

Spring 2013  
Number 87

# The ARCHAEOLOGIST



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WORLD**

**Building capacity  
in the heritage  
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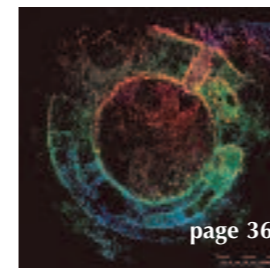
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The focus of this issue of *The Archaeologist* is CPD – your Continuing Professional Development. As a professional institute, IfA has an important role in supporting its members in their careers. We do this in many ways – from raising the profile of the profession and lobbying government, through to requiring our Registered Organisations to provide training and support to their employees. Over the coming months, we will be developing our webpages on professional development, as well as providing greater access to training opportunities. Our contributors discuss CPD from different viewpoints: why is it important, what does it mean, and what counts as CPD? Gwilym Williams (DF Chair) highlights the current survey Diggers' Forum is undertaking on training, and the importance of understanding the real picture across the sector. The article concludes with some tips gleaned from our LinkedIn discussion on the topic, with links to the training sources highlighted.

The issue also includes the inside story on aspects of the IfA's work. Dan Slatcher (Validation committee Chair) sheds some light on the process that all members go through, while Steve Allen (Graphics Archaeology group Chair) talks about the process of application for illustration specialists and use of competence matrices to help both Validation committee and individuals in the application process. Kirsten Collins (IfA Standards Compliance Manager) provides an introduction to the IfA Registered

Organisation scheme, and outlines some of the developments which have been made in recent months. Kirsten has also put together a 'back to basics' breakdown of the disciplinary process, outlining the recent update to the disciplinary regulations.

We hear about various events which our groups have been involved in, and some of projects which IfA Registered Organisations have been working on. Pete Hinton provides a summary of the policy workshop which formed the focus of the Scottish Group AGM, and I provide a short report on the Northern Ireland Archaeology Forum workshop which IfA co-organised last November. Finally Tim Howard, IfA Policy Advisor, provides an outline of the institute's advocacy priorities for 2013 – it looks like it will be a busy year!



Amanda Forster  
Editor

**Notes to contributors**

**Themes and deadlines**

Summer: Making an impact; designing and demonstrating impact in archaeological projects  
deadline: 1 May 2013

Contributions are always welcome. Please get in touch if you would like to discuss ideas for articles, opinion pieces or interviews. Our Summer 2013 issue will include a feature article on 'Making an impact' (TA88) – the subject of our forthcoming conference. We would be interested to hear from anyone with positive and negative experiences of training and maintaining their CPD. If you would like to include something for this theme, or can provide a short article on a current project, the following guidelines will apply. Articles should be between 1000 and 1500 words, and sent as an email attachment including captions and credits for illustrations. Illustrations are important in any article, and should be provided as separate files in high resolution (at least 300dpi) and jpg, tif or pdf format. TA is made digitally available through our website and if this raises copyright issues with any authors, artists or photographers please notify the editor. Copyright of content and illustrations remains with the author, that of the final design with IfA (who will make it available on its website). Authors are responsible for obtaining reproduction rights and for providing the editor with appropriate captions and credits. Opinions expressed in the *Archaeologists* are those of the authors, and are not necessarily those of the IfA.

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DESIGNED and TYPESET  
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PRINTED by Duffield  
Printers Ltd (Leeds)

# CPD: what's the deal with training and professional development?

## Being professional

*In 2010, the IfA's Continuing Professional Development (CPD) scheme became a mandatory part of being a member. The scheme requires members to undertake at least 50 hours of CPD over a two-year period, which should be based on a Personal Development Plan (PDP) and CPD log. The pilot scheme is now complete and, as well as every new and upgrading member providing details of their CPD, any member may be asked to provide evidence of their professional development. Would you be ready to send yours in? If not (and that is a popular response!), this feature will give you some food for thought. Kate Geary provides some background to the scheme, and contributors Lindsey Büster, David Griffiths, IfA Scottish group, Gwilym Williams, Amanda Feather and Phil Pollard pitch some thoughts for both trainers and trainees. You will also find a summary of our LinkedIn discussion with links to web resources and training opportunities recommended by our top training tippers.*

## Why you can't take the 'P' out of CPD

Kate Geary *Standards Development Manager, IfA*

### Professional: a skilled practitioner, an expert

Archaeology is a knowledge based profession: archaeologists are highly skilled people requiring a range of competencies from specific high level technical skills and knowledge (applied in a wide range of different circumstances and contexts) through to more general skills in project and people management, finance, health and safety, etc. As a profession, our knowledge and techniques are advancing all the time and few would dispute that to maintain our competence as archaeologists we, like other professionals, need to keep learning throughout our career. There is no doubt that the majority of archaeologists do exactly that – both as individuals developing their own interests and careers, and as employers investing in staff training and development. The vast majority of feedback we get regarding training indicates that archaeologists are actively engaged in CPD, but that they may not recognise it as training *per se*. More worrying is the fact that a large proportion of

our members hasn't yet been convinced of the importance of recording it at all.

