



Archaeology Training Forum

Meeting 6th June 2019 – HES, John Sinclair House, Edinburgh

Minutes

Present:

Lisa Brown (HES - Historic Environment Scotland)
Mike Heyworth (CBA - Council for British Archaeology)
Simon Gilmour (Society of Antiquities Scotland)
Cara Jones (Archaeology Scotland & ClfA - Chartered Institute for Archaeologists) (Minutes)
Kathryn Roberts (Cadw)
Michael McBratney (HE - Historic England)
Doug Rocks-Macqueen (FAME - Federation of Archaeological Managers & Employers)
Tessa Poller (Glasgow University/ UAUK)
Rhianedd Smith (Reading University/Archaeological Archives Forum) (Skype)
Robin Turner (HES - Historic Environment Scotland) (Chair)
Johanna Vuolteenaho (Department for Communities, Historic Environment, Northern Ireland)

1. Apologies:

Duncan Brown (HE and ClfA Archives group)
Kate Geary (ClfA - Chartered Institute for Archaeologists)
Rebecca Jones (HES - Historic Environment Scotland)
Peta Knott (NAS – Nautical Archaeology Society)
Anna Welch (ClfA - Chartered Institute for Archaeologists)
Rachel Prosser (HE - Historic England)
Eila Macqueen (Archaeology Scotland)
Angela Gannon (Historic Environment Scotland/Prospect Heritage Group)
Christopher Gerrard (UAUK)

2. Minutes of last meeting (13th February 2019)

Minutes accepted.

3. 21st Anniversary event (RT)

Event is now called 'ATF Coming of Age' and is booked for the 14th October 2019 in Edinburgh to coincide with the ClfA 2019 AGM the following day. Draft programme can be seen in Appendix A. Organising committee is RT, CJ, LB, AG and KG.

Day will include two morning workshops – enabling workplace training (coordinated by CJ) and 'Developing and delivering apprenticeships' (draft title) coordinated by MM or Phil

Pollard of Historic England. Apprenticeship workshop will be led by HE and will include lessons learnt, update, future plans, process and strategic thought of development. The workshop will explore how Apprenticeships can be delivered in other home nations.

ACTION 01: MM/Phil Pollard to work up a proposal for the workshop

RS noted that DCMS are interested in seeing case studies of other heritage apprenticeships so might be able to speak with them.

ACTION 02: RS to approach DCMS for involvement with the apprenticeship workshop.

In the afternoon, MH will deliver the keynote on the history of the ATF. The afternoon will see current or former trainees who have completed an archaeology training placement. Kat Gilmour from HES is one. Lyndsey Buster (Edinburgh University) has also agreed to speak.

ACTION 03: MH to think of a third former trainee to speak.

There is potential for poster displays showcasing case studies or case work from learning/trainee placements.

ACTION 04: MH to look at what content CBA has which could be displayed

KG to give a review of what ATF does, which will be followed by a workshop/round table discussion with set questions. Results of discussion will help shape ATF for the future. Round up at the end by LB and CJ.

Venue ([Scotch Whisky Experience](#)) has been booked by RT. Room has a capacity for 60 delegates. A second room has been hired for the workshops. The event will finish at 5pm.

HES has offered a guided walk of the Royal Mile (led by Simon Green) to take place between 5pm and 6pm. A reception will then follow at Edinburgh Castle. The reception will be a joint event between ATF and ClfA (for the AGM the following day).

Funding has been provided by Historic Environment Scotland, Historic England, CADW, Department for Communities NI, and ClfA. KG is considering a booklet to accompany it.

4. ATF training award (KG/AW)

Two entries were submitted this year. Top award went to Keith Westcott/The Association of Detectorists CIC [initiative](#) which trains metal detectorists in archaeological techniques. Runners up were Archaeology South-East. Despite increased publicity there are still very few submissions. Community groups for example do not tend to submit entries for the award. Ideas are welcome from the Forum on how this can be improved or suggestions for next year. Several ideas were discussed such as longer submission time, moving to a different time year and utilising social media. RS noted the success of the [Marsh Awards](#) which uses social media platforms for submissions and voting rather than a formal application process, led by Stuart Frost (Head of Interpretation & Volunteers from the British Museum).

