



## Archaeology Training Forum

7 December 2016

CBA Office, Beatrice de Cardi House  
66 Bootham, York, YO30 7BZ

### Minutes

Present: Peter Connelly (FAME), Maybelline Gormley (Department for Communities, NI), Kate Geary (ClfA), Bob Hook (Historic England), Chris Jones (ALGAO), Mike Heyworth (CBA), Robin Turner (Historic Environment Scotland), Anna Welch (ClfA), Duncan Brown (Archaeological Archives Forum)

#### 1. Apologies:

Jacqui Mulville (UAUK), Beccy Jones (HES), Amanda Feather (HE).

#### 2. Minutes of last meeting (30 June 2016)

Agreed to be correct. Matters arising to be dealt with towards the end of the meeting.

#### 3. ATF forward plan progress.

1.1 **Community Archaeology Training:** CBA will carry out a formal project in 2017 – there is Headley Trust money available to do it. AW said that the ClfA Voluntary & Community special interest group would be happy to be involved. MG said there has been a symposium in Northern Ireland and results will be available soon.

1.2 **Skills for the Future:** CBA is in a consortium with Archaeology Scotland (AS have submitted the bid). There will be a decision on Round 1 in late February. North of England Civic Trust put in a bid based on working with young people in urban areas (Carlisle, Newcastle. Maryport). ClfA have been contacted by both consortia regarding NVQ3 assessors training. MOLA were also considering a bid.

2.1 **University/industry partnerships:** UAUK and FAME have been working on building-in more industry readiness into degree courses. A careers/functional map is being produced and will be distributed by BH on completion.

**Action 01: BH to send out careers/functional map.**

There has been no official correspondence between UAUK and FAME since October. Glasgow University have asked FAME for advice and individual members of FAME have been approached by other universities also. Winchester University have recently launched a 4-year sandwich course and have approached FAME for a list of organisations willing to take students on placements and PC is to contact Paul Everill at Winchester about this.

**Action 02: PC to contact Paul Everill of Winchester University re 4-year sandwich course.**

MG said that the symposium had highlighted that there doesn't seem to be much information visible about careers. It was mentioned that archive work isn't considered a specialist job, but should be. There has been a CfA competency matrix produced by members of the CfA Archives group.

**2.2 CfA accreditation of university degree courses:** there has not been much recent progress by UAUK. KG will contact Kate Welham from Bournemouth University for an update. The aim will be to take a proposal to the CfA Advisory Council meeting in February and the UAUK meeting in March. The document will need to be updated with comments. MG said that the comments fed back to her from companies in Northern Ireland about graduates of Queens, Belfast were that they were not trained in field archaeology and they were having to invest in their training. Like many other UK universities, Queens had countered that it was not their remit to train students.

**Action 03: KG to contact Kate Welham for an update from UAUK.**

**3.1 CPD promotion:** There is a need for a two-pronged approach to CPD – promotion and support. More opportunities could be provided through the CfA special interest groups and CPD provided by external organisations could be accredited. The importance of CPD needs to be promoted and there needs to be more explanation of what constitutes CPD and why, and to whom, it is important. It is a requirement of CfA membership but lately calling in CPD logs on a regular basis has stretched staff capacity. AW is investigating interactive on-line CPD options.

**3.2 Training programmes:** There are a lot of training courses being developed but they differ substantially in content and quality. An industry standard is needed. The Skills Passport has potential in this area (BAJR reports it has been adopted by 50% of contractors) but is not equally regarded by all as there could be a lack of consistency in the verification of skills. KG said that tying in to National Occupational Standards should help, as should the introduction of Professional Development Awards. The aim should be to meet the level of the NOS; the delivery method is less important.

**4.1 Capacity (HS2):** There should be a discussion with the National College of High Speed Rail regarding capacity and its delivery. KG will find out who the HS2 contact is.

**Action 04: Kate Geary to find out who the appropriate contact is for HS2.**

**5.1 Promoting careers:** CBA are leading in a project to promote careers for those with archaeological skills and will report back progress at the next meeting.

**Action 05: CBA to report back on careers promotion.**

**6.1 NVQ/PDA promotion:** KG met with SQA<sup>1</sup> to discuss the future of the withdrawn NVQ4. It will be redrafted and relaunched as Professional Development Award (PDA) which will be very similar in content to the NVQ4.

