



Archaeology Training Forum

30 June 2016

York Archaeological Trust Office,
47 Aldwark, York, YO1 7BX

Minutes

Present: Peter Connelly (FAME), Amanda Feather (Historic England), Kate Geary (CifA), Bob Hook (Historic England), Chris Jones (ALGAO), Mike Heyworth (CBA), Jacqui Mulville (UAUK), Robin Turner (Historic Environment Scotland), Anna Welch (CifA)

1. Apologies:

Mark Beattie-Edwards (NAS), Kate Kendal (IHBC), Norman Redhead (ALGAO)

2. Minutes of last meeting (22 February 2016)

3. Revision of forward plan. The 'Terms & Reference' sent out were an earlier version and do not match the current plan.

3. Review of ATF forward plan and 2015 annual report.

RT asked if there were any further items to add for 2016

CPD

It was noted that CPD didn't feature in the Forward Plan. The importance of embedding a culture of CPD was discussed and it was felt that ATF has an important role in this respect. KG reported that the routine monitoring of a sample of CIFA members' CPD logs was not currently taking place due to resource constraints but members were asked to sign up to a commitment to maintaining their CPD as part of their subscription renewal each year and are asked to provide a copy of their CPD log as part of the upgrade process. The potential to call in CPD logs at any time is retained.

It was agreed to add a CPD bullet point to the forward plan.

Professional Development Award.

Another bullet point to add would relate to the model for a Professional Development Award. A university module covering professional development could be added. It was suggested that developing a model for Professional Development Awards could be added to the Implementation Plan. RT explained that these are formal vocational qualifications developed by industry and accredited by awarding organisations like SQA. They can be bite sized, single unit awards or the equivalent of full NVQs and could be incorporated into degree programmes as a 'professional' module or offered as CPD. Professional Development Awards might prove more popular than NVQs at higher levels due to the negative ("vocational") associations of NVQs.

It was pointed out that some Level 4 NVQs had been awarded in the past. KG reported that there are currently 20-30 candidates registered for the NVQ, mostly through employer training schemes but also including a small number of independent candidates, mostly volunteers. Employer-led schemes seem to work well and seem to be getting people into work. They are of value for the employers as well as the employees but are not formally required. A degree still seems to be the first thing that an employer looks for.

As noted in the last minutes, MB-E has had to turn away people who would like to do an NVQ 2. It was suggested that the different types of qualifications might cause confusion and it was agreed that a frequently asked questions paper would be useful.

Action: BH and KG to produce Q & As for qualifications for next meeting.

There was a suggestion that NVQ 3 should be introduced to colleges, especially those already offering Archaeology A-level, as the staff are in place to teach them. There is an appetite in colleges for more information re both NVQ 3s and apprenticeships.

Scotland's Archaeology Strategy.

RT distributed copies of the draft Strategy Implementation Plan and noted that it aligns closely with the ATF Forward Plan. The potential for developing an online portal was discussed and MH said CBA may be able to help with sourcing funding.

Action: MH & ClfA to meet about developing the portal.

HS2 skills & capacity consultation.

The table of actions produced following the ATF/HS2 skills and capacity event was discussed and the following points noted:

- 'Cycle of updating and promoting NOS for Archaeological Practice' – this is not a major focus for the coming year and the timescale was changed from 2 to 3 years.
Action: KG to contact UKCES to check the process for updating NOS.
- 'NVQ in Archaeological Practice Level 3, development of Level 4' – Professional development awards are to be embedded. It is in ClfA's Business Plan to produce a plan for development of vocational awards under SQA.
- 'BAJR skills passport (potential for accreditation at Level 2 within the QCF), plus possible Careers Passport' – There are other skills passports, e.g. Manchester University's, aimed at students. Could they be merged? PC said that the passports will find their own level.
- 'Heritage apprenticeship' – Scottish Apprenticeships would be developed along similar lines to the English Trailblazer Apprenticeship although the process for development and approval is different in Scotland.
- 'Training programmes within archaeological organisations' – FAME should be noted as the lead organisation. These are happening with Oxford, Cotswold & MoLA. It will remain on the active list?
- 'Training for community archaeologists' – There is no coordinated plan for community & voluntary archaeology and it is 6 years since Susie Thomas' work on this. An update is required.

