



## Archaeology Training Forum

Meeting on 28 June 2018

Causeway Exchange, 1-7 Bedford Street, Belfast BT2 7EG

### Minutes

Present: Lisa Brown (HES), Edmund Lee (Historic England), Debbie Frearson (CBA); Kate Geary (CIfA), Mike Heyworth (CBA) [dial in], Cara Jones (CIfA/Archaeology Scotland), Robin Turner (Historic Environment Scotland), Johanna Vuolteenaho (Department for Communities, Historic Environment, NI), Kathryn Roberts (Cadw), Liam McQuillan (Department for Communities, Historic Environment, NI).

#### 1. Apologies:

Susan Bradshaw (Icon), Duncan Brown (Archaeological Archives Forum), Peter Connolly (FAME), Rebecca Jones (HES), Eila Macqueen (Archaeology Scotland), Anna Welch (CIfA), Patrick White (Icon).

It was noted that UAUK and FAME had not been able to attend recent meetings.

**Action 01: RT/KG to contact both organisations to suggest nominating a second representative**

#### 2. Minutes of last meeting (8 February 2018)

RT thanked JV for hosting the meeting. The minutes were agreed to be correct, with one minor amendment that CJ was representing Archaeology Scotland as well as CIfA at the last meeting. Matters arising were dealt with during or towards the end of the meeting.

**Action 02: KG to amend the minutes accordingly**

#### 3. Summary and Progress Report 2017-18

RT noted that the summary and progress report had already been uploaded to the ATF website in draft. All agreed to sign off the report as final.

#### 4. Draft revised Terms of Reference and Vision

The revised draft ToR and Vision statement had been circulated prior to the meeting. Forum members discussed whether the ToR should refer to 'archaeology' (in keeping with the name of the Forum) or 'historic environment' (in keeping with the broader representation on the Forum). It was agreed to reword to remove the reference to 'historic environment'.

RT emphasised that ATF's role is one of coordination: its constituent members carry out the work. A number of revisions to the ToR/Vision document were agreed as follows:

- 2. Amend to 'sector' from 'historic environment' and again in 6.

- Add in list of Forum members (note: website needs to be amended to Department for Communities for Northern Ireland representatives)
- Add 'sharing' and/or 'coordination' in 6 and move to the top of the list

There was further discussion about the meaning of 'validation' in 5 – KG clarified that it referred to the structuring of training and its alignment with external frameworks, e.g. NOS, qualifications frameworks or professional accreditation to ensure transferability.

EL highlighted the 'Collective Impact' initiative and its use in terms of developing shared agenda.

**Action 03: EL to send link and KG to circulate with the minutes (see below)**

[https://ssir.org/articles/entry/collective\\_impact#](https://ssir.org/articles/entry/collective_impact#)

It was noted that, through the work of the Forum, the sector is already quite joined up and we should celebrate that.

As part of the discussion, it was suggested that representatives from the Republic of Ireland should be invited to attend, principally from the Institute of Archaeologists of Ireland and from the Irish Government heritage agency.

**Action 04: KG to contact Eoin O'Sullivan and Michael McDonagh to invite them to nominate someone**

## 5. Forward Plan 2018-21 – draft Themes and key actions

RT explained that the original intention had been to produce a new Implementation Plan but a step before that was required in order to identify the themes and lead bodies. All agreed that the themes identified were the correct ones. There was some discussion as to the appropriate lead body (e.g. G research and analysis could be led by the national agencies as a group). It was agreed to leave the leads as they are but to emphasise the collaborative nature of the work in the detail of the plan.

**Action 05: All to look at how the Forward Plan links to their own corporate strategy documents and share with the Forum**

The following amendments to the themes were agreed:

- A. Change 'Career Pathways' to 'Engagement Opportunities' to reflect wider remit and add in 'career pathways' as a numbered item below. This was felt to better reflect the overlap between career entry and volunteer training needs. Incorporate item to cover the production of information and resources for teachers to support the teaching of archaeology as part of the mainstream history curriculum.
- B. and C. Consider replacing 'routes' with 'opportunities' to avoid implication that either a vocational or an academic route is followed. KR noted that B6 reflected Cadw's work on the Unloved Heritage project which was providing informal learning opportunities for young people. Also considering what volunteers get out of volunteering and whether this needs to be recognised in some way (e.g. through qualifications or certification)
- D. D4 to include e-learning. The need to find a mechanism to signpost existing e-learning resources (MOOCS, Open University etc) was highlighted. A revamped TORC might provide the answer.

