
- What actions could be taken for different types of problem
- What are the evaluation criteria that could be used
- How information might not provide all that is required
- What type of additional or other types of information might be required
- What are the systems for recording the collated information
- Why it is important to use the systems
- What are the procedures relating to the use of the systems

AF4 Provide information on the material remains of past communities to others

AF4.2 Access data sources and compile data on the material remains of past communities

Required Skills

N/A

Evidence Required

You should provide evidence that you can collate and present data to meet customers' requirements

The candidate should be questioned, based upon the documentation provided, to explore how they: collate and present data to meet customers' requirements

Evidence Rules

The candidate should have been involved over time in providing a range of technical and non-technical information about the historic environment to others, internally and externally