

ASTLRR2.5

Carry out plans identification and categorisation



Overview

This unit describes the competences required by staff involved in plans identification and categorisation. The unit covers both manual and automatic plans identification. To achieve the unit, you are required to check documentation for completeness; open cases; categorise applications and pass categorised cases on to relevant colleagues.

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Performance criteria

You must be able to:

- P1 check application documentation for completeness
- P2 take agreed procedural action in response to missing documents or insufficiency of information
- P3 open case on digital mapping system and carry out the required searches
- P4 categorise registration applications based on all available information
- P5 add information to file and systems in line with agreed procedures
- P6 pass categorised cases to the next stage of the registration process

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Knowledge and understanding

Working with applications

You need to know and understand:

- K1 organisational procedures for plans identification and categorising registration applications
- K2 the actions to take in response to missing documents or insufficient information

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

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Suite Land Registration

Key words check documentation for completeness; open cases; categorise applications and pass categorised cases on to relevant colleagues.