Professionalism has always been at the heart of IfA's remit and we are putting a lot of thought into what it means to be professional at the moment. In particular, as a result of our application for Charter, we are developing ideas of what a future Royal Chartered Archaeologist might look like. The building blocks are already there: in seeking IfA membership, applicants demonstrate appropriate technical competence and make commitment to ethical behaviour - in other words they are happy to sign up to being a professional (and everything that means). In our policy and standards development work we promote IfA membership as a benchmark for professionalism. For that reason we need to be confident that our members are indeed keeping their skills and knowledge up to date, in line with the requirements of the *Code of conduct*. Back in the day when IfA members numbered in the hundreds rather than thousands we may have been able to base that

# Being professional

on the fact that we knew most of them personally. Happily, that's no longer the case and we need to be able to demonstrate a more formal mechanism to ensure that we can promote our members' skills and competence with confidence.

For example, consider the career of an archaeologist who started on-site and worked their way up the career ladder. They are now a Project Manager, running numerous archaeological projects a year for a medium-sized commercial organisation. They probably graduated 15 to 20 years ago, perhaps more. They joined IfA at PlfA grade as soon as they were able to, upgrading to AlfA after a couple of years and to Member after ten years of working in the sector. Since then they have changed jobs several times, moving around the country acquiring a wealth of specialist knowledge and a host of additional responsibilities, including management and financial ones. The knowledge and skills they're using now aren't the ones they were taught at University or even the ones they evidenced in support of their MIfA upgrade. Some of those skills may have been gained formally through course attendance but most they have learnt along the way; researching, reading, talking to colleagues, even by trial and error. By documenting how they've gained their knowledge and skills, our senior archaeologist has the means to demonstrate their professionalism – but who wants to know? From their own personal perspective, a CPD log provides a valuable record of how they have progressed. To the IfA, it is a means of supporting their membership of the Institute and their recognition as a professional archaeologist. To employers, prospective employers, clients and the people they work alongside, it underpins their professional profile. The people an archaeologist works alongside are professionals too and often members of other professional bodies such as RICS, RTPI and RIBA. They will be expected to undertake CPD as well, and will expect our senior archaeologist to do the same. Not just for the sake of it, or because their professional body requires it, but because it demonstrates their competence as practitioners and

gives those that may work with them confidence in their ability to do the job.

In some ways, it seems ironic that archaeologists (a profession which ascribes huge importance to recording) will often put little energy into recording CPD. There are several reasons why we simply don't do it – or don't see it as a priority. Time is a factor for all of us, and lack of real understanding of why it should be important to us is another. When you are pushing deadlines, or out on site the majority of the time, the last thing you want to do is go home and update your CPD log. One thing you can do is keep a brief note in a diary every time you learn something (in whatever form that comes), so when you come to update your CPD log you don't have to trawl the depths of your memory to complete it. There is also a lack of awareness of the breadth of activities that can constitute CPD and how it relates to your PDP. Both should knit together with the PDP providing a framework of what you want to learn and how it relates to your job and, more widely, your career. I have often been asked if a trip to a museum, watching the telly or reading a chapter in a book would count towards CPD – the answer is always dependent on two things – the quality of what you have learnt and its relevance to your PDP. In 2013, IfA are hoping to address many of the current issues of confusion and awareness of CPD by updating and improving our guidance (look out for this on [www.archaeologists.net/development/cpd](http://www.archaeologists.net/development/cpd)). We are in the process of formalising an events programme of all the dayschools and training courses offered by IfA Area and Special Interest Groups, and you should be able to understand what learning outcomes each event offers and receive attendance certificates for those you can get to. We hope that this will help with another of the problems identified by members – that of access to training. Over the past few months many of our groups have been involved in offering training courses and dayschools in specialist areas – from London Archaeology Group's recent conference on infrastructure projects, to the Archaeological Archive Group's regional

*In 2013, IfA are hoping to address many of the current issues of confusion and process of formalising an events programme of all the dayschools and training able to understand what learning outcomes each event offers and receive*

# Being professional

archive workshops. All of our current events are advertised on our eBulletin, listed on our events calendar and circulated to group members.

Lack of employer support, particularly for those on short-term contracts, is another issue regularly cited. Within the parameters of the Registered Organisations Scheme, IfA is also encouraging employers to recognise support for their employees' CPD as vital to their ability to recruit and retain a competent and motivated workforce. Currently all Registered Organisations have to demonstrate they provide an average of five days training for every employee per annum and we encourage all to have a training policy which includes formally recording CPD. We are currently reviewing the employment package as a whole, which will undoubtedly include understanding in more detail how employers provide training and support professional development.

The final barrier we have identified is relevance, bringing us back to where we started and what it means to be professional. Individual members have questioned why it is relevant for them to record their CPD as a mandatory part of their membership. The question is not necessarily about relevance of undertaking training, more the reasoning behind writing it all down for the benefit of others. As successive government agendas have emphasised, there is a need for highly skilled professionals in a knowledge and service-based economy. All those who are capable should have access to professions, and reliance on single *point in time* qualifications is no longer considered sufficient to demonstrate professionalism.

And so, while members should expect support from their professional institute and their employer to carry out their CPD, the bottom line is individual responsibility. For every archaeologist who considers themselves a heritage professional, it is our own commitment to career development and to **being professional** that really makes the difference.