It was noted that the leads for C and E are not currently attending Forum meetings and this is a weakness in the forward plan.

RT noted that Prospect Heritage Group has undertaken a survey and will see if it can be shared with the Forum.

**Action 06: RT to contact Prospect re survey**

E3. EL reported that HE has just recruited to its first [Positive Action traineeship](#). He noted that negative comments had been received but that HE's Sandra Stancliffe had persevered. A total of 20 placements will be offered; Forum members welcomed the initiative.

KR noted that there was a need to improve Welsh language provision for archaeologists in Wales, particularly in the context of community engagement.

HES has an Equalities Manager and a duty to report on equalities issues under the Equality Act.

LMcQ noted that equalities issues had a high profile in Northern Ireland.

G2 – there was a discussion around how to assess the impact of ATF's work. EL noted that HE's training strategy includes a methodology for assessing impact aligned to logic modelling (see [Treasury Magenta Book](#), 2.16-17). He also reported on work HE is doing to critically assess methodologies to identify if problems are occurring (such as those identified as part of the Roman Rural Settlement Project methodological study <http://cotswoldarchaeology.co.uk/community/discover-the-past/developer-funded-roman-archaeology-in-britain/methodology-study/>) are the result of skills gaps.

KG reported that this had been covered briefly in a Delivering Public Benefit course run at OUDCE.

**Action 07: KG to circulate relevant links and slides**

As a result of the discussion, it was agreed that RT would redraft and consult with KG and MH before reissuing to the Forum.

**6. ClfA research in Scotland**

CJ reported that the draft report into skills needs in Scotland had been circulated to the Strategic Archaeology Committee and she is awaiting comments. The final report will be circulated to the Forum. The report identified the need to extend the routes into archaeology and actions arising from it include the investigation of options for Foundation, Modern and Degree Apprenticeships and for developing a college course. The focus of ClfA's work in Scotland this year will be on apprenticeship development and Simon Gilmour of the Society of Antiquaries of Scotland is leading on the college course development. CJ noted that there was need to ensure that museum based archaeologists were included in the development work. The need was highlighted to ensure that qualifications and training development were recognised across the UK as many of the larger organisations move staff across borders.

LMcQ and JV noted that there was a similar issue in Ireland with many companies operating on both sides of the border.

RT reported that ATF has sent a letter of support to Simon Gilmour re college course development. The initiative is also supported by Prospect Heritage Group and the Scottish Archaeological Skills Working Group.

It was noted that in Northern Ireland the only entry route into archaeology is through University, there has been a fall in numbers and a loss of skills, and the commercial sector is suffering as a result.

#### **7. Labour Market Intelligence**

EL reported that Liz Long, responsible for apprenticeships and LMI at Historic England, is leaving and being replaced with Michael McBratney, although he won't be starting in post until September. As a result, progress on LMI is on hold.

LB mentioned that HES has been approached by Landward Research to fund LMI. This is likely to be taken forward as a partnership approach with the other national agencies. Discussions to be taken forward with LB and Michael once in post.

#### **8. Apprenticeships update**

An update from EL, delivered verbally at the meeting, is to be circulated with the minutes. EL highlighted that the consultation on the Level 4 Historic Environment Assistant Standard is open until 8 July.

HE is using apprenticeships as an upskilling opportunity and recruiting HR and finance apprenticeships. EL noted that HE are also considering mechanisms to share apprentices and to find funding to help support salary costs.

LMcQ circulated a draft questionnaire prepared by the Northern Ireland The Way Forward working group on skills for discussion by the Forum. It was noted that a common list of skills areas might be useful to help facilitate data sharing.

