

# LANCS38 (SQA Unit Code - HA0G 04)

## Plan and manage site assessments in the land-based and environmental sector



### Overview

This standard covers the planning and management of site assessments in the land-based and environmental sector i.e. setting the parameters of the assessment, determining effective methods and systems for data collection, allocating work, monitoring the collection of data and evaluating this to produce and present the final outcome of the assessment.

Sites may be assessed for a wide range of reasons, such as for the development of commercial activities, for amenity purposes, for the preservation of historical areas or to help plan landscape or marine conservation. Most assessments will involve both primary and secondary sources of data.

This standard is suitable for those with overall responsibility for planning and managing site assessments in the land-based and environmental sector.

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#### Performance criteria

*You must be able to:*

- P1 determine the purpose, scope and objectives of the site assessment and the timescale for its completion
- P2 identify potential sources of information and existing data relevant to the site
- P3 undertake preliminary studies to identify the range of issues that need to be taken into consideration for the effective assessment of the site e.g. site restrictions or designations
- P4 identify and obtain any necessary permissions, consents or licences for the site assessment
- P5 where appropriate, consult with interested parties about the site assessment
- P6 identify appropriate data-collection methods that enable the required site assessment to be undertaken with minimum damage or disturbance to the site
- P7 select suitable formats and systems for capturing and storing data, which allow it to be obtained in a valid and reliable manner and in a form that is capable of subsequent analysis
- P8 determine appropriate data-analysis methods that allow valid and reliable conclusions to be drawn
- P9 confirm the format for the presentation of results and conclusions
- P10 identify and plan resource requirements to carry out the site assessment including surveyors, equipment and materials
- P11 develop a plan and specifications for the site assessment containing all the relevant information
- P12 provide those responsible for data collection and analysis with all the necessary details to enable them to complete their job successfully
- P13 manage the site assessment at regular intervals to ensure that it is being done correctly and is producing valid and reliable outcomes
- P14 ensure all work is carried out in accordance with the relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and organisation policies
- P15 ensure survey data is analysed using all available, relevant and current information
- P16 evaluate the outcomes of data collection and analysis to confirm they are valid and reliable and that sufficient information has been generated
- P17 manage the production of accurate, unbiased results and conclusions
- P18 present the results of the site assessment in an appropriate manner, which enables the information to be used effectively

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the purpose, scope and objectives of the site assessment
- K2 the parameters of the site assessment including time constraints and any site restrictions or designations in place
- K3 the circumstances in which permissions, consent or licences are required for site assessment activities and the means of obtaining these
- K4 the importance of consulting with interested parties and how this may be achieved
- K5 the various sources of data and methods of data collection available and how to determine those that would be most appropriate for the site assessment
- K6 the purpose of undertaking preliminary or feasibility studies
- K7 the difference between primary and secondary sources of data and how the source may affect validity and reliability
- K8 how to select formats and systems for capturing information that can be used by those who are to implement them
- K9 how to produce a plan and specifications that contain all the relevant information to enable the site assessment to be carried out
- K10 how to optimise the use of resources in assessing sites given the complexity of the task in hand, the resources available (including people, equipment and materials), the time of year and any other relevant factors
- K11 the effective methods of preparing and briefing those responsible for data collection and analysis
- K12 your responsibilities under relevant environmental and health and safety legislation, codes of practice and organisation policies
- K13 how to manage the site assessment to ensure that data is sufficient, valid and reliable
- K14 potential sources of error and bias
- K15 the qualitative and quantitative ways of analysing data that will provide the information required
- K16 possible actions to take when there are problems with the collection or analysis of data
- K17 effective methods of presenting information that meet the audience requirements and their use of the information
- K18 the ethical and moral responsibilities for alerting the organisation to any

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decisions that could adversely affect the outcome

K19 relevant local, national and European legislation and statutory obligations

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#### Glossary

**Scope of assessment:** including legal, environmental, ecological, historic, social, cultural, aesthetic and economic factors.

**Sources of data:**

- primary
- secondary

**Types of data:**

- quantitative
- qualitative

**Interested parties:**

- those directly involved
- those affected by the site

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<b>Developed by</b>	Lantra
<b>Version number</b>	2
<b>Date Approved</b>	December 2013
<b>Indicative review date</b>	December 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Lantra
<b>Original URN</b>	LANCS38
<b>Relevant occupations</b>	Parks Managers; Head Gardeners; Production Managers; Head Groundsman; Estate Managers; Property Managers; Ranger; Conservation Officers; Head of Environment
<b>Suite</b>	Environmental Conservation; Horticulture
<b>Keywords</b>	environment; site; survey; assessment