*awareness of CPD by updating and improving our guidance. We are in the courses offered by IfA Area and Special Interest Groups, and you should be attendance certificates for those you can get to.*

## Kate Geary BA MIfA (1301)

Kate is the Standards Development Manager, IfA, responsible for effectively researching, documenting and developing best practice and professional standards for historic environment professionals. She started working for IfA in January 2005. Her background is in curatorial archaeology in north Wales and at Devon County Council. She has been involved with the Young Archaeologists Club, Prospect and development of a research agenda for Welsh archaeology. Her main interests are the archaeology of upland landscapes, especially north-west Wales, and making archaeology accessible to a wide audience.



## CPD from both sides of the fence: academic vs vocational training

Lindsey Büster *Post-excavation assistant,  
Iron Age Research Group, University of Bradford*



Taking in the view from Eildon Hill North, Scottish Borders, with fellow CDA students Mhairi Maxwell (left) and Rachael Reader (right) © Lindsay Büster

In 2008, I participated in the IfA's HLF-funded workplace training scheme (2008) during which I undertook the NVQ in Archaeological Practice. Last December (2012), I completed and handed in my PhD thesis, having spent three years researching and investigating the Scottish Iron Age. Having trodden both routes into an archaeological career, I have been invited to reflect upon the different training approaches, and opportunities, afforded by each sector. My intention here is not, as the title may suggest, to pitch 'academic' against 'vocational' training, but to demonstrate the importance of both for the profession. These two approaches to learning are inevitably very different, but also complementary. How can we break down the divide between these sectors and promote fluidity of training and employment between the two?

University was seen until relatively recently as the natural next-step for A-level students (it certainly was for me back in 2002/2003). In the current climate and with tuition fees having risen dramatically, school-leavers are seemingly starting to rethink the benefits of a university education over cheaper, more vocational, options. This situation has been compounded by the steady increase in unemployment of 16-24 year olds (which, as I write, hovers at around 957,000). Many of these individuals comprise university graduates, and thus university education is perhaps not considered the stepping-stone into high-profile, well-paid jobs that it once was. This is all the more poignant for a profession not renowned for its wage-packets(!), at least in certain sectors. I do not intend to dwell on the tough times facing universities, and the profession more generally, in today's economic climate, but simply to highlight that the conceptual divide between academic and vocational spheres is closer than it has been for some time, and that training and CPD opportunities ought to reflect this.

The sector has developed enormously since the days when 'archaeologist' was synonymous only with 'excavator'. Of course, fieldwork remains the primary foundation of much archaeological interpretation, though methods of data collection are now far more varied. Archaeology students are now offered training in a range of subjects from hands-on, practical subjects like human osteology, zooarchaeological and palaeoenvironmental studies, to more library- and desk-based topics such as social anthropology and archaeological theory. Indeed, archaeology must be one of the only subjects in which it is possible to gain either an arts- (BA) or science-based (BSc) degree, and to flit between the two (I myself completed a BSc honours degree before embarking on an MA).

With such a choice of topics, it would seem sensible to assume that archaeology graduates are well-prepared for life in the profession. The reality is, however, depressingly familiar for graduates in many university subjects: the catch-22 between experience

and employment. The rise in commercial archaeology, which is now a major provider of jobs, necessitates training (and practice!) in those fundamental vocational skills which have been replaced, or overshadowed, by more 'academic' topics. The general absence, or downplaying, of training in fieldwork, and other essentials such as heritage and planning legislation and policy, does not fully prepare archaeology students for the world of work, either as a field archaeologist or heritage professional. A compulsory 70-day fieldwork programme was a major influence on my choice of university for my undergraduate degree. However, whilst I excelled in my studies, my knowledge, upon graduating, of topics such as heritage policy (and of the IfA itself) was patchy at best, non-existent at worst! In fact, my lack of confidence, and experience, in these 'vocational' areas, may, in hindsight, have been a major factor in my shying away from the world of work, towards the familiarity of another university qualification.

By the end of my MA (which did little for developing my employability in the sector and also lacked the Eureka moment which could have seamlessly paved the way to a PhD programme), I realised that crunch-time was fast approaching. Still facing the same catch-22 as I had a year before and now financially worse-off, I had no idea how to make the transition from archaeology *student* to heritage *professional*. And that's when I stumbled across the HLF-funded IfA workplace training placements. The bursary scheme provided the helping hand, or should I say lifeline, which I had been looking for! Not only was someone willing to train me, in a real-life *professional* company (not the abstract setting of university lecture theatre or 'pseudo-commercial' university field-school), they were offering to pay me too! This latter point may seem crass, but it would have been impossible to have embarked on such an intensive and prolonged period of training without it. Financial hardship and the need to generate a sustainable income sees many archaeological graduates – with no hope of paid employment – and without undertaking a significant period of unpaid work experience, drift off to other professions. More than that, being embedded within a professional team and treated as an equal (albeit one who has a lot to learn), gives you a confidence boost like no other. In many ways, having confidence in your vocational and academic abilities (the former of which I was certainly lacking when I left university), is as important as the skills themselves. Confidence increases with familiarity, which is itself borne out of experience. The NVQ in Archaeological Practice, which I undertook during my placement year, provided tangible evidence of

my progress in these essential vocational skills to future employers.

