

ASTLRR2.13

Contribute to the preparation of production research areas



Overview

This unit describes competent performance in contributing to the preparation of production research areas for the Land Register system. The unit is of relevance to Plans and Legal staff and covers the identification of areas for preparation, accessing relevant documents and information, collating and passing information to relevant colleagues.

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Performance criteria

- You must be able to:*
- P1 establish suitable areas for preparation using agreed methods
 - P2 examine relevant documents and access information on systems
 - P3 create production research area on digital systems
 - P4 note procedural instructions for legal and plans staff on systems
 - P5 take agreed procedural action when documents and information are unavailable
 - P6 take agreed procedural action in response to **non standard occurrences**

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Knowledge and understanding

You need to know and understand:

Working with applications

- K1 criteria for creation of research areas
- K2 organisational procedures for preparing production research areas
- K3 how to create meaningful procedural instructions for other staff
- K4 the different types of non-standard occurrences which would influence the decision to create a research area
- K5 what action to take in response to non standard occurrences

You must also be able to demonstrate the knowledge and understanding defined in the Introduction to the standards.

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Additional Information

Scope/range

This section describes the contexts in which you must be able to demonstrate competent performance. For this unit these are:

- 1 taking action in response to the following types of **non-standard occurrences**:
 - 1.1 conflict between Ordnance Survey/plans
 - 1.2 lack of uniformity in burdens
 - 1.3 unsuitable size of development
 - 1.4 competing Titles

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Suite Land Registration

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