CCSAPAA5
Provide guidance on and process applications for resource support

Overview

This standard 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.

Performance criteria

You must be able to:

Provide guidance and advice on applications for resource support

P1 Prepare 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

P2 Ensure that policies and compliance requirements are communicated clearly and accurately to all interested parties using appropriate and agreed strategies

P3 Make available advice regarding policies and compliance to interested parties in a clear and helpful manner

P4 Ensure that the effectiveness of advice and communication strategy is monitored and evaluated and corrective

Process applications for resource support

P5 Promptly acknowledge applications for incentives and classify accurately in accordance with organisational procedures

P6 Advising applicants of additional information needs where information is insufficient for assessment purposes

P7 Ensure that applications are assessed against the relevant criteria and those which conform in most main respects are selected for further consideration

P8 Ensure that applications which clearly fail to meet the assessment criteria are recommended for rejection and reasons communicated to interested parties

P9 Ensure that potentially successful applications are subjected to further detailed evaluation, and any required modifications identified and communicated to interested parties

P10 Ensure that the level of incentive for which the applicant potentially qualifies is calculated accurately and appropriate conditions are specified and justified

P11 Present recommendations in an appropriate format

P12 Ensure that the use of incentives and applicants' compliance with specified conditions is monitored and evaluated against organisational and policy objectives

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P13 Ensure that appropriate advice is offered where type and level of incentives fail to achieve planned objectives and where specified conditions are not complied with

P14 Ensure that processes, including authorisation for payments, are completed within the required period and in accordance with appropriate legislation and organisational policy

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Knowledge and understanding

You need to know and understand:

K1 How to prepare documentation on policy and compliance requirements

K2 How to develop and evaluate the effectiveness of communication strategies and advice on policy

K3 How to advise on policy and compliance enquiries and availability and eligibility for grants, loans and subsidies

K4 Types of policy and compliance requirements

K5 Types of communication strategy

K6 Types of grant, loan and subsidy

K7 How to assess, evaluate, process and justify decisions on applications for incentives

K8 How to calculate level of incentives

K9 How to specify conditions

K10 How to monitor, assess and advise on the use of incentives

K11 Types of application and incentive

K12 Types of decision criteria

K13 Types of conditions

K14 Types of format

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