
Overview

This standard 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 standard 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.

CCSAPAE4

Provide information on the material remains and intangible heritage of past communities to others

Performance criteria

You must be able to:

Interpret customers' requests for information on the material remains and intangible heritage of past communities

- P1 Apply relevant technical and ethical standards to your work
- P2 Ensure that information is collated and organised into a suitable form for display and use
- P3 Ensure that information stored is classified and capable of prompt identification and retrieval when required
- P4 Give guidance in accessing the information system and identifying alternative sources, where users are unable to identify the required information
- P5 Control the use of information using agreed procedures so as to maximise the utility and integrity of the information system for all identified users
- P6 Establish and implement appropriate and valid methods for maintaining the currency of information, removing data and archiving redundant data

Access data sources and compile data on the material remains and intangible heritage of past communities

- P7 Identify clearly the type and range of information required
- P8 Identify and evaluate the sources of information for their contribution to the intelligence analysis process
- P9 Comply with the protocols for accessing, using, and protecting the sources of information
- P10 Obtain any necessary agreement from all relevant people to use the source of information
- P11 Identify any problems with the collection of necessary information and take appropriate action to deal with them
- P12 Comply with all relevant legislation, codes of practice, standards, procedures, and guidelines

Collate and present data to meet customers' requirements

- P13 Identify all the information required for analysis
- P14 Ensure the information is collated according to the agreed criteria and

CCSAPAE4

Provide information on the material remains and intangible heritage of past communities to others procedures

- P15 Identify any problems with the collation of information and taking appropriate action to deal with them
- P16 Evaluate the information for its contribution to the analysis
- P17 Identify the limits of the information and any gaps that might require additional or other types of information
- P18 Record the results of the collation accurately in an appropriate information system
- P19 Comply with all relevant legislation, codes of practice, standards, procedures, and guidelines

CCSAPAE4

Provide information on the material remains and intangible heritage of past communities to others

Knowledge and understanding

You need to know and understand:

- K1 Relevant technical and ethical standards
- K2 How to organise, store and classify information into a suitable form for display and use
- K3 How to control the use of information to maximise the utility and integrity of the information system for users
- K4 How to establish and implement appropriate and valid methods for maintaining the currency of information, removing data and archiving redundant data
- K5 How to give advice to users
- K6 Formats for information display and use
- K7 Classification systems
- K8 User requirements, needs, expectations, capacities
- K9 What type of information is required
- K10 What are the potential sources of information
- K11 What are the evaluation criteria that could be used
- K12 What are the protocols for different types of information source
- K13 Why it is important to obtain agreement to use information
- K14 What type of information source requires agreement to be obtained
- K15 What types of problem could occur
- K16 What actions could be taken for different types of problem
- K17 What are the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- K18 Why it is important to comply with different requirements
- K19 What are the consequences of not complying with different requirements
- K20 How much information is usually required for analysis
- K21 Why it is important to apply the agreed criteria and procedures

CCSAPAE4

Provide information on the material remains and intangible heritage of past communities to others

K22 What are the disclosure procedures relating to information

K23 Why it is important to be able to provide an audit trail

K24 How information might not provide all that is required

K25 What type of additional or other types of information might be required

K26 What are the systems for recording the collated information

Developed by

Version number

Date approved

CCSAPAE4

Provide information on the material remains and intangible heritage of past communities to others

Indicative review date

Validity

Status

Originating organisation

Original URN

Relevant occupations

Suite

Key words