It is not my intention to undermine the importance, or relevance, of a university education. Having just completed a PhD, my heart seems inevitably to have brought me back to academia. The placement had, however, opened my eyes to the importance of CPD, and to make every scrap of experience count. This is what drew me to apply for the Collaborative Doctoral Award (CDA: a PhD embedded within a larger project and involving some element of work experience, in my case, at Historic Scotland). The placement and NVQ were instrumental in my being offered the CDA, since it demonstrated that I had developed experience of working with real archaeological data – something which other university graduates lacked. The movement between academia and the commercial has, for me, been a vehicle for me to develop both academic and vocational skills. I know that I have been lucky in getting the support I have received, and that PhDs and NVQs are not everyone's cup of tea, but it has worked for me.

Having gone down both routes of training, you would think it would be a simple step into employment. However, there are still problems within our industry which I feel make it difficult to jump back and forth between the academic and professional worlds. Academic training – especially at postgraduate level – is a fantastic opportunity if you can get it. But, although I enjoyed every minute of it and the CDA allowed me to develop skills and experience that I would not otherwise have had access to, my own career development appears to have somewhat stalled. I have spoken to others who have made the jump into commercial roles, but are



Lindsey receiving her NVQ certificate © IfA



Lindsey outside the reconstructions at Butser Ancient Farm, Hampshire  
© Lindsay Büster

now finding it difficult to move back into academia. The movement of these skills and experiences would be of great benefit to the profession – both to students seeking to learn more about the profession and to employers who could incorporate new knowledge and research skills into the organisation. As I scroll through the IfA Jobs Bulletin and look at available posts, I still feel stuck in the void between the academic and commercial worlds. If I had capitalised on the momentum provided by the NVQ, and progressed through my career outside of academia, would this still be the case?

### **Squaring the circle: an holistic approach to archaeological training**

Anyone leaving school or university will be used to modular teaching, with accompanying assignments undertaken as evidence of progress. This approach does not always translate exactly to vocational work, but the combination of structured workplace training (eg my IfA placement, with its clear training plan) with the NVQ in Archaeological Practice (based on National Occupational Standards), achieved just that – all, whilst I was accruing work experience. The format was familiar to me, and rather than faced with the daunting prospect of being taught too much too quickly (or worse learning only how to make a good

cup of tea...), the year was clearly set-out with realistic targets and with tangible ways of measuring progress. In fact, the daily log which I developed for NVQ-purposes, I subsequently adopted for the whole of the PhD process, and intend to continue as my career develops. In terms of CPD, evidence for which is increasingly sought after by employers (and is now also a requirement of IfA membership), such a log is a great way of keeping a track of progress and highlighting fallow periods in your career development to your employer. For individuals already established within the profession, opportunities for CPD with tangible outcomes often feel limited and this can result in staff feeling detached from the archaeology they are recording and the organisation within which they are employed (see Chiz Harward's article in TA83). CPD opportunities should be offered, sought out and actively embraced by everyone throughout their working lives – it would be better for employers (having engaged staff with growing skills sets) and much better for employees. Technological innovation, theoretical developments and changes in heritage policy are constantly changing, and it is necessary, both for job satisfaction and for the benefit of the sector as a whole, that we move with it. CPD is the way of making sure those at every rung of the ladder, and every stage of their career, do not get left behind.

The fact that the IfA training placements are so sought after and have been hailed as such a success, is testament to their value for both trainees and participating organisations; due credit must be given to HLF and IfA for funding and orchestrating them. They also highlight, however, what is missing from mainstream 'academic' training, for school-leavers trying to find an alternative route into the profession, and for those already employed in the sector. The kind of training taking place within universities does not generally tally with the skills needed in the commercial world, and even when it does, there is often no tangible means (other than the accolade of 'degree') of demonstrating this. Certain universities, such as Bradford, do offer placements or sandwich years to undergraduate students, but often the benefits of these can be lost in university-style modules or credits which don't truly reflect the quality of training and the standard of skills/experience obtained. The introduction of elements of the NVQ in Archaeological Practice, and the National Occupational Standards which it comprises, into university degrees would be extremely beneficial in this regard, and is something (I am told) that is currently being considered by some institutions.

Similarly, employers in commercial organisations should review their policy of managing and assessing CPD of employees by asking a simple question – do you really record CPD (and not just hours of training) in a meaningful way that benefits both the employer and employee? Using the NVQ or just the National Occupational Standard framework could be a way of achieving this (though I appreciate there could be cost implications). Day release schemes, in which people undertook 'academic' qualifications alongside their daily 'vocational' jobs, were commonly offered by employers in the 1970s and 1980s. Developing a chartered qualification (as exists in surveying or accountancy, for example) may be another way of achieving universally-approved standards of training, and is something which the IfA is looking into. Hopefully this will be designed to unite the sectors, not create further divisions between them.

If vocational and academic training included at least some of the same qualifications, or assessment standards, then the transition of an individual between the two sectors may be somewhat smoother than it is at present. With greater development of the NVQ scheme for school-leavers, there would be a valuable and legitimate route into an archaeological career outside of academia. At the same time, university graduates – currently unable to demonstrate their practical skill level (either because that training wasn't included in the course programme, or because it simply wasn't recorded

adequately) – may be considered more employable at the end of an undergraduate programme and not be forced into further specialisation via postgraduate degrees, or lost to commercial archaeology altogether. Universal training standards would provide greater opportunities for individuals to move between sectors and develop specialisms, with skills that would otherwise have remained unrecognised and underdeveloped. Facilitating these kinds of transitions can only be beneficial for the profession; it's time to tear down the fence.