It was noted that those outside of ATF are unsure about what the award is, and we need to change the pitch, perception and consider different audiences such as universities and museums.

ACTION -5: ALL to have a look at the awards page on the website and get back to KG with new suggestions

5. Update from University Archaeology UK (Chris Gerrard)

TP and Kate Hemer (Sheffield University) will be regularly attending ATF on behalf of UAUK.

6 Progress Report 2018-19 (RT and Theme Leads)

A. Engagement Opportunities (CBA)

HE tender released for Careers Advice & Guidance – tender has gone out, won by [CRAC](#) to deliver the project. CRAC will produce 15 short films which profile young people in the sector and inspire people to explore heritage careers. Videos will be published by the end of August 2019.

Festival of Archaeology – [Day in Archaeology](#) will take place on 22nd July 2019 and will be a day of blogging about experiences in archaeology. The content will then be used to create a careers resource.

ACTION 06: MH to send round details about it – all forum members to circulate

CJ noted that that a new Careers Working Group has been created in Scotland by Skills Development Scotland. The working group will help enhance current advice on heritage careers. First meeting will take place in July and CJ will report on progress at next ATF meeting.

RS highlighted [Uni Frog](#) as another platform to publicise heritage careers on.

MH reported that the [ISGAP website](#) has been overhauled but CBA is considering next steps – how can the website support community archaeology and young people to get involved with their local heritage. TORC website has now been taken down.

There will be a meeting on the 10th July of UK-based Community Archaeologists. Meeting will look at current initiatives taking place and explore potential future work and how we can develop more cohesiveness between regions. CBA will be reapplying to the Headley Trust for 3-year project. Advice/outcomes of the meeting will feed into the bid.

The Forum discussed how ATF can promote open access learning, particularly for school audiences, and whether there was a need a web portal which brings various resources together.

CJ reported that the Northlight Heritage report on the benefits and impact of archaeology learning in Scotland has to go back to the Archaeology Learning Working Group (ALWG) for discussion on implementation and next steps. Once that has been completed, the report will be circulated.

B. Vocational Opportunities (CfA)

Apprenticeships in England (KG) – Three frameworks have now been signed off, with the Level 3/site technician role ready to go. However it cannot be publicised yet as there are to date no training providers; a meeting took place with Strode College (near Glastonbury) in early June and conversations are ongoing with two others.

RS has links with Strode College and Glastonbury Abbey, which could help support some of the practical training elements.

ACTION 07: MM to contact RS to explore partnership working

The other two frameworks signed off are Historic Environment Assistant role (Level 4) and the ICON Conservator (Level 4). Archaeology Specialist (Level 7) is almost ready although the funding band is being appealed and Archaeological Advisor (Level 7) has been submitted.

Modern Apprenticeships in Scotland (CJ)

CfA presented the proposals for the initiative at the launch for the [Skills Investment Plan](#) at the end of April. CJ is working on a second draft of the Modern Apprenticeship Business Plan following feedback from Skills Development Scotland. Feedback included the need for the role to demonstrate that it is an occupation, rather than short term career entry role. CJ will be discussing this with the Industry Panel at the end of June but noted that there is potential for an initiative to relook at how industry values and develops site technician roles.

MM noted that labour market research and upcoming infrastructure projects show that there is a clear need for the role. Apprenticeship framework demonstrates the standards and behaviours required of apprenticeship. MM suggested a public consultation to see what people think of the framework.

ACTION 08: CJ to follow up with MM

JV would like to know who designed the Skills Investment Plan document as the document had been shared with senior management who felt that the design was very good.

ACTION 09: CJ to follow up with HES

Non-graduate trainee entrance schemes

HES non-graduate traineeship reported to be going extremely well.

HE Work Placements – have been renamed ‘Heritage Training Placements’ and are aimed at supporting BAME audiences into the heritage sector. CfA will be hosting one placement who will look at what career advice is available to schools (in England).

EM wanted to highlight the [Next Step Initiative “Ethnic Minority Career Museum and Built Environment Heritage Programme”](#) currently running in Scotland. There is a request from the programme managers for help and advice on recruitment and retention. MM stated that the Historic England Heritage Training Placement Project Manager may be able to help.

