

## **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