

## Archaeology Training Forum

Meeting 11am on the 17 December 2014  
Mansfield Cooper Building, University of Manchester, Oxford Road, Manchester

### MINUTES

Present: Robin Turner (Chair), Kate Geary (minutes), Peter Connelly, Mike Heyworth, Amanda Forster (guest)

1. Apologies were received from Raimund Karl, Chiz Harward, Rebecca Jones and Mark Beattie-Edwards. It was noted that Brian Williams had been removed from the circulation list. MH suggested contacting John O'Keefe to suggest a Northern Ireland representative.  
**Action 01: MH to send contact details to RT, RT to contact**

It was noted that attendance at ATF meetings remains low and other options including telephone and video conferencing were discussed.

2. Minutes of last meeting (24 September 2014)  
RT noted that the corrected minutes had not been re-circulated.  
**Action 02: KG to circulate**

3. Matters arising & action points from last meeting  
All completed unless noted below

- KG to contact ALGAO regarding nominating a representative **Action 03: KG**
- BH to contact UKCES regarding attending ATF meetings **Action 04: BH**
- IPR/copyright on NOS and NVQ not resolved but issue less urgent as NVQ to be taken up by SQA
- KG to discuss course endorsement with MAST **Action 05: KG**
- KG to circulate criteria for course endorsement to ATF **Action 06: KG**
- PC reported that FAME survey has now been distributed and he will report on results at the next meeting **Action 07: PC**
- KG to ask BH if he has a contact at the University Vocational Awards Council and if not, find one **Action 08: KG**
- KG reported that details of the courses OUDCE are seeking ATF endorsement of are now available. **Action 09: KG to circulate**
- RT to write to UKCES at the end of February regarding the outcome of their review of NOS. KG to draft short guide to using NOS for ATF website **Action 10: RT**
- The draft annual report was approved and will be added to the ATF website

4. ATF forward plan progress
- 4.1 Development of a career entry pathway

KG reported on progress with ClfA's Pathways project which is developing resources to help support early career members upgrade their membership from student/affiliate grades to Practitioner level.

MH noted that Heritage 2020 emphasises career entry in the context of capacity building. It was agreed that ATF is keen to play a role in delivering the H2020 priorities and actions. Comments are due on the current draft by early January and the final document will be published in the spring 2015.

It was also noted that the EH/sector bid for support to develop an apprenticeship standard had been successful, although not through the Trailblazer initiative it had been submitted too. There were few details available at this stage.

**Action 11: KG to ask BH to circulate briefing**

4.2 FAME/SCFA Working party

PC noted that Carl Heron is currently on sabbatical so progress has been limited but communication channels have been established. KG reported that she and Peter Hinton had attended a SCFA meeting in October which had been very positive. A number of departments are interested in discussing various models for accreditation of departments/programmes/modules. It was noted that ATF support is available if required.

4.3 Fieldwork/work placement register

Discussed in relation to FAME survey under matters arising

4.4 ATF website

All congratulated RT on the new ATF website.

**Action 12: MH to ensure the old webpage redirects users to the new site.**

**Action 13: All to check links are correct on their own websites**

The future of the TORC website was also discussed. CBA does not have the resources to maintain and the usefulness of such a website was discussed in the context of the rise of social media as a means for publicising opportunities.

**Action 14: MH to look into the technical side and the potential for a non-branded window which could be opened from and embedded in Forum members' websites**

4.5 NVQ future

KG reported that the transfer of awarding organisation for the NVQ from EDI/Pearson to SQA seemed to be confirmed although she has yet to meet/talk with anyone from SQA. The need to attract candidates was emphasised as the HLF funded workplace learning placements have now ended. A small number of pilot projects are being discussed such as at Natural England where funding has been secured for a small number of non-archaeological advisors to undertake the NVQ. RT suggested that similar schemes might be run at the Forestry Commission and with NTS rangers. He also noted that there might be opportunities through the new Scotland's Urban Past project.

5. ATF Training Award

KG reported that the 2015 Award had been publicised at the ClfA launch event and details had been uploaded to the ATF website and would be publicised in the ClfA e-bulletin.

**Action 15: KG to circulate details to Forum members to distribute to their own networks**

**Action 16: MH to check criteria for the BAA awards to see whether a training element is included**

RT noted the Scottish Heritage Angel Awards which are coordinated through the Scottish Civic Trust and recognise the work of voluntary groups and individuals in protecting and celebrating heritage.

There followed a more general discussion on the level of response to the ATF Award and how the work of the forum might be promoted more widely. It was felt that membership is a key issue, as is the links between the Forum and other bodies with an interest in training such as the EAA Teaching and Training Committee and the HEF Skills working groups. It was agreed that Forum members need to be contacted and asked to re-engage or stand down. It was also agreed that members be asked to provide updates if they can't attend

## Archaeology Training Forum, Note of 17 December 2014 meeting (cont.)

Forum meetings and that action points should be re-circulated with the agenda for the next meeting.

### **Action 17: KG and RT to contact Forum members**

It was also suggested that minutes could be shared with other groups such as the HEF working groups.

### **Action 18: KG to raise at next HEF working group meeting**

PC suggested arranging meeting dates and venues around potential external speakers, e.g. someone from SQA in Edinburgh or from the University Vocational Awards Council in Manchester. The dates of future meetings were discussed and it was agreed that the next should be linked to the ClfA conference in Cardiff, probably on the morning of the first day (15<sup>th</sup> April), the next should be in York to coincide with the FAME Forum and a third meeting in Edinburgh to which SQA would be invited.

