



## Archaeology Training Forum

14<sup>th</sup> October 2015 - York Archaeological Trust, York

### Minutes

**1. Apologies:**

Mark Beattie-Edwards, Beccy Jones

Present: Robin Turner, Jacqui Mulville, Bob Hook, Kate Geary, Peter Connelly, Kate Kendall, Norman Redhead, Duncan Brown, Deborah Anderson, Mike Heyworth

**2. Minutes of last meeting (24 June 2015)**

The minutes were agreed as correct. Matters arising to be addressed at the end of the agenda.

**3. Review of current strategy and future forward plan development**

RT invited reflections on the ClfA/CBA Critical Mass workshop from those who had attended the previous day. KG noted that training needs for early career archaeologists and volunteers were similar and that delivery could be combined.

Issues around capacity were discussed in the context of HS2 and the national infrastructure programme, BH has been analysing demand from national infrastructure projects and will circulate a report in due course. The proposed housebuilding programme is also an issue and the sector is aware of the threat that requirements for archaeological work may be removed if perceived as a cause of delay. There is a need to identify funding for training and for investment now. HS2 is one source, it was noted that national engineering colleges have been established by HS2 and there is a possibility that they could also be used for archaeological training.

It was agreed that there is a role for ATF to coordinate in these circumstances.

RT suggested that we need to think about what ATF is for and whether it can deliver things as a Forum or whether it's purpose is to coordinate the actions of individual members.

The current Terms of Reference are:

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1. To promote current training provision by member bodies and others
2. To work with employers, policy makers and funding bodies in the sector to identify a framework of priorities for training and professional development for people working and volunteering in the historic environment
3. To work with training providers and educators towards the alignment of existing and proposed training sessions and units, sponsored or run by bodies represented, to provide training that is relevant and accessible to all
4. To promote engagement with minority groups to broaden equality of access to careers in the sector
5. To work towards agreement on the validation of training units and their integration within a widely accepted professional career structure
6. To undertake liaison across the sector with other bodies and organisations with an interest in the provision of training in historic environment skills
7. To act as the UK's representative on aspects of training and career development in archaeology, working with other national and international bodies.

The terms of reference were reviewed. It was noted that more work to be done with NVQ L4 and skills passports etc., and with Apprenticeships. Link with other national and international bodies.

It was agreed to keep equality of access in the ToR, as demand increases it will be important to review against target. Member organisations will also have equality and diversity targets, eg Historic Environment Scotland and the Universities.

MH noted that ATF is not a delivery body, it's a forum for discussion, coordinating work and making sure that member organisations aren't duplicating each other's work.

Membership of the Forum was discussed and it was agreed to invite HLF to send a representative to the meetings.

**Action: KG to issue invite to HLF**

The potential for links with academic funders eg AHRC was noted and it was agreed that there was a need to strengthen the links with other bodies such as IHBC and other built environment organisations.

## Action plan

This document includes the result of a short workshop undertaken by Archaeology Training Forum (ATF) members at their meeting in York on 14<sup>th</sup> October 2015. As well as producing a series of ideas for the main activities of the Forum over the next 3 years, the document includes as appendices the flip-chart results of discussions on the external context (PESTLE Analysis – see Annex 1) and of the current and potential situation (SWOT Analysis – see Annex 2).

It was agreed that the Forum is fundamentally a place for discussion and transfer of ideas, but also to stimulate activities in Forum members that will contribute to the achievement of our priorities.

It was agreed that the ATF should continue to be concerned with all levels and types of archaeological training, regardless of whether or not the people who benefit earn their living as professional archaeologists.