ACTION 10: CJ to send details to MM to see if Historic England can help

CifA training approval – The link to the Approved Training & CPD material is [here](#). Forum members to contact AW for fliers or additional information if required. CifA is promoting this to all organisations that offer CPD or training courses – including universities, ROs, individuals – and all CifA group events will be assessed against the same criteria in future.

NVQ – For the NVQ, CifA currently have 16 candidates registered although some of those have lapsed. CifA has awarded 22 in the last 2-3 years. There has been a recent increase in interest but wondering if employers (in England) are waiting to see what happens with the Trailblazer.

T Levels – Link to T Level overview is [here](#). Archaeology has now been moved from Agricultural to Cultural Heritage and Visitor Attractions subject area. It has been suggested that the development work is paused to assess how to develop the standards for the remaining subject areas within this grouping. One suggestion is the current T Level guidance group transforms into a Trailblazer group to create the remaining Level 3 standards, although this process will take 2 years.

MH asked what role a T Level graduate might play within our sector. MH highlighted that taking a T Level would mean a candidate is ineligible for a Level 3 Modern Apprenticeship, highlighting the lack of synergy between the initiatives. The candidate would eligible for a Level 4 or Level 5 apprenticeship.

TP asked about links with university, highlighting the need for clear pathways for the T Level.

Career Pathways were discussed, and SG suggested that ‘Training Pathways’ might be a more appropriate approach when considering future roles for early career archaeologists. It was agreed that there needs to be a diversity of approach with identified role models.

Work-based training schemes

RH gave an overview of the [SMART Project](#), the training initiative for museum staff.

C. Academic Opportunities (UAUK)

CifA has now [info on the accreditation process](#) for degrees. There have been seven applications in the first tranche, which will be assessed by CifA and UAUK review panels over the summer. There will be a second tranche later in the year, with an application deadline of 1 December. The first wave includes Durham, UCL, Nottingham, UCLAN and Bournemouth – Anna Welch has the full list. Very positive response.

Reading University starting to use the Skills Passport

D. CPD

Dyfed Archaeology Trust – ClfA Accredited Training courses
Neil Maylan (CADW) – Training courses on policy

Glasgow University/HES are developing Masters programme on archaeology archiving

HE has brought in-house their CPD courses. Rachel Prosser – looking at market research – how do employers want to deliver training? Results will be published in October.

E. Supply and Demand (FAME)

FAME – Quarterly survey about to be released which highlights that the Midlands was where people were needed most in the last quarter. Increase in transportation-related work, especially for HS2

[Recommendation by the Migration Advisory Committee](#) for Archaeology to be on the Shortage Occupation List. Still a question on impact of Brexit – potential EU/ visa issues. May not impact wages as minimum is £24000.

Welsh Government – M4 extension is not going ahead. Was going across the archaeologically-rich Gwent levels – would have had a lot of archaeological requirements.

BAME placements at HE for 8 weeks over summer. Recruitment is ending soon. Applications have been lower. Strong interest in social and digital media.

F. Research and Analysis (HE)

MM: Heritage skills gap initiative – survey will be conducted between July and September.

MM: Sophie Norton, Sector Skills Manager – will now manage labour market intelligence and look how it can disseminated in a user friendly way. MM to check if the raw data will be available for everyone. It was commented that a UK-wide review would be useful.

ACTION: KG to find out if HE and Cotswold Archaeology study based on Roman Rural Settlement project methodology is available.

ATF annual review is being written by Robin.

7. Forum members' additional updates

CADW – Skills Action Plan

Historic Wales partnership – CADW, NM, NG AND RCAHMW – originally looking at cost saving but skills is now coming to the fore – Action Plan will be published by the end of the year. Small Working Group formed looking at strategy and associated action plan

for sharing skills across all four bodies, training opportunities and initiatives. Wants a broad reach across the heritage sector in Wales – wants to incorporate other sectors.

CADW – overhaul of the Welsh schools curriculum – ages 9 to 16. Still being developed; going live in 2022-3. Focusing on the experiences of school children – a great opportunity for archaeology to deliver some of the outcomes.