**Lindsey Büster** PIIfA 5747 is currently post-excavation assistant with the Iron Age Research Group at the University of Bradford, where she recently completed an AHRC-funded Collaborative Doctoral Award (PhD) (2009-2012) on Iron Age roundhouses in south-eastern Scotland. This was undertaken as part of The Broxmouth Project, funded by Historic Scotland, tasked with reanalysis and publication of one of their largest backlog excavations. Having completed an undergraduate degree at University College London (2003-2006) and an MA in Medieval Archaeology at York University (2006-2007), she undertook HLF-funded workplace training in Historical Archaeology at ARCUS, University of Sheffield, and became one of the first individuals to complete the NVQ in Archaeological Practice.



## Shining the spotlight on current practice in training and CPD for diggers

Gwilym Williams *Senior Project Officer, John Moore Heritage Services*

Just under a year ago it became clear to the Diggers' Forum that we were getting increasing complaints about the training that Diggers were receiving through their employers. This included rumours and complaints of inadequate or irrelevant training, an apparent disengagement on the part of employees and a disinterest in employers for staff to develop skills beyond the most basic skills required to carry out their immediate day-to-day work.



The results of the Away Survey had just been published and had highlighted varying discrepancies between employers, revealing some of the truth behind the rumours which inhabit every site hut. Some of the issues which were raised at the time concerning stagnant wages and IfA minima are recognisably still issues. The Away Survey addressed a range of problems such as the benefits Diggers enjoyed through travel time, away payments and accommodation, as well as many of the disadvantages – such as the absence of one or more of the

previous three benefits. Our next survey aims to unveil the hidden truths of training and CPD for field staff.

Training is potentially of enormous benefit – CSCS card being the most frequently required qualification, but having confined spaces, working at height, off-road driving, first aid and health & safety cards all add to what makes an archaeologist desirable to employers. The question is this; do the practical requirements of your Continuous Professional Development (CPD) and your Personal Development Plan (PDP) for your career needs match up? And are you getting support to ensure that you are the right person for the job, and that you career can develop in a way you are happy with? And if not, why not? As we approach a quarter of a century since PPG 16 formally placed the burden of responsibility on the 'polluter' to pay, archaeology has carved out a place for itself in the commercial world of the construction industry and planning sector as a career. In these times of austerity and redundancy the construction industry as a sector has shrunk, and it is time that we look at the effect that this has had on the archaeological sector. People with skills have left

archaeology and moved not just sideways but away from the profession.

These changes leave us with a lot of questions. Have those skill-sets been replaced, and others developed to fill those roles? Are people receiving any more than the bare minimum of training needed to place staff on a given site? Are people spending their own money on training that is unnecessary? Are there apparent gender biases in terms of who gets training that is over and above the minimum needed to get an individual on site? Are companies spending their money on training for people only for them to leave for a better offer, elsewhere? As well as specific task-related training opportunities, are Diggers being offered 'soft skills' training, such as how to respond where a colleague reports inappropriate behaviour, how to provide negative feedback, or how to ensure a colleague who is pregnant or who has a disability can carry out their roles without being compromised? All members of the IfA are obliged to have a personal development plan (PDP) in which one defines and maintains training aims and objectives, and the means by which they are to be achieved. While there are aspects of your PDP which are key to your practising as an archaeologist, and which are more general in scope – such as health & safety, first aid and so forth – these can be complemented by your own personal interests and skills and the development of these within your professional role. Your continuing professional development (CPD) log is how you keep track of that – it can be formal training courses, tool-box talks, conferences, reading and researching new areas, to name a few. The aim of the exercise is to identify what skills you need to do your job.

Some people will realise that there are quite specific areas which they wish to pursue – such as osteoarchaeologists, various pottery specialists, environmental archaeologists, historical metallurgists, industrial or buildings archaeologists, and so forth – and achieve that through further education, subsequently enhanced through commercial and/or academic work.

Others work in field archaeology picking up greater experience and knowledge of excavation methodologies while moving up the ladder to supervisor, senior archaeologist, project officer and so forth. Within this second group - often wrongly

perceived as non-specialist – quite specialised skills are acquired, many of which through informal, on-the-job training. Through the job most will find they develop interests and, as a consequence will develop specialised skills of use to their employer, maintaining an on-going interest and enthusiasm in the job. Such ongoing development is beneficial to both employer and employee.

I am delighted to write that after several months gestation – extended largely by the events surrounding the IfA discussions on the future of pay minima – the survey is now online. The CPD and Training survey aims to draw together the real experiences of employees and get to an understanding of how well people are equipped to do their job rather than either to report the aspirations of units or to repeat rumour. The survey is designed for Diggers working in commercial archaeology at whatever grade, but we would also be interested in the response of any other archaeologists. At the time of writing we had already received 140 responses – and we are keen to get even more, so if you haven't completed it yet, please do so online at [www.surveymonkey.com/s/Diggersforumtrainingsurvey](http://www.surveymonkey.com/s/Diggersforumtrainingsurvey).

