
Overview

This standard 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 standard covers collecting information and entering it onto the documentation system (either manual or computerised).

CCSAPAE3

Classify, compile and maintain data on the material remains and intangible heritage of past communities

Performance criteria

You must be able to:

Agree methods for classifying and compiling data on the material remains and intangible heritage of past communities

- P1 apply relevant technical and ethical standards to your work
- P2 access the sources of information according to agreed procedures
- P3 collect information in line with the requirements of the analysis
- P4 apply information collection methods effectively and consistently
- P5 protect the information sources according to agreed procedures
- P6 identify any problems with the collection of information and take appropriate action to deal with them
- P7 record the information accurately in an appropriate information system
- P8 comply with all relevant legislation, codes of practice, standards, procedures, and guidelines

You must be able to:

Maintain data and records on the material remains and intangible heritage of past communities

- P9 ensure that appropriate and valid procedures for obtaining, selecting, classifying and recording information are identified and agreed with the relevant manager
- P10 ensure that relevant sources for the information required are identified and the necessary information is obtained
- P11 ensure that information received is assessed for its relevance and use and is appropriately categorised against the selected classification
- P12 record and store information using accepted formats, systems and procedures
- P13 ensure 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

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Knowledge and understanding

You need to know and understand:

- K1 relevant technical and ethical standards
- K2 how to protect different information sources
- K3 what are the agreed procedures for accessing information
- K4 what are the information collection procedures required
- K5 why it is important to apply the collection methods effectively and consistently
- K6 what are the consequences of not applying the collection methods effectively and consistently
- K7 what types of problem could occur
- K8 what actions could be taken for different types of problem
- K9 what are the systems for recording information
- K10 why it is important to use the systems
- K11 what are the procedures relating to the use of the systems
- K12 what are the relevant national, local, professional, and organisational requirements relating to intelligence analysis
- K13 why it is important to comply with different requirements
- K14 what are the consequences of not complying with different requirements
- K15 how to identify and agree appropriate and valid procedures for obtaining, selecting, classifying and recording information
- K16 how to identify relevant sources for the information required
- K17 how to assess, categorise, classify records and store information
- K18 how to identify and agree methods for control and access to information systems which maximise utility
- K19 the formats, systems and recording procedures for, classifying and recording information
- K20 sources of information
- K21 methods for control and access

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