Northern Ireland Skills and Training Survey report – other Working Group still to report. GDPR might restrict the level of reporting of broader outcomes. Contains useful outcomes which are going to be used strategically for the sector

8. Remaining matters arising & action points from last meeting

See appended Action Point update.

9 Any Other Business

MM will be taking up a new role within Historic England and Phil Pollard has been seconded in to manage Apprenticeships in the short term. PP will likely take over coordinating the Apprenticeship workshop for the ATF celebration event.

10 Dates of Future Meetings

York, November 2019 – Anna Welch to send round a doodle poll.

Meeting finished 4 pm

Remaining Active action points following 6 June 2019 meeting.

Action Point	Who	Details	By when	Status after 13 Feb 2019
28Jun18 04	KG	Contact Eoin O’Sullivan and Michael McDonagh to invite to attend or send representatives to ATF KG will follow up	Autumn meeting	Active
28Jun18 11	KR	Circulate the Place for Skills report KR will circulate	When available	Active
12Nov18 01	MH	MH to circulate date and details for the working group to all in ATF.	When available	Superseded
12Nov18 03	MH	MH to provide list of T Levels being offered - to be sent out with the minutes.	When available	Complete
12Nov18 04	PW & KG	Patrick & Kate to circulate pathways diagrams and put up on website.	June 2019 meeting	Active
13Feb19 02	MH	Send out dates for the meeting about creating a sustainable resource hub.	When available	Completed 10 July, York
13Feb19 03	RP	Find out about the result of the HE tender process for ‘resources for young people’.	March 2019	Completed
13Feb19 04	DR-M	Find out if FAME careers diagram was created	March 2019	Active
13Feb19 05	KG	Find out about Icon’s career diagram and circulate	March 2019	Active
13Feb19 06	RP	Send out information on HE heritage skills gap initiative.	March 2019	Completed Jul-Sep Survey
06Jun19 01	MM/PP	Work up a proposal for the Apprenticeships workshop on 14 October 2019	August 2019	Active
06Jun19 02	RS	Approach DCMS for involvement with the apprenticeship workshop.	August 2019	Active
06Jun19 03	MH	Propose third former trainee for Coming of Age 5-minute talks.	July 2019	Active
06Jun19 04	MH	Look at CBA poster content that could be displayed at Coming of Age event.	August 2019	Active
06Jun19 05	ALL/ KG	Have a look at the Awards page on the website and get back to KG with new suggestions	End August 2019	Active
06Jun19 06	MH	Send round details about Day in Archaeology	Before 22 July 2019	Active
06Jun19 07	MM	Contact RS to explore partnership working on Apprenticeships	August 2019	Active
06Jun19 08	CJ/ MM	Follow up on idea of public consultation on what people think about the Apprenticeships	In due course	Active
06Jun19 09	CJ/ JV	Share details of designers of Scottish Skills Investment Plan with JV	July 2019	Active
06Jun19 10	CJ	Send details of Scottish museums minority initiative to MM so see if HE can help	July 2019	Active

**APPENDIX: ATF Coming of Age Event – Scotch Whisky Experience, Edinburgh
Monday 14 October 2019**

Emerging Ideas, 26 June 2019 update

Robin Turner

09.15	<i>Assemble/Tea & coffee and shortbread</i>	
09.30	Workshop 1: Facilitating Workplace Training – CfA accredited CPD Workshop Workshop 2: UK update on Apprenticeships	CfA Historic England
12.00	<i>Workshop ends</i>	
12.15	<i>Lunch</i>	
13.00	Welcome	Robin
13.10	Origins and early years/how far we've come	Mike Heyworth
13.30	5-minute stories x3 – individuals who have benefited	3 individuals
13.50	Roundup of current ATF Forward Plan priorities	Kate
14.10	Workshop – Forward Plan and beyond	Robin to introduce
15.10	<i>Tea/Coffee Cake!</i>	
15.40	Workshop Feedback	Cara & Lisa
16.20	Conclusions – the next 21 years	Robin
16.40	End	
17.00	Guided walks at the top of the Royal Mile	Simon Green, HES
18.00	Joint reception at Edinburgh Castle with CfA	