

Agricultural Administration

National Occupational Standards

July 2010

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CFAAA121
Administer agricultural records



Overview

Record and update agricultural data

**Performance
criteria**

You must be able to:

Input and maintain records

- P1 gather accurate data from relevant sources and within required timescales
- P2 record data in line with the legal requirements and those of external agencies
- P3 check that records are complete, requesting missing information as appropriate
- P4 keep records up to date
- P5 reconcile data with that held by external agencies, where required
- P6 submit data to external agencies in necessary timescales
- P7 make sure other people understand how the data is recorded and how to access it
- P8 store records securely and confidentially

Produce reports

You must be able to:

- P9 analyse data to produce management reports as requested
- P10 present reports in an appropriate format

Knowledge and understanding

You need to know and understand:

- K1 the administrative services that you are responsible for
- K2 the policies, procedures and constraints that affect administration in your area of work
- K3 the legislation and regulations that apply to your area of work
- K4 the external agencies that operate in your area of work and their requirements for record keeping (e.g. statutory livestock records, livestock movement records, veterinary and medicine records, livestock production/breeding records, statutory crop records, crop production records, horticultural records, cross-compliance records)
- K5 the manual and computerised records that you are required to keep and how to keep them
- K6 how to use appropriate software for the recording and processing of information
- K7 what data is needed for a range of types of records in agricultural contexts (e.g. arable, dairy, beef, sheep, pigs or poultry, horticulture), and why
- K8 the assurance schemes that exist for your area of work and the records required for these
- K9 how to keep up to date with changing requirements in your area of work
- K10 how to ensure the data gathered is accurate
- K11 how to reconcile data with that held by external agencies and the potential consequences of not doing so
- K12 the timescales within which the data must be collected and submitted
- K13 how to communicate with others to ensure that they can access records
- K14 how to store records securely and maintain confidentiality
- K15 the types of reports that might be requested and how to analyse the data to produce them
- K16 the range of formats that can be used for reports and when to use them

CFAAA121

Administer agricultural records

Skills

Organising
Problem solving
Checking
Analysing
Communicating

Links to other NOS

CFAAA122: Make agricultural returns, applications and claims

CFAAA121

Administer agricultural records

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Relevant occupations Agriculture, Horticulture and Animal Care; Business, Administration and Law; Agriculture; Administration; Administration and Secretarial Occupation; Records

Suite Agricultural Administration 2010

Key words administer records, agriculture, agriculture records, business and administration

CFAAA122
Make agricultural returns, applications and claims



Overview

Prepare relevant returns, applications and claims

**Performance
criteria**

- You must be able to:*
- P1 collate information necessary to prepare the return, application or claim
 - P2 prepare returns, applications and claims using correct procedures and format as required by the external agency
 - P3 check information and actions as appropriate with relevant person
 - P4 make sure all returns, applications or claims are signed by the appropriate person
 - P5 comply with required timescales for submission
 - P6 keep copies of returns, applications and claims securely and confidentially
 - P7 answer any queries about the return, application or claim
 - P8 monitor the progress of the return, application or claim and deal with any problems that arise
 - P9 make sure payment has been received and recorded in the financial records

Knowledge and understanding

You need to know and understand:

- K1 the administrative services that you are responsible for
- K2 the policies, procedures and constraints that affect administration in your area of work
- K3 the legislation and regulations that apply to your area of work
- K4 the external agencies that operate in your area of work and their requirements
- K5 how to keep up to date with changing requirements in your area of work
- K6 where to find information on the availability of appropriate schemes, grants and subsidies
- K7 the system for claiming single payments and what information/data is needed to complete a claim
- K8 the assurance schemes that exist for your area of work and what information is required to make an application
- K9 the environmental or other grant schemes that exist for your area of work and what information is required to make an application
- K10 the timescales within which returns, applications and claims must be submitted
- K11 how to store copies of returns, applications and claims securely and maintain confidentiality
- K12 the types of problems that can arise and how to deal with them

CFAAA122

Make agricultural returns, applications and claims

Skills

organising, problem solving ,checking, analysing, communicating

Links to other NOS

CFAAA121: Administer agricultural records

CFAAA122

Make agricultural returns, applications and claims

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