



## Archaeology Training Forum

Meeting on Tuesday 29th October 2019

CBA, 92 Micklegate, York YO1 6JX

### Minutes

#### **Present:**

Lisa Brown (HES - Historic Environment Scotland)

Mike Heyworth (CBA - Council for British Archaeology)

Cara Jones (Archaeology Scotland & Cifa - Chartered Institute for Archaeologists) (Minutes)

Doug Rocks-Macqueen (FAME - Federation of Archaeological Managers & Employers)  
(Conference call)

Robin Turner (HES - Historic Environment Scotland) (Chair)

Christopher Gerrard (UAUK – University Archaeology UK)

Eila Macqueen (Archaeology Scotland) (Conference Call)

Katie Heimer (UAUK – University Archaeology UK)

Chris Catling (RCAHMW – Royal Commission on the Ancient and Historical Monuments of  
Wales)

Duncan Brown (Arch of the archives/Chair of Museum Archaeology)

Phil Pollard (HE – Historic England)

#### **1. Apologies:**

Rhi Smith (Archaeological Archives Forum)

Johanna Vuolteenaho (Department for Communities, Historic Environment, Northern  
Ireland)

Kate Geary (Cifa - Chartered Institute for Archaeologists)

Chris Jones (ALGAO – Association of Local Government Archaeologists)

Peta Knott (NAS – Nautical Archaeology Society)

Anna Welch (Cifa - Chartered Institute for Archaeologists)

Rachel Prosser (HE - Historic England)

Angela Gannon (Historic Environment Scotland/Prospect Heritage Group)

Michael McBratney (HE – Historic England)

The Forum thanked Rhi Smith who is standing down and will no longer be attending ATF.

#### **2. Minutes of last meeting (6<sup>th</sup> June 2019)**

- Sophie Norton (Sector Skills Manager at Historic England) name spelling to be corrected.
- **ACTION 06Jun19 11:** KG to find out if HE and Cotswold Archaeology study based on Roman Rural Settlement project methodology is available.

- Minutes accepted subject to the above corrections.

### 3. 21<sup>st</sup> Anniversary event - Summary and discussion of main points (RT/LB/CJ)

This event took place in Edinburgh with 45 attendees. The day included a training workshop on Embedding Workplace Training in the morning run by ClfA and Historic England. A joint reception in the evening with ClfA AGM.

A draft summary of the event is appended to these minutes. This includes a summary of responses from the workshop and discussion, to which has been added the key points from the subsequent discussion at the Forum meeting on 29<sup>th</sup> October 2019. This includes a number of suggested actions, to be considered at the next Forum meeting of 21<sup>st</sup> February 2020.

**ACTION 29Oct19 01:** Invite a member of the ClfA Equalities and Diversity Group to the next Forum meeting.

**ACTION 29Oct19 02:** Forum to map out process for producing the next Forward Plan.

**ACTION 29Oct19 03:** Consider potential gaps in Forum membership and suggest possible additions.

**ACTION 29Oct19 04:** Consider the list of actions in the draft summary of the event, and agree leads.

### 4. ATF Training Award (KG/AW)

Forum is to start advertising it sooner (around the end of the year) following the usual timeframe. Forum requests that Forum members can help with publicity. The Award webpage can be accessed [here](#).

**ACTION 29Oct19 05:** All to circulate information about the ATF Training Award 2020 once requests for submissions go live.

### 5 Progress Report 2018-19 (RT and Theme Leads)

#### A. Engagement Opportunities (CBA)

**A1.** CBA website development is continuing with the aim to utilise existing websites and blog initiatives (e.g. Day of Archaeology and Humans of the past) for career advice.

**A2.** ClfA Voluntary and Community Special Interest Group held a roundtable discussion on community archaeologists (hosted by CBA in York) to discuss the status of the specialism in the UK and identify potential action points to take forward.

Archaeology Scotland's [Learning Portal](#) is live, with a series of blog posts about to be added.

The ClfA Standard and Guidance webpage has been overhauled.

Northlight Heritage Report on *Archaeological Learning* in Scotland is now complete and being reviewed by the Archaeology Learning Working Group.

**B. Vocational Opportunities (CfA)**

Apprenticeships – Five Apprenticeship frameworks have now been approved for delivery in England. Discussions are ongoing with colleges to help support the delivery of the learning element of each apprenticeship.

Archaeology Scotland highlighted the [Next Steps initiative](#) which is supporting African or Caribbean/BME heritage placements in Scotland.

