

CFAAA122 - SQA Unit Code FN7C 04

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

Additional Information

Behaviours

Links to other NOS

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|----|--------------------------|---|
| 1. | <Skills
Communicating | Organising, Problem solving, Checking, Analysing, |
| 2. | <Links to other | BAB121: Administer Agricultural Records |

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Developed by	Council for Administration
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Version number	1
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Date approved	December 2010
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Indicative review date	December 2012
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Validity	Current
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Status	Original
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Originating organisation	Council for Administration
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Original URN	Make agricultural returns, applications and claims
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Relevant occupations	Agriculture, Horticulture and Animal Care; Business, Administration and Law; Agriculture; Administration; Administration and Secretarial Occupations; Records
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Suite	Agricultural Administration 2010
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Key words	Agricultural returns, agricultural applications, agricultural claims, business and administration
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