An entry level award (Level 2) is being considered with SQA, which might be very useful to organisations who train their own staff to use as their training framework, and it could be used to get a trainee CSCS card. A Level 2 PDA might also be attractive to volunteers, or

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<sup>1</sup> Scottish Qualifications Authority – responsible for Archaeological Practice NVQs.

organisations who train volunteers, such as NAS. MG said that there wasn't the same volunteer tradition within archaeology in Northern Ireland so it may not be so relevant.

**6.2 Apprenticeships:** The first apprenticeship standard – Historic Environment Practitioner/Investigator – has been approved subject to minor changes. Six other standards were seen as overlapping with this. The working group have been advised against having a Management strand. This might be addressed by being different to the existing management apprenticeships i.e. managing things rather than people.

The progress of the apprenticeships now looks promising. Universities are interested in incorporating the apprenticeship into degrees and organisations are interested in training apprentices themselves, as well as training existing staff in specialist roles through degree and masters apprenticeships.

Terminology in archaeology generally needs to be sharpened up, especially around job titles, and we need to be clearer about what is meant/understood by the terms 'archives' and 'curator'.

**6.3 Apprenticeships (Scotland):** Heritage Apprenticeship in Scotland – RT reported that the outcome in England was being awaited – although many aspects of the Scottish system differ. MG said that most apprenticeships in Northern Ireland were bespoke and were for craft skills. There is nothing within heritage apart from a stonemason apprenticeship. The NVQ3 is used as a qualification for apprenticeships.

**6.4 Skills Passports:** Ongoing work to update and progress the BAJR Skills Passport – David Connolly to be asked for an update.

**Action 06: KG to contact David Connolly for a progress report on the Skills Passport.**

**6.5 National Occupational Standards:** NOS cycle of updating – ongoing.

**6.6 Innovative working:** BH has talked to a couple of county archaeologists regarding this point. 'Identification and sharing of innovative working methods to reduce effort and increase resource efficiency'. The point will be moved to section 7, 'Research & Analysis'.

**Action 07: RT to move to Section 7.**

**7.1 Skills audit:** There are two tenders out for an audit and analysis of sector capacity. The funding is collaborative (CADW, HE & Historic Scotland). Northern Ireland will be included. Projected project end March 2017.

#### **4. Sector capacity issues and responses.**

It would be useful to be kept up to date with what everyone else was doing in order to avoid duplication.

#### **5. Apprenticeships development update**

(See section 3, 6.2 above.) A meeting will be held to talk about the assessment strategy. Training providers will be contacted by Rachel Edwards (for HE). Bill Moffat is confident of

getting an assessment plan together quite quickly. From ClfA, AW will remain on the working party and KG will join the assessment strategy group.

## 6. Withdrawal of A-level archaeology

MH explained the background to the situation.

Tim Laughton, MP, has been trying to table a debate in Westminster and it will happen Wednesday 14 December at 11am for 30 minutes. Tim and MH are due to meet the Heritage minister at 9.30am on the same day.

MH is to meet with Pearsons on 19 December with Kate Welham to put arguments in favour of retaining the subject from the point of view of universities, the sector and adult learning as well as college students.

[Peter Connelly joined the meeting]

**Action 08: RT to draft a positive letter supporting A-level archaeology in time for the meeting on 19 December; KG/AW to write letter from ClfA; PC to write letter from FAME.**

## 7. ATF Training Award

It was agreed that the award should continue for 2017 but it will be important to publicise it as much as possible. A review of past winners could be published in *Current Archaeology*, *The Archaeologist*, *British Archaeology*, etc. KG will draft an article.

**Action 09: KG to write an article reviewing past winners of the ATF Training Award.**

## 8. Forum members' updates

**CIfA:** KG/AW – A lot of time has been spent on CSCS cards. Archaeologists who are accredited CIfA members are now able to apply for the Professionally Qualified Person (PQP) card.

**ALGAO:** CJ – there have been debates about curatorship apprenticeships. ALGAO haven't done much in the way of direct training but have been involved in the recent CIfA/HE/ALGAO workshops on Standards.

- They have been involved in succession planning, legacy and skills transfer. They have been involved in the DEFRA 8-point plan for National Parks. Apprenticeships are very much part of this plan so the development of Heritage apprenticeships is helpful.

**CBA:** MH – feel that there is scope for a light touch reward for the voluntary sector. Andrea Bradley has done some work to research this, and Carenza Lewis has also had some involvement.

They have put in a bid for funding for a major buildings archaeology recording project (England only). It will involve training up local groups to record local buildings. It is a facilitating and capacity building project and will start in April if the bid is successful. They will know in two weeks.

**DoENI:** MG – There has been a 'State of the Nation' meeting in Northern Ireland. It is clear that there is a skills shortage. An action plan is to follow.