The survey aims to disentangle exactly what Diggers are experiencing. DF has had verbal reports of training being used as a stick and as a carrot, sometimes generic and unfairly distributed, sometimes of high quality and empowering. This situation is clearly inconsistent across the discipline and across the country as a whole.

This survey now has more importance than when it was first conceived. Issues such as travel, subsistence, training, PDP and CDP are made all the more important when employers (who could be individual members or Registered Organisations) must demonstrate a full employment package. This will come into greater scrutiny where wages are reported or perceived to be dropping, below the IfA salary minima. With this in mind, it is worth drawing your attention to the latest *Diggers' Forum Dispatch*, which asks for you to take a role in Registered Organisations Committee, or to volunteer to participate in Registered Organisation inspections.

To make it simple and accessible, the survey is available online. We have tried to stick to multiple choice answers where possible, but realise that these can be intensely annoying and irrelevant to what you actually want to say! Please jot down any thoughts as you do the survey and add them in the free-text boxes included - there is also space for a final general comment at the end. The survey should take between 20 and 45 minutes depending on how

much you want to say. If you would like to email any longer comments then they would be very welcome, and if you would like a paper version of the survey then please contact us and we can send out a paper copy or a pdf. We will be sending a similar survey to archaeological employers in order to get their perspectives on the issue. The survey will run until the end of April, and we will then collate and publish the results.

I'd like to thank Hayley McParland who put together the initial notes into a structured draft of the survey; Hayley's work has been invaluable for getting the survey into the air; subsequently, all the other members of DF committee who have passed comment and guided the survey in its first flight; and Chiz who has been a veritable VC10 refuelling the bus at 15000m - ensuring the new survey data has sufficient comparative data so that even where not all the respondents will be the same, an equivalence can be made between the results – and to Amanda Forster and Kate Geary who have been our ground control guiding us through the recent changes in the IfA's structure. The test pilots who beta-tested the survey are made of the Right Stuff and we salute those valiant souls. We look forward to reporting the results!

**Gwilym Williams** MIfA 6060 has worked as a Senior Project Officer at John Moore Heritage Services since 2006. Previously he was a digger in Sweden working for the Swedish National Heritage Board and Malmö Kulturmiljö. During the 90s he worked in England for a number of employers including Cambridge Archaeological Unit, Museum of London Archaeology Service and Oxford Archaeological Unit, as well as in France for Unité d'archéologie de la ville de Saint-Denis since the late 80s. He is particularly interested in the archaeology of medieval industry and carries out assessment and analysis of ceramic building materials for JMHS. Gwilym is also interested in the late Bronze Age of southern Britain and garden archaeology. In addition to fieldwork he is currently preparing several sites for publication.



## CPD in a recessionary climate

David Griffiths *Reader in Archaeology at Oxford University*



When costs and margins become tight, what is the first thing to go? That long-delayed software upgrade?, new tyres for the landrover?, the staff Christmas party?, or maybe paying and taking time out of work for courses which teach awareness and skills, and provide networking opportunities in vital areas of professional practice?

It seems the latter is a frequent victim of stringent cost-watching in a hard-hit, cash- and time-poor profession. But not for everyone. The question "Can I afford to do this course?" is increasingly being replaced with "Can I afford *not* to do this course?" Oxford University's Department for Continuing Education (OUDCE) can claim to have seen it all in terms of the economic cycle, having run courses in professional archaeology since days of flared trousers, kipper ties, luxuriant beards, and the three-day week in the 1970s. Throughout the Thatcher-era culls of public spending, the introduction of PPG 16 and

Students on their building survey course © OUDCE



Students undertaking a GIS course © OUDCE



Landscape Archaeology group with tank on Salisbury Plain © OUDCE

competitive tendering, and the booms and busts of the early 2000s, a steady stream of people have learned the facts and pitfalls about aspects of professional practice, law, policy, and theory, and applied these to their jobs or career prospects. The 'in-service' diploma course for diggers and curators, which started as a joint venture with the newly-created Oxford Archaeological Unit (with a small subsidy from the Department of the Environment) is now the stuff of legend, having produced successive generations of leading professionals. By bringing people together since well before either the IfA or EH were created, OUDCE's courses have as good a claim as any to have helped to create the modern profession.

The present-day programme of professional training courses in the Historic Environment (in partnership with English Heritage, the ATF, IHBC and FAME) has re-established a link-up with Oxford Archaeology in the person of Anne Dodd, OA South's post-excavation manager, who is on secondment to OUDCE to run the courses. The content of the programme and its associated courses has, of necessity, moved with the times. Themes which generate most interest tend to be those which cover newer or less familiar but increasingly central techniques, such as practical sessions on LiDAR or GIS, current areas of policy and practice in planning, or the contemporary and military heritage. Current concerns include making the historic environment

CPD

CPD



more meaningful to audiences as yet untapped. It is in such areas where people already in professional roles in local government or the commercial sector feel they can't so easily justify passing up an opportunity to find out more, to refresh their skills and awareness, and to make contact in congenial surroundings with fellow-professionals from around the UK who are experiencing demands for expertise and decision-making in the same areas of policy and practice.

