

**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

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**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

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### 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

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**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

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**AF4.3 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