Action: AW to approach the V&C ClfA special interest group to see if they could take this on.

- ‘Accreditation of university courses’ – There is a lot of positive feedback on this from the UAUK meeting and department staff wanted more details. CifA & UAUK will lead jointly on this.
Action: KG to draft more information for the next UAUK meeting.
- ‘Discussions with the National College of High Speed Rail’ – Taking place through HS2
- ‘Development of training modules for staff joining the UK workforce from Europe’ – BAJR & Landward might do on-line training.
Action: To be taken off the list.
- ‘Standard for archaeological training’
Action: taken off the list.
- ‘Sharing of innovative working methods to reduce effort and increase resource efficiency’ – FAME, HE and ALGAO should lead and CifA Archaeological Archives group should be included.
- ‘Engaged Team approach to training on site, etc.’ – CBA to lead.
- ‘Possibility of an HLF funded project to train specialists’ – this will be ‘Skills for the Future’. ATF are to encourage firms to apply. ATF will lead and create a new page of resources.
- ‘Training the Trainers’ – no resources at present
- ‘Audit of sector capacity, skills and knowledge’ – might there be HLF support to do a quick audit on skills?

4. ATF Forward Plan progress

NVQ future promotion and development of a career entry pathway

KG and RT met with SQA¹ to discuss diversifying the NVQ and developing the NVQ Level 4, also ongoing NVQ support. CifA will do most of the ‘Pathways’ work and then meet with SQA. The hope is to provide a range of options for aspiring archaeologists.

KG reported that the CifA Board will be asked to approve a new policy statement outlining the minimum level of competence expected of a professional archaeologist as equivalent to Practitioner level CifA membership and requiring training plans to be implemented for employees not yet at PCifA level in order to develop the necessary competence

Mick Stanley, one of the SQA External Verifiers for the NVQ in Archaeological Practice, is going to map out what a Professional Development Award might look like

Action: KG to contact Mick re mapping out the PDA.

Action: comments to KG & RT re the archaeological skills overview.

Skills for the Future funding.

The objectives of the new round of Skills for the Future funding are to address skills shortages across the heritage sector and to increase opportunities for a more diverse range of people to consider a career in heritage. This would not be linked to apprenticeships unless new apprenticeships could be developed linked to National Occupational Standards. It could include digital technology. There might be 6 bursaries for 5 years or 10 places for 3 years. CifA will not apply for this round of funding but will support other organisations. MH offered to circulate a previously submitted bid as a basis for anyone wishing to apply.

¹ Scottish Qualifications Authority – responsible for Archaeological Practice NVQs.

Action: PC to get information together on the skills in short supply.

Action: Nick Randall from HLF to be asked to come and talk to ATF.

Action: RT to put information about this on the website and ask for ideas.

FAME/UAUK Working Party

FAME and UAUK met in May and there was a lot of discussion about levels of expectation. There was a desire from UAUK for an archaeology/heritage careers 'spider diagram' that they can take to parents, prospective students, careers teachers, showing the potential career routes that a degree in archaeology can lead to.

Action: BH, JM & PC to work on this.

Archaeology boot camp

This is an idea to offer places on Archaeology degrees to black, minority and ethnic communities and to fast track them through an 'archaeology boot camp' at the end of their degree. There is the potential of using HE or HES sites year on year.

ATF Training Award

It was noted that Cotswold Archaeology won the 2016 Award with Oxford Archaeology as Highly Commended runners up. The Forum had previously discussed the potential for the Award to be incorporated into the British Archaeological Awards but MH felt that this was not an option.