Since 2002, OUDCE on behalf of Oxford University has also run a two-year part-time masters course (MSc) in Applied Landscape Archaeology. This has attracted professionals looking for intellectual refreshment and updating, career-entrants, and lifelong learners in approximately equal measure. As the course runs intensively on Saturdays, it can be combined with a full-time job and has recruited students not only from the midlands and south-east, but also from considerably greater distance, including from the north of England and Scotland, and even from continental Europe. Much of the teaching is practical, with a fair salting of field trips and survey days. A survey training week is run once in every two-year cycle. The last three have taken place in



conjunction with Oxford Archaeology at Dorchester-on-Thames, where students using geophysics and field survey have rediscovered the line of the Neolithic cursus and identified the site of a beaker burial, mapped extensive Roman and medieval earthwork remains around the town and abbey, and produced a startlingly-clear resistivity plan of the vanished monastic cloister. There is also a thriving part-time D.Phil (PhD) programme on which students (many of whom came up from the MSc course) are working on landscape, conservation and theoretical topics from the UK and overseas.

People who have studied at OUDCE on the professional or landscape programmes over the years have gone on to run academic departments, consultancies, commercial units and museum services, and have populated the ranks of local government curators across the UK. Recent and current career successes for landscape masters students include working for the Portable Antiquities Scheme, running a field school in the Basque Country, and becoming the National Trust for Scotland's archaeologist for St Kilda, Britain's most remote island. We would like to think our courses will still be serving the archaeological and historic environment profession in another 40 years' time. But trying to anticipate the training and professional development needs of a widely-defined and eclectic profession is never easy. We are always delighted to hear ideas, or discuss suggestions for courses with individuals or organisations. Please contact us by emailing: [pth@conted.ox.ac.uk](mailto:pth@conted.ox.ac.uk)

Details of the current programmes of courses can be found on [www.conted.ox.ac.uk](http://www.conted.ox.ac.uk) or by calling Hazel Richards on 01865 270380.

**David Griffiths MIfA 1132** is Reader in Archaeology at Oxford University and Director of the Archaeology Programme in Continuing Education.

## Building capacity in the heritage sector

Phil Pollard *Training Delivery Officer, Capacity Building Team, English Heritage*

Amanda Feather MIfA 6661 *Head of Capacity Building, English Heritage*

English Heritage is involved in a range of training and skills development initiatives to build capacity in the sector.

We are specifically committed to helping local authorities develop the skills, knowledge, and capacity to make the most of their historic environment. We do this through the Historic Environment Local Management (HELM) programme. HELM is an English Heritage capacity building programme that consists of a comprehensive web presence, offering easy access to guidance and case studies, a quarterly newsletter and an annual training programme.

The HELM programme focuses on local management and decision making. It focuses on one specific 'audience segment' of the English Heritage training offer – that directed primarily at local authorities and their partners in delivery (whether historic environment advisers, other professionals or members). The training programme also has an emphasis on shared delivery with partners and local delivery.

In 2012 we delivered training events around the country looking at a range of topics including the National Planning Policy Framework, Developing a Local List, the Setting of Heritage Assets and Exploring Constructive Conservation. They provide a valuable networking opportunity for local authority staff from different departments, who may have limited chances to meet with colleagues from other authorities and share ideas and best practices; and delegates often comment on this:

Participants at a Heritage Values event in Worcester © English Heritage.



“Very positive opportunity to think about and discuss the issue with people with different experiences and views”

“Really useful, lots of fresh ideas and angles of attack”

They bring together people from different specialisms, which generate good discussions and sharing of different viewpoints:

“A lot of material and rich bed of information to comprehend and take on board for a non-archaeologist. Well-structured and set out and altogether a very useful day”.

The 2013 programme is now being finalised, and details of this will be available on the HELM website. [www.helm.org.uk/training](http://www.helm.org.uk/training)

**Key themes for this year are:**

- Assessing the impact of change on the historic environment (looking at the National Planning Policy Framework).

- Constructive Conservation (tying in with recently updated English Heritage guidance)
- Enabling Development
- Re-use of Historic Assets
- Energy Efficiency and the Historic Environment
- The Impact of Development on the Historic Environment in Rural Areas
- And the Marine Historic Environment and Marine Planning.

If you are involved in protecting and managing change in the historic environment and are interested in your continuing professional development, take a look at the HELM website for further details of our training events and to gain access to our guidance and case studies. The good news is that HELM training events are still free of charge, but do book out quickly! As past delegates have commented “...especially useful in these days of shrinking training budgets!”



A Heritage Values event in Worcester © English Heritage.

## Presenting CPD Opportunities in a local context: the Scottish Group

IfA Scottish Group Committee

The Scottish Group of the IfA (SGIfA) provides services to IfA members involved with Scottish archaeology. It promotes the public profile of professional archaeology and archaeologists in Scotland and advises the IfA on issues specific to Scotland. Our current Five Year Plan has, as one of its primary aims, the provision of at least two subsidised training courses per year from a list of topics suggested by members and the committee, with at least one of these events being held outside of the central belt so as to be accessible to our more remote membership. Our annual AGM (normally October/November) is also intended to include an afternoon session of talks or discussion on topical themes relevant to Scottish archaeology (and which also contributes towards CPD). The group is also keen to work with Special Interest Groups (SIGs) and offer assistance to enable other groups to bring training courses north of the border, as well as advertising other relevant courses to members in our newsletter and on our Facebook page.

