

**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