It was also suggested that an ATF event be held, to refresh the work of the Forum.

### **Action 19: ALL to think about what this might be and circulate ideas by the end of January. KG and RT to discuss with BH**

#### 6. Apprenticeships development

Discussed under item 4.1 above

#### 7. Skills Passport

KG reported that she had met with David Connelly and Hannah Cobb prior to the meeting to discuss ClfA and ATF endorsement of the Skills Passports. As discussed previously, two versions now exist although the Manchester version is aimed primarily at students and the BAJR version at early career archaeologists. KG recommended endorsement if links to NOS could be incorporated. KG has agreed to do this for the next version of both.

### **Action 20: KG to circulate pdf versions if available. All to comment within 2 weeks of receipt.**

#### 8. Entry level competence requirements (IfA Diggers' Forum statement)

Implications for voluntary involvement in archaeology were discussed and, subject to the caveat that the statement shouldn't discourage volunteers, Forum members agreed to support the statement in principle.

### **Action 21: KG to report back on ClfA consultation**

#### 9. MOOC courses

Nothing further to report

#### 10. Forum members' updates

MH noted that CBA is coming to the end of its Skills for the Future project. There will be a conference on 2 March to celebrate and details will be circulated to the Forum. The conference could be an opportunity to promote next steps, including apprenticeships. MH also noted CBA's much reduced capacity to support information and IT initiatives

RT reported that the Scottish Strategic Archaeology Committee is likely to carry out a skills audit, looking at areas of demand and the capacity of the sector to meet that demand. PC noted areas of concern around succession planning at senior levels and the skills required by senior managers.

**Archaeology Training Forum, Note of 17 December 2014 meeting (cont.)**

RT also reported that the Scottish Historic Environment Forum will be widening its initial focus from purely conservation skills to other historic environment skills. He also noted the intention that a skills audit be carried out for Historic Environment Scotland to ensure the new body has and maintains the appropriate skills in place.

KG reported on the ClfA launch and noted that the process of rebranding was well underway.

11. Any Other Business

There were no items of AOB

12. Dates of Future Meetings:

15 April, ClfA Conference Cardiff

June tbc, FAME Forum York

October tbc, Edinburgh

**Archaeology Training Forum, Note of 17 December 2014 meeting (cont.)**

**ACTION REGISTER**

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status 17Jan15</b>
17 Dec 14 01a	MH	Send NI contact details to RT	Soon	Completed
17 Dec 14 01b	RT	Make contact with NI	Soon	Active
17 Dec 14 02	KG	Circulate revised note of 24 September 2014 meeting	With next Minutes	Active
17 Dec 14 03	KG	Contact ALGAO regarding nominating a representative on TAF	Soon	Active
17 Dec 14 04	BH	Contact UKCES regarding attending ATF meetings	Soon	Active
17 Dec 14 05	KG	Discuss course endorsement with MAST	In due course	Active
17 Dec 14 06	KG	Circulate criteria for course endorsement to ATF	Soon	Active
17 Dec 14 07	PC	Report on results of FAME survey	15 April 2015	Active
17 Dec 14 08	KG/BH	KG to ask BH to suggest a contact for the University Vocational Awards Council	Soon	Active
17 Dec 14 09	KG	Circulate OUDCE course programme to seek ATF endorsement	Soon	Active
17 Dec 14 10a	RT	Write to UKCES at the end of February regarding the outcome of their review of NOS.	End February	Active
17 Dec 14 10b	KG	Draft short guide to using NOS for ATF website	Soon	Active
17 Dec 14 11	KG/BH	KG to ask BH to circulate briefing on development of new apprenticeship standard	Soon	Active
17 Dec 14 12	MH	Ensure the old webpage redirects users to the new site	Soon	Active
17 Dec 14 13	ALL	Check links to the new ATF web pages ( <a href="http://www.archaeologytraining.org.uk">www.archaeologytraining.org.uk</a> ) are correct on their own websites	Soon	Active
17 Dec 14 14	MH	Look into the potential for a non-branded window in TORC which could be opened from and embedded in Forum members' websites	Soon	Active
17 Dec 14 15	KG	Circulate details to Forum members to distribute to their own networks	Soon	Active
17 Dec 14 16	MH	Check criteria for the BAA awards to see whether a training element is included	Soon	Active
17 Dec 14 17	KG & RT	Contact Forum members to encourage re-engagement	Soon	Active
17 Dec 14 18	KG	Raise the suggestion of sharing ATF minutes with other groups, esp. Historic Environment Forum Working Group	Next HEF WG meeting	Active
17 Dec 14 19	ALL	Consider ideas for an event to refresh the work of the Forum	End Jan 2015	Active
17 Dec 14 20	KG, RT & BH	Take forward ideas from Action Point 19 above	End March 2015	Active
17 Dec 14 21a	KG	Acquire and distribute pdf versions of the Skills Passports	Soon	Active

Archaeology Training Forum, Note of 17 December 2014 meeting (cont.)

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status 17Jan15</b>
<b>17 Dec 14 21b</b>	<b>ALL</b>	Comment on pdf versions of the Skills Passports	Within 2 weeks of receipt	Active
<b>17 Dec 14 22</b>	<b>KG</b>	Report back to ATF following the CifA consultation on the Diggers' Forum statement	In due course	Active