



## Archaeology Training Forum

24 June 2015, Historic England, Waterhouse Square, London

### Minutes

#### 1. Apologies

**Apologies:** Pete Connelly (FAME), Mark Beattie-Edwards (NAS), Jacqui Mulville (Cardiff University and Archaeology UK [formerly SCFA]), Kate Geary (ClfA), Lisa Brown (Historic Scotland), Beccy Jones (Historic Scotland), Kate Kendall (IHBC)

**Present:** Robin Turner (RCAHMS), Bob Hook (Historic England), Duncan Brown (Historic England and Archaeological Archives Forum)

The Chair apologised for the problems in communicating the date of the meeting to Forum members.

#### 2. Minutes of last meeting (15 April 2015)

The minutes of the last meeting were agreed as correct

#### 3. Matters arising and Action Points from last meeting

Action Points were dealt with as per the attached amended Action List.

#### 4. ATF forward plan progress

A preliminary discussion was held on some of the key areas to be addressed by the next Forward Plan. These would adapt and build on the current ones, but with a re-focus where circumstances dictated. Initial ideas included:

- A) **Career entry provision**, including promotion of NVQs and apprenticeships
- B) Further development of relationships with **higher education sector**, including tie-in with vocational content and training opportunities.
- C) Increase **visibility of archaeology training opportunities**
- D) Promotion of **archaeological learning in schools**, including support for A Levels and associated infrastructure
- E) Review of current and anticipated **skills shortages**, including auditing and leading to proposed solutions
- F) Focus on **structured CPD** in a co-ordinated way, as part of a framework
- G) Analysis and **promotion of benefits** of existing and recent training schemes, especially in relation to outcomes, cf. ICON analysis.

**ACTION 01:** BH to circulate Gill Chitty report as a reminder of a similar earlier exercise.

**ACTION 02:** RT to stimulate further ideas for the Forward Plan

**ACTION 03:** KG and RT to organise workshop aspect of next meeting to discuss the future Forward Plan.

*4.1 Development of a career entry pathway*

BH mentioned activities in this respect, including the Historic England Training Group and Expertise Board.

*4.2 FAME/SCFA Working party*

No further progress reported

*4.3 Fieldwork/work placement register*

No further progress reported, but it was noted that no-one has the resources to keep such a register up to date once it has been set up, cf. TORC.

*4.4 NVQ Promotion*

Via RT, Lisa Brown reported on the Historic Scotland relationship with SVQ, which seemed as though it might be helpful in relation to the Archaeology NVQ:

We [Historic Scotland] have a Memorandum of Understanding with SQA regarding the development of qualifications for the built heritage sector. Basically it says we will work together and they will not require a commercial business case for specialist qualifications if we can justify a 'need' for them in other ways. They also come to us for specialist advice in terms of development and verification and we jointly develop quals with them.

**ACTION 04: KG and RT to follow up with SQA, with Historic Scotland colleagues.**

**ACTION 05: BH to circulate concordance between old and new NVQ levels.**

**5. ATF course endorsement: process and criteria**

Item deferred to next meeting; Action Points retained.

**6. Apprenticeships development update**

BH gave a very positive update on negotiations with BIS. Points included:

- BIS are enthusiastic about the archaeology apprenticeship proposition.
- A Working Group has been convened to take things forward: Wessex Archaeology prepared some initial draft standards documentation, and others are taking this further for the 'Investigate' strand (Levels 2, 3 and 4).
- The Working Group includes academic partners.
- The interest seems not to be financially motivated.
- The Government will match each £1 an employer puts in.
- The change in school leaving age in England from 16 to 18 may increase demand for vocational apprenticeships.

**7. ATF Training Award 2016**

It was agreed that awareness and profile of the Award needs to be raised.

**ACTION 06: RT to sound out whether it could be added to British Archaeological Awards.**

**8. Forum members' updates**

RT reiterated that Skills is an important part of the new HES corporate plan, and also that the draft Archaeology Strategy in Scotland still has a significant skills component and ties itself into the work of the ATF.

**9. Any Other Business**

Integrated above.

**10. Dates of Future Meetings**

Mid-October, ideally in York, to coincide with the CifA AGM (on 13<sup>th</sup> October). To include a workshop on the next ATF Forward Plan. [Subsequently settled on the morning of 14<sup>th</sup> October in York.]

**ACTION REGISTER Updated following 24<sup>th</sup> June 2015 Meeting**

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status 24 June 2015</b>
<b>17 Dec 14 04</b>	<b>BH</b>	Contact UKCES regarding attending ATF meetings	Soon	Active
<b>17 Dec 14 07</b>	<b>PC</b>	Report on results of FAME survey	15 April 2015	Active
<b>17 Dec 14 08</b>	<b>KG/BH</b>	KG to ask BH to suggest a contact for the University Vocational Awards Council	Soon	Active
<b>17 Dec 14 11</b>	<b>KG/BH</b>	KG to ask BH to circulate briefing on development of new apprenticeship standard	Soon	See 24Jun15 Minute, Item 6
<b>17 Dec 14 14</b>	<b>MH</b>	Look into the potential for a non-branded window in TORC which could be opened from and embedded in Forum members' websites	Soon	Removed
<b>17 Dec 14 16</b>	<b>MH</b>	Check criteria for the BAA awards to see whether a training element is included	Soon	Superseded see 24Jun15 06
<b>17 Dec 14 18</b>	<b>KG</b>	Raise the suggestion of sharing ATF minutes with other groups, esp. Historic Environment Forum Heritage Skills Working Group	Next HEF WG meeting	Active
<b>15 Apr 15 1</b>	<b>KG</b>	Reorganise ATF Forward Strategy part of the agenda so it flows better	Next ATF meeting	Completed
<b>15 Apr 15 2</b>	<b>RT/LB</b>	Investigate existing links between HS/RCAHMS and SQA and report back	Next ATF meeting	Completed
<b>15 Apr 15 3</b>	<b>KG</b>	Find out if the NOS report is available and circulate or notify of date if not.	With the minutes	Completed
<b>15 Apr 15 4</b>	<b>KG</b>	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
<b>15 April 15 5</b>	<b>KG/RT</b>	Draft implementation plan for the ATF forward plan	First draft by Apr 30	Active
<b>15 Apr 15 6</b>	<b>KG</b>	Circulate endorsement criteria and process to check that they are still relevant and appropriate.	Before next ATF meeting	Active
<b>15 Apr 15 7</b>	<b>KG</b>	Ask ATF members to give named second contacts for future meetings	Before next ATF meeting	Completed
<b>15 Apr 15 8</b>	<b>DB</b>	Check room availability for next meeting at WHS, late June /early July	ASAP	Completed
<b>24 Jun 15 01</b>	<b>BH</b>	Circulate Gill Chitty report as a reminder of a similar earlier exercise.	Soon	Active

**Archaeology Training Forum, 24 June 2015 Minutes (cont.)**

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status 24 June 2015</b>
<b>24 Jun 15 02</b>	<b>RT</b>	Stimulate further ideas for the Forward Plan	End July	Active
<b>24 Jun 15 03</b>	<b>KG/RT</b>	Organise workshop aspect of next meeting to discuss the future Forward Plan	Early Oct	Active
<b>24 Jun 15 04</b>	<b>KG/RT</b>	Follow up contact with SQA, with Historic Scotland colleagues.	Next meeting	Active
<b>24 Jun 15 05</b>	<b>BH</b>	Circulate concordance between old and new NVQ levels.	Soon	Active
<b>24 Jun 15 06</b>	<b>RT</b>	Sound out whether ATF Award could be added to British Archaeological Awards.	End July	Active