### **ATF Vision<sup>1</sup>**

*To ensure a sustainable future for a discipline that is open to all; with archaeologists able to access high quality, appropriate education, training and career development opportunities leading to qualifications and recognition that demonstrate their expert skills, competence and knowledge.*

### **Forward Plan 2013-15**

The current Forward Plan prioritises four key areas:

1. To focus on career-entry provision and the development of alternative routes into archaeology. **Lead partner: [Chartered] Institute for Archaeologists**
2. To develop further its relationship with the higher education sector. **Lead partners: FAME and SCFA**
3. To increase ATF's visibility through an enhanced web presence, print media and the TORC website. **Lead partner: ATF**
4. To promote the NVQ L3 and the (re)development of the L4 qualification. **Lead partner: [Chartered] Institute for Archaeologists**

### **Ideas for 2016-19**

The above priority areas from the current Forward Plan are still largely valid, although the TORC website is no longer felt to be an active resource. Other ideas that came forward in discussion include:

- Map out structured routes to learning, and towards becoming a MfA or perhaps a Chartered Archaeologist. (See 1 above)
- Explore the viability of more semi-vocational degrees. (See 2 above)

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<sup>1</sup> From ATF Terms of Reference, which includes the Forward Plan (2013-15) – <http://archaeologytraining.org.uk/about-2/atf-documents/>

- Take steps to increase demand for vocational qualifications – including amongst unpaid ('amateur') archaeologists. (See 4 above)
- Skills and Knowledge Audit for archaeology across the UK
- Following the Skills and Knowledge Audit, an audit/survey of training delivery across the UK
- Ensure that messages about forthcoming and foreseeable capacity issues are being heard and action taken

In discussion it was felt that a firmer evidence base was needed in order to take these issues forward, and a funding partnership between CBA and the heritage agencies will be taken forward. This will give an overview, and identify areas for more detailed research, looking for a way forward for the most pressing issues.

#### **4. ATF current forward plan progress**

- Development of a career entry pathway  
KG reported that ClfA has received initial feedback on its 'Pathway to PCIfA' material which is will be formatted and presented in its final form for testing with a number of organisations. IHBC is running workshops to support affiliates through to full membership. It has introduced an associate grade as a halfway house to full membership. ClfA's Chartered Archaeologist consultation includes consideration of career pathways, starting at the career entry stage.
- FAME/SCFA Working party  
PC reported that this has lost momentum with changing personnel at SCFA (now University Archaeology UK) and FAME. PC and JM to discuss how to reinvigorate. JM noted that there is a UAUK meeting next week, PC could attend?  
**Action: PC and JM to pursue, JM to speak to Carl Heron to see if PC can attend.**
- Fieldwork/work placement register  
PC reported that the FAME survey response rate was very low. PC to speak to Board about whether it can be rerun. FAME has a new CEO in place. PC to talk directly to JM about it as well about how to link up fieldwork opportunities and departments who need to place students.  
**Action: PC to discuss rerunning the survey with FAME Board and discuss further with JM**
- NVQ future promotion  
KG reported that ClfA has finally received its approval as an assessment centre from SQA. KG will arrange a meeting with SQA to discuss future plans as soon as possible. We need to expand the network of assessment centres.  
**Action: KG to discuss further with FAME the potential for larger organisations to become assessment centres**

RT noted that Historic Scotland's experience with SQA has been that they are open to supporting development of qualifications provided demand can be demonstrated.

**Action: BH to recirculate NVQ levels table**

KG has uploaded the guide to linking course outcomes with NOS guide to the website.

- ATF training award

It was noted that the response to the call for nominations last year was very poor and we discussed how to further promote. RT has spoken to MH about incorporating within BAA but this is not considered to be a possibility. Might be worth talking to one of the current Trustees. MH noted that take up also low for BAA.

It was agreed to continue with Awards, with further promotion. It was also agreed to maintain an annual cycle and award at ClfA conference. The call for nominations will need to be issued before Christmas with a February deadline. All ATF members to promote.

**Action: KG to issue call for nominations**

**Action: All to promote**

5. ATF course endorsement: process and criteria

This was also reported as having lost momentum on this. OUDCE is the only organisation requesting ATF endorsement at the moment. IHBC and ClfA endorse York University CPD courses, IHBC endorses Leicester University Professional Training in the Historic Environment courses, ClfA doesn't as yet as they are not linked to NOS although there has been some discussion about doing so. It was agreed that ATF endorsement is useful given its wider remit but also that this area may not be a high priority.

RT suggested that ATF puts this on back burner for now. It was noted that there are some issues with the current criteria which are heavily weighted towards paid archaeologists.