**Historic England.** BH – has just received a final draft from a client demand task group who have been investigating barriers to employing appropriately skilled people or getting appropriate advice. 30% of replies have stated that accredited companies are not up to scratch,

ICON want to move forward with apprenticeships.

Bob has convened a meeting with the V&A, Fitzwilliam Museum and CC Skills who are all looking to create apprenticeships (but have been working independently).

DB – HE are part of a collaborative doctoral partnership scheme, with universities and organisations. HE will put forward themes and universities will produce doctoral theses on the themes. Duncan has put forward Archival Practice and PPG16 as a theme and one university has proposed a PhD on environmental archiving

HE have funded the Society for Museum Archaeology (SMA) to assess current collections of archaeological material and whether specialist staff are employed to curate it. SMA are also researching how many specialist curators there are. Training and communication need to be considered (ClfA Archives group are working on this). MH asked if there is any mileage in SMA offering training to those with no training? SMA *do* offer training but identifying the audience can be a problem.

HE recently published guidance for pottery production sites and guidelines on organic residue analysis.

HE has been working on a Standard in pottery analysis.

DB suggested that training opportunities are funnelled in some way – perhaps through the Forum – and that the training that is out there needs to be quantified in some way.

**FAME:** PC – have been thinking about training positions as a lot of companies are now thinking about how trainees become permanent employees. This has led to thinking about more movement within organisations and how to ease moving between organisations. National Occupational Standards need to be tied in to training so that it is clearer what level training is at and what standard is required for particular job descriptions.

FAME's purse will expand as member organisations have agreed to pay higher membership fees in order that people's time can be paid for rather than relying on the goodwill of employers.

**Historic Environment Scotland:** RT – has been involved in Scotland's Archaeology Strategy. ClfA are the lead body for 'Aim 5' which are projects around skills and innovation with both long- and short-term objectives. Northern Ireland are aiming to produce something similar.

ScARF (Scottish Archaeological Research Framework). MH mentioned Archaeology 2025 in Northern Ireland and that there was some resistance to the framework. Some archaeologists felt it was too Southern-centric and not meaningful. FAME are now in Northern Ireland. Northern Ireland will develop an action plan on the back of the recent symposium.

Dig It! 2017 initiative is connected to the Year of History, Heritage and Archaeology. Includes an initiative for an archaeology/construction industry knowledge swap (Kate and Robin will attend a meeting).

Skills for the Future, focusing on ethnic diversity and the heritage workforce. It will tie in with diversity groups to train up people in aspects of historic environment.

AHRC collaborative PhDs. There will be four a year for the next three years but more are being applied for. The parameters of the PhD are quite tight.

A new HES Heritage Directorate was formed a few months ago. Robin has been asked to look at ways that training can be done within the directorate and to check that resources are used effectively. Also whether all training needs are being met.

## 9. Matters arising and action points from last meeting

### ACTION REGISTER Updated 7<sup>th</sup> December 2016

| Action Point | Who     | Details                                                                                                             | By when                       | Status<br>07 Dec 16 |
|--------------|---------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------|
| 17Dec14 04   | BH/KG   | Contact UKCES regarding attending ATF meetings.<br>KG to see if the apprenticeship development team want to attend. | <del>Soon</del><br>March 2017 | Active              |
| 14Oct15 01   | KG      | Invite HLF to send representative to attend the Forum. KG has invited but no-one available. She will contact again. | For spring 2017               | Active              |
| 14Oct15 06   | KG      | Amend course endorsement criteria as discussed and recirculate                                                      | For spring 2017               | Active              |
| 22Feb16 01   | RT&KG   | Redraft Action Plan                                                                                                 | For next meeting              | Complete            |
| 22Feb16 02   | All     | Check ATF members' websites have correct link to ATF website                                                        | asap                          | Complete            |
| 22Feb16 03   | PC      | Rerun survey of FAME members re which offer placement opportunities                                                 | Spring 2017                   | Active              |
| 22Feb16 04   | KG      | Discuss incorporating ATF award with BAA                                                                            | For next meeting              | Complete            |
| 22Feb16 05   | KG      | Circulate doodle poll for date of next meeting                                                                      | Meeting late March            | Completed           |
| 30Jun16 01   | KG      | Produce Q & As to clarify different qualification types<br><a href="#">Link to 'Qualifications &amp; acronyms'</a>  | For next meeting              | Active              |
| 30Jun16 02   | MH      | MH & KG met re developing online portal and talked to Vicky Nuttall about revisions to the website.                 | End July 16                   | Completed           |
| 30Jun16 03   | KG      | Contact UKCES to check the process for updating NOS                                                                 | March 2017                    | Active              |
| 30Jun16 04   | AW      | Discuss updating Suzie Thomas's report on voluntary sector training needs with CifA VCSIG                           | March 2017                    | Active              |
| 30Jun16 05   | KG      | Develop proposal for CifA/UUK accreditation of academic programmes (with UUK)                                       | March 2017                    | Active              |
| 30Jun16 06   | RT & KG | Update HS2 skills and capacity actions list following discussion                                                    | Asap                          | Active              |
| 30Jun16 07   | KG      | Contact Mick Stanley re Professional Development Awards                                                             | Asap                          | Completed           |

