



Archaeology Training Forum

15 April 2015, Mercure Holland House Hotel, Cardiff

Minutes

1. Apologies

Mike Heyworth, Pete Connelly, Ray Karl, Mark Beattie-Edwards, Bob Hook

Present: Robin Turner (RCAHMS), Jacquie Mulville (Cardiff University and Archaeology UK [formerly SCFA]), Duncan Brown (Historic England and Archaeological Archives Forum), Kate Geary (ClfA), Lisa Brown (Historic Scotland)

2. Minutes of last meeting (17 December 2014)

The minutes of the last meeting were agreed as correct. Matters arising to be dealt with at the end of the meeting and will be added as a separate agenda item in the future.

3. ATF forward plan progress

3.1 Development of a career entry pathway

ClfA is undertaking a project to develop career entry pathways. Originally designed to support the transition from student member to Practitioner level, it has been incorporated into a wider piece of work looking at career pathways in the context of Chartered status. There was a wide ranging discussion on the various career options and academic accreditation available and the need to align vocational requirements was stressed. ATF will continue to promote NOS as the means to structure fieldwork training at university. The BAJR Skills passport also has a role here.

3.2 FAME/SCFA Working party

This is being taken forward by Pete Connelly of FAME.

Action: KG to ask PC for an update to circulate with the minutes

3.3 Fieldwork/work placement register

This is linked to the preceding item.

Action – KG to reorganise this part of the agenda so it flows better

3.4 NVQ future

KG reported that the NVQ has now been taken on by the Scottish Qualifications Authority (SQA) and ClfA is in the process of registering with them as an assessment centre.

RT felt that the move to SQA was positive and that making the link with the Historic Environment Strategy for Scotland might be beneficial. SQA is a non-profit organisation and, as such, might be more inclined to invest in the development of relatively niche qualifications. He also noted that the Strategic Historic Environment Forum for Scotland has a current interest in 'conservation' skills.

RT also noted that education colleagues at RCAHMS may have links to SQA.

Action: RT and LB to investigate

The review of National Occupational Standards carried out earlier in the year was discussed.

Action: KG to find out if the report is available and circulate or notify of date if not.

Note: I have been unable to find a report on the UKCES website, however statements issued by UKCES seem to indicate that NOS will be retained, although potentially with a changed format – KG.

Action: Keep action point open regarding inviting a representative of UKCES to attend ATF. BH to suggest a contact.

Action: KG to upload guide to using NOS guide for CPD course endorsement to website by end of April and expand to cover a wider scope by the next ATF meeting.

3.5 ATF training award

KG reported the disappointing level of entries this year. Various ways of publicising the Award more widely were discussed and all Forum members were asked to encourage entries from organisations they feel are doing suitable work. The BAJR Skills Passport will be announced as the 2015 winner at the ClfA Conference wine reception.

It was agreed that the ATF Forward Plan needed more structure in order to focus activity. RT suggested an implementation plan, along the lines of that being prepared for the SHED Strategy be prepared.

Action: KG to draft and send to RT

4. ATF course endorsement: process and criteria

The need to revise the process for course endorsement was discussed and it was agreed that there is no need for a separate sub-group to consider

requests for endorsement. It was agreed that, in future, the ATF Secretary will check applications and establish if they appear to meet the criteria, then circulate and assume endorsement unless there are any objections.

Action: KG to circulate endorsement criteria and process to check that they are still relevant and appropriate.

5. Apprenticeships development update

KG reported on progress with Apprenticeship development. There is an opportunity to trial with HS2, assuming it goes ahead. Potential support from HES for development in Scotland was also noted.

Action: KG to ask for update from BH to circulate with minutes.

6. Forum members' updates

DB noted that he is representing AAF and SMA.

RT reiterated that Skills is an important part of the new HES corporate plan.

7. Matters arising & action points from last meeting

ACTION REGISTER

Action Point	Who	Details	By when	Status 17Jan15
17 Dec 14 01a	MH	Send NI contact details to RT	Soon	Completed
17 Dec 14 01b	RT	Make contact with NI	Soon	Completed
17 Dec 14 02	KG	Circulate revised note of 24 September 2014 meeting	With next Minutes	Completed
17 Dec 14 03	KG	Contact ALGAO regarding nominating a representative on TAF	Soon	Completed – awaiting response
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	Complete
17 Dec 14 06	KG	Circulate criteria for course endorsement to ATF	Soon	Complete
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	Complete – no response

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Action Point	Who	Details	By when	Status 17Jan15
17 Dec 14 10a	RT	Write to UKCES at the end of February regarding the outcome of their review of NOS.	End February	Superseded
17 Dec 14 10b	KG	Draft short guide to using NOS for ATF website	Soon	Complete
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	Complete
17 Dec 14 13	ALL	Check links to the new ATF web pages (www.archaeologytraining.org.uk) are correct on their own websites	Soon	Complete
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	Complete
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	Complete
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	Superseded
17 Dec 14 20	KG, RT & BH	Take forward ideas from Action Point 19 above	End March 2015	Superseded
17 Dec 14 21a	KG	Acquire and distribute pdf versions of the Skills Passports	Soon	Complete
17 Dec 14 21b	ALL	Comment on pdf versions of the Skills Passports	Within 2 weeks of receipt	Complete
17 Dec 14 22	KG	Report back to ATF following the ClfA consultation on the Diggers' Forum statement	In due course	Complete

8. Any Other Business

- It was suggested that Forum members should suggest an alternative contact to attend meetings.

Action: KG to ask ATF members to give named contacts/alt reps

- JM noted that there is a SCFA report forthcoming on trends in archaeology, application numbers etc. She also reported on the REF results in which archaeology comes out quite well. Increasing pressure from universities to focus on AAB students.

9. Dates of Future Meetings

Late June/early July at EH/HE Waterhouse Square (EC1N 2ST) 1pm start

Action: DB to check room availability.

The format of linking meetings with existing events was discussed, particularly with reference to TAG. TBC at next meeting – it was noted that the next TAG will be in Bradford, 14th – 16th December 2015.

ACTION REGISTER

Action Point	Who	Details	By when	Status 6 May 2015
17 Dec 14 04	BH	Contact UKCES regarding attending ATF meetings	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 11	KG/BH	KG to ask BH to circulate briefing on development of new apprenticeship standard	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 16	MH	Check criteria for the BAA awards to see whether a training element is included	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
15 Apr 15 1	KG	reorganise ATF Forward Strategy part of the agenda so it flows better	Next ATF meeting	Active
15 Apr 15 2	RT/LB	Investigate existing links between HS/RCAHMS and SQA and report back	Next ATF meeting	Active
15 Apr 15 3	KG	find out if the NOS report is available and circulate or notify of date if not.	With the minutes	Completed
15 Apr 15 4	KG	upload guide to using NOS guide for CPD course endorsement to website by end of April and expand to cover a wider scope by the next ATF meeting.	Apr 30 2015	Active
15 April 15 5	KG/RT	Draft implementation plan for the ATF forward plan	First draft by Apr 30	Active
15 Apr 15 6	KG	circulate endorsement criteria and process to check that they are still relevant and appropriate.	Before next ATF meeting	Active
15 Apr 15 7	KG	ask ATF members to give named second contacts for future meetings	Before next ATF meeting	Active
15 Apr 15 8	DB	Check room availability for next meeting at WHS, late June /early July	ASAP	Active