**Action: KG to make changes and recirculate.**

6. Apprenticeships development update

Discussed in some detail at item 3 above. BH updated the Forum on progress. Three strands are currently being developed between levels 3-7. Level 3 is the lowest practicable level. L6 is aimed at the consultancy role. An Advice strand is also in development but not defined in terms of levels as yet. Consultation with the sector will be the next stage.

7. Forum members' updates

KG noted that ClfA has appointed a Professional Development & Practice Coordinator who will be starting next week and will increase ClfA's capacity to

address some of the long standing issues discussed at the Forum. It is intended that she will attend ATF meetings and (hopefully!) take over minuting.

RT reported that the Archaeology Strategy for Scotland was launched at the EAA Conference in Glasgow. The strategy highlights the need for resources and opportunities for training and learning, the importance of demonstrating skills to employers and clients and improving collaborative links as well as succession planning and accreditation. The next meeting of the SSAC will look at developing a prioritised implementation plan. There is an overlap with ATF interests here which extends beyond Scotland.

## 8. Matters arising & action points from last meeting

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

Action Point	Who	Details	By when	Status 14 Sept 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	Superseded
17 Dec 14 08	KG/BH	KG to ask BH to suggest a contact for the University Vocational Awards Council	Soon	Complete
17 Dec 14 11	KG/BH	KG to ask BH to circulate briefing on development of new apprenticeship standard	Soon	See 24Jun15 Minute, Item 6
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	Removed
17 Dec 14 16	MH	Check criteria for the BAA awards to see whether a training element is included	Soon	Superseded see 24Jun15 06
17 Dec 14 18	KG	Raise the suggestion of sharing ATF minutes with other groups, esp. Historic Environment Forum Heritage Skills Working Group	Next HEF WG meeting	Complete
15 Apr 15 1	KG	Reorganise ATF Forward Strategy part of the agenda so it flows better	Next ATF meeting	Completed
15 Apr 15 2	RT/LB	Investigate existing links between HS/RCAHMS and SQA and report back	Next ATF meeting	Completed
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

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<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status 14 Sept 2015</b>
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	Complete
15 April 15 5	KG/RT	Draft implementation plan for the ATF forward plan	First draft by Apr 30	Superseded ?
15 Apr 15 6	KG	Circulate endorsement criteria and process to check that they are still relevant and appropriate.	Before next ATF meeting	Complete
15 Apr 15 7	KG	Ask ATF members to give named second contacts for future meetings	Before next ATF meeting	Completed
15 Apr 15 8	DB	Check room availability for next meeting at WHS, late June /early July	ASAP	Completed
24 Jun 15 01	BH	Circulate Gill Chitty report as a reminder of a similar earlier exercise.	Soon	Complete
24 Jun 15 02	RT	Stimulate further ideas for the Forward Plan	End July	Complete
24 Jun 15 03	KG/RT	Organise workshop aspect of next meeting to discuss the future Forward Plan	Early Oct	Complete
24 Jun 15 04	KG/RT	Follow up contact with SQA, with Historic Scotland colleagues.	Next meeting	Active
24 Jun 15 05	BH	Circulate concordance between old and new NVQ levels.	Soon	Active
24 Jun 15 06	RT	Sound out whether ATF Award could be added to British Archaeological Awards.	End July	Complete
14 Oct 15 01	KG	Invite HLF to send representative to attend the Forum	End November	Active
14 Oct 15 02	PC/JM	Liaise further about reinvigorating FAME/UAK working party	For next meeting	Active
14 Oct 15 03	PC	Discuss rerunning the survey with FAME Board and discuss further with JM	For next meeting	Active
14 Oct 15 04	KG	discuss further with FAME the potential for larger organisations to become assessment centres	For next meeting	Active

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Action Point	Who	Details	By when	Status 14 Sept 2015
14 Oct 15 05a	KG	Issue call for nominations for 2016 ATF Award	By mid Dec	Active
14 Oct 15 05b	All	All to promote	By end Feb	Active
14 Oct 15 06	KG	Amend course endorsement criteria as discussed and recirculate	For next meeting	Active
14 Oct 15 07	KG	Circulate doodle poll with dates of next two meetings	asap	Active

9. Any Other Business  
There was no any other business

10. Dates of Future Meetings:

February in London  
June in York, Skype available

**Action: KG to circulate a doodle poll for dates.**

**Annex 1: PESTLE Analysis**

A PESTLE Analysis looks at the external context – Political; Economic; Social; Technological; Legal; and Environmental. The following table is the result of a short session to consider these aspects, and is not meant to represent a comprehensive or systematic review.