**Action 08: All to send any additional comments to LMcQ asap**

#### **9. Forward Plan update Jan-Jun 2018**

*This item is incorporated into item 11*

#### **10. ATF training award 2018**

KG reported that the 2018 Award had been presented to Historic England for the Historic Environment Placements scheme. Headland Archaeology received a highly commended award for their online training modules.

The Forum discussed how to encourage more nominations for the award. EL suggested inviting individuals to nominate their companies/organisations rather than expecting the organisations to nominate themselves and this was considered to be a good approach.

RT noted that there was an opportunity to promote the awards throughout the year and to encourage potential nominees to think about nominations earlier. It was agreed that

nominations for the 2019 award should be sought early in the New Year, with reminders set up as a Twitter schedule.

**Action 09: KG and AW to ensure publicity material is ready early in January; All to promote the Awards throughout the year**

**Action 10: KG to think about whether the Award could be presented as part of the ClfA opening address rather than during the wine reception**

#### **11. Forum members' updates (item 9 to be included in the round-up)**

##### Department for Communities, NI

LMcQ had already reported on the questionnaire being developed and noted that this was one of a number of working groups operating as part of The Way Forward project, all of which were due to report by the end of the year.

##### Cadw

KR reported on a major structural review at Cadw and its new status as an Agency within Welsh Government. She indicated that following the restructure, they would be looking to reinvigorate the Historic Environment Group (HEG) which has focussed on heritage construction skills up to now. KR felt that there was scope to address attention to apprenticeships in Wales in the future. The Unloved Heritage and Place for Skills projects had been reported earlier in the meeting and there was a key recommendation concerning the need to train the trainer.

**Action 11: KR to circulate the Place for Skills report when available**

##### Historic England

EL noted the publication of [HE's training strategy 2018-2021](#) and three new appointments in the capacity building team. He reported that HE is going through a change programme leading to a Government review later in the year. The new structure is being finalised but Ian Morrison is the Director of the new Policy and Evidence directorate, which is where the capacity building team sits.

EL also reported that HE has set up a heritage workspaces online collaboration network using Knowledge Hub and offered it as an option to ATF for sharing documents etc. After some discussion, it was agreed that limited capacity within the Forum might mean that best use of such a tool would not be made.

##### ClfA

KG reported on the development of the Chartered Archaeologist standard, noting close alignment with this work and the apprenticeship development, particularly the Level 7 standards.

She also reported on work to further develop and promote ClfA's offer in terms of endorsing and approving CPD, fieldschools and training programmes offered by other providers. This is being undertaken through funding from HE's National Capacity Building Fund and will include some marketing support.

##### Archaeology Scotland

CJ reported that AS is the lead body for Aim 4 of Scotland's Archaeology Strategy which focuses on encouraging greater engagement. As part of that work, AS convenes an Archaeology Learning working group and is focusing on archaeology educators and

incorporating archaeology into the curriculum for excellence. She also reported that the Heritage Hero awards are going from strength to strength.

AS is also looking at the potential for an online portal to share resources and is working with the University of the Highlands and Islands (UHI) on that. CJ is part of the volunteering working group under Our Place in Time and work continues on the Canal College initiative, encouraging attainment through archaeology.

#### CBA

DF reported on the update to Suzie Thomas's study into training needs for voluntary groups. She noted that the survey has been distributed to individuals as well as groups and this had elicited a good response (c.900 responses). The survey is collecting really useful data which DF summarised. Training needs identified have included H&S for older people and diversity/inclusivity training, plus a demand for peer-to-peer mentoring. Preliminary results also indicate the need for training to be delivered locally rather than regionally – CBA regions are too big and travel distance is a barrier.

DF has developed a survey monkey guide and a comms plan for the work which she will circulate to the Forum

#### **Action 12: DF to circulate resources**

DF also noted that revisiting the Introduction to Standards and Guidance in Archaeology Project (ISGAP) and Torc are next on her list.