5. Sector capacity issues and responses

It was noted that the start date for HS2 has been put back to September 2017. A 25-64% capacity increase in the workforce is needed over the next 5 years to meet the levels of archaeological work anticipated through the National Infrastructure Plan and Scottish equivalents, with the potential to lead to a more stable career platform. There are specific problems in finding enough experienced project management and post-ex specialists. There is also a need to enhance existing digital skills and to bring post-ex specialists who had left archaeology back into the workforce.

6. Apprenticeships development update

BH noted that BIS is due to lose staff and the current contact is the third since the start of the apprenticeship development process.

IHBC have expressed concerns regarding the title 'Historic Environment Practitioner' which in their view does not describe what the apprentice has trained in.

Apprenticeship Levy

The implementation of the Levy has been delayed.

It was noted that the original timetable for apprenticeship development is now behind schedule but it is hoped that the first standards will be submitted for approval by December 2016.

7. Forum members' updates

ALGAO & HLF – The results of the ALGAO members' survey are being analysed. ClfA is running training workshops on writing WSIs with ALGAO.

AF – Heritage 2020 Capacity-building Working Group. AF noted that she and Jan Wills were the only archaeology reps on the working group and that they would involve/consult ATF on actions.

8. Matters arising and action points from last meeting

ACTION REGISTER Updated 30 June 2016

Action Point	Who	Details	By when	Status 30 June 16
17 Dec 14 04	BH	Contact UKCES regarding attending ATF meetings	Soon	Active
14 Oct 15 01	KG	Invite HLF to send representative to attend the Forum	End November	Active
14 Oct 15 06	KG	Amend course endorsement criteria as discussed and recirculate	For next meeting	Complete
22 Feb 16 01	RT&KG	Redraft Action Plan	For next meeting	Complete
22 Feb 16 02	All	Check ATF members' websites have correct link to ATF website	asap	Complete
22 Feb 16 03	PC	Rerun survey of FAME members re which offer placement opportunities	For next meeting	Active
22 Feb 16 04	KG	Discuss incorporating ATF award with BAA	For next meeting	Complete
22 Feb 16 05	KG	Circulate doodle poll for date of next meeting	End April	Complete
30 Jun 16 01	BH&KG	Produce Q & As to clarify different qualification types	For next meeting	Active
30 Jun 16 02	MH & KG	MH & ClfA to meet about developing online portal	End July 16	Active
30 Jun 16 03	KG	Contact UKCES to check the process for updating NOS	Asap	Active
30 Jun 16 04	AW	Discuss updating Suzie Thomas's report on voluntary sector training needs with ClfA VCSIG	For next meeting	Active
30 Jun 16 05	KG	Develop proposal for ClfA/UUK accreditation of academic programmes (with UUK)	Oct 16	Active
30 Jun 16 06	RT&KG	Update HS2 skills and capacity actions list following discussion	Asap	Active
30 Jun 16 07	KG	Contact Mick Stanley re Professional Development Awards	Asap	Active

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Action Point	Who	Details	By when	Status 30 June 16
30 Jun 16 08	All	Comments to KG & RT re the archaeological skills overview	By next meeting	Active
30 Jun 16 09	PC	PC to gather information together from employers on the skills in short supply	Asap	Active
30 Jun 16 10	KG	Invite Nick Randell to come to next meeting to discuss Skills for the Future	Asap	Active
30 Jun 16 11	RT	Add Skills for the Future information to ATF website and invite ideas for placements	Asap	Overtaken by events
30 Jun 16 12	BH, PC and JM	Discuss careers 'spider diagram' for archaeology careers	For next meeting	Active
30 Jun 16 13	KG	Circulate doodle poll for date of next meeting	Asap	Active

16.25 Bob Hook & Jacque Mulville left the meeting

10 Any other business

The amended short course endorsement process had been circulated with the papers for the meeting and was agreed.

11 Dates of future meetings:

Action: KG to circulate a doodle poll for dates.

16.30 Amanda Feather left the meeting

Meeting finished 16.35pm