| Action Point | Who           | Details                                                                                                                                                               | By when          | Status<br>07 Dec 16 |
|--------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 30Jun16 08   | All           | Comments to KG & RT re the archaeological skills overview                                                                                                             | By next meeting  | Completed           |
| 30Jun16 09   | PC            | PC to gather information together from employers on the skills in short supply. <b>The question was asked but there was a patchy response. PC to repeat exercise.</b> | Asap             | Active              |
| 30Jun16 10   | KG            | Invite Nick Randell to come to next meeting to discuss Skills for the Future                                                                                          | Asap             | Active              |
| 30Jun16 11   | RT            | Add Skills for the Future information to ATF website and invite ideas for placements                                                                                  | Asap             | Overtaken by events |
| 30Jun16 12   | BH, PC and JM | Discuss careers 'spider diagram' for archaeology careers. <b>The diagram will be available soon.</b>                                                                  | For next meeting | Active              |
| 30Jun16 13   | KG            | Circulate doodle poll for date of next meeting                                                                                                                        | Asap             | Completed           |

## 10 Any other business

RT mentioned the need for an ATF end of year report for 2016.

**Action 10: KG to compile ATF end of year report for 2016.**

The Brexit survey has shown that UK archaeological skills are valued abroad and DCMS, etc., are investigating selling UK skills abroad.

PC asked if anyone was tracking what happened to CDAs (collaborative doctoral award students) after they complete their PhDs. Are they remaining in the industry and is the research they produce trickling down? Could they be tracked down via LinkedIn?

RT said that the separate research councils are merging into a single research council. This may present opportunities.

This may well be Bob Hook's last ATF meeting. He has been a part of ATF for 18 years and, just in case, those present took the opportunity to thank him for all his work over the years.

## 11 Dates of future meetings:

**Action 11: KG to circulate a doodle poll for dates (?London, late March). [Subsequently invited by MG to Northern Ireland]**

**Meeting finished 15.45pm**

**ACTION REGISTER Additions from 7<sup>th</sup> December 2016**

| <b>Action Point</b> | <b>Who</b> | <b>Details</b>                                                                                                                                                | <b>By when</b> | <b>Status 07 Dec 16</b> |
|---------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------|
| 07Dec16 01          | BH         | Send out careers/functional map.                                                                                                                              | When ready     | Active                  |
| 07Dec16 02          | PC         | Contact Paul Everill of Winchester University re 4-year sandwich course.                                                                                      | March 2017     | Active                  |
| 07Dec16 03          | KG         | Contact Kate Welham for an update from UAUK.                                                                                                                  | March 2017     | Active                  |
| 07Dec16 04          | KG         | Find out who the appropriate contact is for HS2.                                                                                                              | March 2017     | Active                  |
| 07Dec16 05          | MH         | CBA to report back on careers promotion.                                                                                                                      | March 2017     | Active                  |
| 07Dec16 06          | KG         | Contact David Connolly for a progress report on the Skills Passport.                                                                                          | March 2017     | Active                  |
| 07Dec16 07          | RT         | Move 6.6 to 7.2 in the Forward Plan.                                                                                                                          | ASAP           | Active                  |
| 07Dec16 08          | RT         | Draft a positive letter supporting A-level archaeology in time for the meeting on 19 December; KG/AW to write letter from ClfA; PC to write letter from FAME. | 13 Dec 2016    | Active                  |
| 07Dec16 09          | KG         | Write an article reviewing past winners of the ATF Training Award.                                                                                            | Jan 2017       | Active                  |
| 07Dec16 10          | KG         | Compile ATF end of year report for 2016.                                                                                                                      | Feb 2017       | Active                  |
| 07Dec16 11          | KG         | Circulate a doodle poll for dates (London, late March).                                                                                                       | Jan 2017       | Active                  |