	<b>Positives</b>	<b>+/-</b>	<b>Negatives</b>
<b>Political</b>	<ul style="list-style-type: none"> <li>• Comparatively good situation in Wales &amp; Scotland</li> <li>• Having a White Paper on Culture = at least there's a debate</li> <li>• Education &amp; Training to 18 years old in England</li> </ul>	<ul style="list-style-type: none"> <li>• HS2 generates massive opportunities</li> <li>• So does housing</li> </ul>	<ul style="list-style-type: none"> <li>• Austerity</li> <li>• Potential attack on planning</li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>• Infrastructure gives sector a boost</li> <li>• Scottish Historic Environment Grants protected for now</li> <li>• HLF grants – but do they have training adequately built in and is it monitored?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Spending Review</li> <li>• Capitalism! – re emphasis on open market competition</li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>• Engagement Agenda</li> <li>• Entertainment (TV, etc.)</li> <li>• Curriculum (Prehistory)</li> <li>• Volunteers =&gt; opportunities</li> <li>• Apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>• 18-25/55+ demographics</li> </ul>	<ul style="list-style-type: none"> <li>• Time constraints</li> <li>• Trends (lifestyle)</li> </ul>

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<p><b>Technological</b></p>	<ul style="list-style-type: none"> <li>• Online resources</li> <li>• Social media</li> <li>• Remote learning – e.g. MicroPasts</li> <li>• Crowd Sourcing/Citizen Science</li> <li>• Changing work practices</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of training/Dangerous in wrong hands</li> <li>• Expense</li> <li>• Technology race/obsolescence</li> <li>• HERs under-resourced</li> <li>• Loss of traditional skills and methods</li> </ul>
<p><b>Legal</b></p>	<ul style="list-style-type: none"> <li>• Historic Environment Act (Scotland)</li> <li>• Wales Statutory HERs proposal</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Planning reviews</li> <li>• Housing Bill/Brownfield</li> </ul>
<p><b>Environmental</b></p>	<ul style="list-style-type: none"> <li>• Community engagement – SCAPE / CITIZAN / / Adopt-a-Monument</li> <li>• CAP-related activity</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Change</li> <li>• Much less CAP-related benefits in Scotland</li> </ul>

## Annex 2: SWOT Analysis

The SWOT Analysis considered the Strengths, Weaknesses, Opportunities and Threats with regard to the ATF and its activities, and concludes with some possible areas for action.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Website</li> <li>• Diversity and support of members</li> <li>• Effective in some respects</li> <li>• Provides an overview not visible elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>• Numbers of <i>active</i> members</li> <li>• Level of activity is slow</li> <li>• Infrastructure not embedded anywhere</li> <li>• Need for infrastructure support</li> <li>• Slow progress/lag between planning and action</li> <li>• Roles and responsibilities can be unclear</li> <li>• Communications – network not being exploited</li> <li>• Preaching to the converted</li> <li>• No <i>clear/effective</i> Action Plan</li> <li>• Need to define audiences and communication methods</li> <li>• Not effective dialogue in some instances, e.g. UAUk and Fame</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• HS2/Housing, possibly link with university training</li> <li>• Volunteer engagement agenda</li> <li>• CPD systems</li> <li>• Networks accessible</li> <li>• Key partnerships, esp. universities; HLF</li> <li>• Uni training could be linked to commercial operations</li> <li>• Other links: RCUK; training/research; impact agenda; Heritage 2020 and other Historic Environment links</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary nature of group/cost</li> <li>• Diminishing capacity/lack of resources</li> <li>• Apathy</li> <li>•</li> </ul>

### Possible Action Plan focus areas

- Advocacy
- Communication to audiences
- Sustainability (of activities)
- Traditional and non-traditional routes, including generic and specialist subject areas

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- Apprenticeships
- Skills Audit – what we have; what we need
- Training opportunities
- Continuing education
- Funding Hedley; Esmee Fairbairn