#### HES

RT had contacted David Connolly for an update on the BAJR Skills Academy which is on target to be launched next spring. He also reported on the Edinburgh skills event held in March and drew attention to the presentations which are [now available online](#). Outcomes of the event include the college course proposal discussed earlier in the meeting. CJ recorded thanks to RT for organising the event which had been highly positive. A smaller Archaeological Skills Working Group is continuing to meet and is likely to formalise itself as an industry steering group to coordinate the development of a college course and apprenticeships in the future.

RT also asked the Forum to consider inviting the Prospect Heritage Group to send a representative and it was agreed that RT should contact Angela Gannon to take this forward.

RT also reported that following Skills for the Future placements hosted by RCAHMS and Historic Scotland, HES had committed to funding internships, two in archives and one in survey, aimed specifically at non-graduates and linked to NVQ.

#### **Action 13: RT to circulate adverts in due course**

### **12. Matters arising and action points from the last meeting**

There were no matters arising that had not been dealt with elsewhere on the agenda. Actions points are recorded at the end of the minutes

**13. Any Other Business**

There were no items of AOB

**14. Dates of Future Meetings**

To be decided by doodle poll. Venue is likely to be CBA Offices, York

**Action 14: Circulate Doodle poll for next meeting date**

**Meeting finished 15.00pm**

**Remaining Active action points following 28 June 2018 meeting.**

Action Point	Who	Details	By when	Status after 28 June 2018
17Nov 17 10	AF	Circulate info for employers about apprenticeships.	ASAP ongoing	Complete
17Nov 17 12	AW & ALL	Publicise the ATF training award before the end of the year and advertise as widely as possible.	13 Mar 2018	Complete
08Feb 18 01	KH	Rob Lennox to be asked for an update on archaeology as an 'at risk' occupation.	Summer meeting	Complete
08Feb 18 02	PW	Talk to the Icon Scottish group and liaise re specialist skills shortages.	Summer meeting	Active
08FEB 18 03	PW	Circulate Icon careers diagram.	Summer meeting	Active
08Feb 18 04	AW	Contact DB regarding Corresponding Membership of ATF.	By Summer meeting	Complete
08Feb 18 05	AW	Add LMI to next ATF agenda	Summer meeting	Complete
08Feb 18 06	RT	Contact David Connolly for update on the BAJR Academy.	Summer meeting	Complete
28 Jun 18 01	RT/KG	Contact both organisations to suggest nominating a second representative	By Autumn meeting	Active
28 Jun 18 02	KG	Amend minutes to show CJ representing AS as well as CfA	ASAP	Active
28 Jun 18 03	EL/KG	EL to send Collective Impact link and KG to circulate with minutes	ASAP	Complete
28 Jun 18 04	KG	Contact Eoin O'Sullivan and Michael McDonagh to invite to attend or send representatives to ATF	By Autumn meeting	Active
28 Jun 18 05	All	To review ATF forward plan against own corporate strategies and share results with Forum	By Autumn meeting	Active
28 Jun 18 06	RT	Contact Prospect Heritage Group re permission to share survey results	ASAP	Active
28 Jun 18 07	KG	Circulate links/slides re-evaluation methodology/logic modelling	With minutes	Active
28 Jun 18 08	All	Send any further comments on survey questionnaire to Liam <a href="mailto:Liam.McQuillan@communities-ni.gov.uk">Liam.McQuillan@communities-ni.gov.uk</a>	ASAP	Active
28 Jun 18 09	KG/AW	Ensure publicity material for ATF Award is ready for an early Jan 19 launch	Dec 2018	Active
28 Jun 18 10	KG	Consider whether there is a more appropriate opportunity for presenting the Award within the conference programme	Dec 18	Active
28 Jun 18 11	KR	Circulate The Place for Skills report	When available	Active

**Archaeology Training Forum, 28 June 2018 Minutes (cont.)**

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status after 28 June 2018</b>
<b>28 Jun 18 12</b>	<b>DF</b>	Circulate survey monkey guidance and comms plan	By Autumn meeting	Active
<b>28 Jun 18 13</b>	<b>RT</b>	Circulate HES internship adverts	When available	Active
<b>28 Jun 18 14</b>	<b>AW</b>	Circulate doodle poll for date of next meeting	1 Sept 18	Active