T Levels are still at the standstill (see previous minutes) however there should be an update at the next Forum meeting.

[SMART project](#) is ongoing. The project has three key aims - review of current standards, initiate a mentoring programme and deliver training workshops for members.

**C. Academic Opportunities (UAUK)**

The first cohort of [Accredited Degrees](#) is now being reviewed. Potential delivery issues are being identified (such as recording students CPD and degree pathways for some students).

Trailblazers about to go out for tender.

REF and TEF is ongoing and will take up significant internal resources over the next 6-9 months.

**D. CPD**

Historic England have conducted a survey around the Heritage Practice training series. Draft report should be ready by December 2019.

**E. Supply and Demand (FAME)**

Demand has slowed this quarter, with the stagnated housing market impacting on development rates. HS2 also in review and on hold. Employers survey is currently being conducted. There are still more archaeologists than ever working, however there is no growth on the horizon.

**F. Research and Analysis (HE)**

Sophie Norton in post at Historic England (HE). HE have commissioned ICON to develop a new toolkit aimed at producing greater standardisation of labour market intelligence from online surveys, such that data from multiple sector surveys, and data from multiple surveys over time, can be easily combined. Alpha version consulted on in September. Final version due in December 2019.

Research frameworks ongoing.

HE commissioned research into Heritage Skills Gaps from the Centre for Economics and Business Research. This builds on [their analysis](#) of the economic value of the sector workforce published by HE in 2018 and will be published along with the annual [Heritage Counts data for 2019](#).

**6. Forum members' additional updates**

No additional updates were noted.

**7. Remaining matters arising & action points from last meeting**

See appended Action Point update.

**8. Any other business**

None.

**9. Dates of Future Meetings**

London, February 21<sup>st</sup> 2020.

**Meeting finished 4 pm**

Archaeology Training Forum, 29<sup>th</sup> October 2019 Minutes (cont.)

**Remaining Active action points following 29<sup>th</sup> October meeting.**

<b>Action Point</b>	<b>Who</b>	<b>Details</b>	<b>By when</b>	<b>Status after 29<sup>th</sup> Oct 2019</b>
<b>28Jun18 04</b>	<b>KG</b>	Contact Eoin O’Sullivan and Michael McDonagh to invite to attend or send representatives to ATF KG will follow up	Autumn meeting	Active
<b>28Jun18 11</b>	<b>KR</b>	Circulate the Place for Skills report KR will circulate	When available	Active
<b>12Nov18 04</b>	<b>PW &amp; KG</b>	Patrick & Kate to circulate pathways diagrams and put up on website.	June 2019 meeting	Active
<b>13Feb19 04</b>	<b>DR-M</b>	Find out if FAME careers diagram was created	March 2019	Superseded
<b>13Feb19 05</b>	<b>KG</b>	Find out about Icon’s career diagram and circulate	March 2019	Active
<b>06Jun19 05</b>	<b>ALL/ KG</b>	Have a look at the Awards page on the website and get back to KG with new suggestions	End August 2019	Completed
<b>06Jun19 07</b>	<b>MM</b>	Contact RS to explore partnership working on Apprenticeships	August 2019	Superseded
<b>06Jun19 08</b>	<b>CJ/ MM</b>	Follow up on idea of public consultation on what people think about the Apprenticeships	In due course	Superseded
<b>06Jun19 09</b>	<b>CJ/ JV</b>	Share details of designers of Scottish Skills Investment Plan with JV	July 2019	Completed
<b>06Jun19 10</b>	<b>CJ</b>	Send details of Scottish museums minority initiative to MM so see if HE can help	July 2019	Completed
<b>06Jun19 11</b>	<b>KG</b>	Find out if Roman Rural Settlement methodology is available.	Feb 2020	Active
<b>29Oct19 01</b>	<b>CJ</b>	Invite a member of the ClfA Equalities and Diversity Group to the next Forum meeting.	21 Feb 2020	Active
<b>29Oct19 02</b>	<b>RT</b>	Forum to map out process for producing the next Forward Plan.	21 Feb 2020	Active
<b>29Oct19 03</b>	<b>ALL</b>	Consider potential gaps in Forum membership and suggest possible additions.	21 Feb 2020	Active
<b>29Oct19 04</b>	<b>ALL</b>	Consider the list of actions in the draft summary of the event, and agree leads.	At Feb 2020 meeting	Active
<b>29Oct19 05</b>	<b>ALL</b>	All to circulate information about the ATF Training Award 2020 once requests for submissions go live.	End Feb 2020	Active