Scotland has a large and varied geography, and a relatively diverse set of requirements in terms of archaeological development control. A range of commercial companies operate, undertaking work both large and small. To cater for the training needs and CPD requirements of a diverse archaeological sector, SGIfA aims to offer a wide range of topics to our members. We want to reach out to as wide an audience as possible across the sector, in our efforts to encourage members to continue their professional development and to provide opportunities for them to learn new skills, refresh other skills, and keep abreast of advances in technology. A combination of tutorial, discussion and practical hands-on work have proved to be most effective.

In the calendar year 2012, SGIfA ran three training courses and one skills-sharing workshop and so have exceeded our aims for this year. We are grateful to all

of the tutors and hosts for their invaluable assistance and expertise. The importance of proactively advertising courses cannot be under-estimated. Many people do not read mass emails, so posters, word-of-mouth and social media all have a role to play in communication. In most cases, travel arrangements and work schedules need to be put in place well in advance, so there needs to be a practical lead-in time during which attendees can register.

Two courses on GIS were held in January and March 2012. An introduction to GIS for archaeologists was held at Historic Scotland over two weekends, while a one-day course entitled *An introduction to open*



Taking part in workshops run by groups provides good quality training at decent prices – especially if you are a group member as you will often get discounted prices. The images are snapshots from training workshops in understanding ceramics and survey, run by IfA's Scottish Group © IfA.

source GIS was held at the Highland Archive Centre in Inverness. All of these sessions were fully booked, reflecting interest in the profession for these skills. The students were given hands-on tuition in using GIS software and its many applications in archaeology, particularly in using cultural heritage datasets, maps and GPS-gathered data, and analysing data. The course provided a fantastic introduction for individuals who previously had not been able to access training in this particular skill.



A training day on archaeological measured survey techniques was tutored by staff from RCAHMS and held at Newtonmore Highland Folk Museum in May. The aim of this course was to introduce participants to the various measured survey techniques that can be used to record sites and the software that can be used to edit and present survey data. The pros and cons of the various techniques were discussed and hands on experience provided, along with guidance on the criteria used for deciding scales for recording.

An *Introduction to digital photography for archaeologists* day course was held in November at Glasgow Museum Resource Centre. The aim of the course was to focus on the challenges faced by archaeologists while photographing sites in the field. The tutor provided students with a brief introduction on digital camera settings and worked hands-on with the students to photograph artefacts held by the museum and sites outdoors, and finished on the use of free editing software.

These practical courses – on GIS, survey techniques and digital photography – have proved popular, offering IfA members structured opportunities to refresh or improve their skills and so enhance their employability.

The *Illustration of archaeological measured survey* workshop in December (hosted by RCAHMS; see the summary in IfA Groups update, this issue) took a slightly different approach and showcased the presentation of archaeological measured survey through discussion papers and case studies. The workshop explored the various objectives of archaeological measured survey, from research through conservation management and development control to interpretation and presentation, and explored the practice of archaeological measured survey, focusing on the commercial context (and issues therein) alongside an exposition of presentational techniques by experienced RCAHMS surveyors. The rationale for this workshop lay in the recognition that the practice of archaeological measured survey in Scotland has seen major changes in both organisation and technology; developments that have impacted upon the methodology and presentation of survey in many different ways. It was well attended and, although it is recognised that a whole day for discussion (as opposed to training) can be difficult to justify within a commercial context, the emphasis on methodology and practice, technological development and the importance of keeping both personal and company portfolios up-to-date was very worthwhile.

In addition, the Scottish Group has recently contributed to a careers fair hosted by Edinburgh University Archaeology Society, promoting the IfA and highlighting to students the training and CPD opportunities available to them which IfA membership can bring.

The experience of the Scottish Group over the last few years has shown that some courses attract considerably more interest than others. In order to ensure the training courses we provide are relevant, we want to reach out to our members and ask them



where they feel they lack training so that we can provide innovative and practical courses to refresh or improve their skills. Please get in touch ([groups@archaeologists.net](mailto:groups@archaeologists.net)) and let us know if you have any ideas for new courses or if you can assist in leading a course. Remember, attending a SGIfA course and the SGIfA AGM can all positively contribute towards your IfA CPD log – and allows your voice to be heard!

#### Get involved with the Institute and hit a few birds with one stone

*Getting involved with the workings of IfA can be a great way of achieving CPD and hitting your training targets. For example, if you had a target of learning more about the profession itself, putting yourself forward for IfA Council could be a big part of increasing your knowledge of the way the profession works and is developing. Being involved with any of our committees would also help in this respect (Validation, Registered Organisations, Member services, Professional development and practice) and we always need more members to get involved – from every rung on the career ladder. Getting involved with committees is a great way of getting to know more people within the profession, and if you are a specialist working in a specific field or have a particular interest, our Area and Special Interest groups are a fantastic way of meeting people. Not only that, but the work the Groups do is vital, and not just for the development of IfA itself but for the development of the whole profession. Each one of our groups aims to raise the profile of that particular area or specialism, and to push forward the development, representation and*

quality of work undertaken in that field. Getting involved can provide opportunities for outreach work, public speaking, research and training – your costs are covered as long as the work is done within the parameters of the aims, objectives and event proposals of the Group.

We are also aiming to fully establish an Ambassador scheme over the coming months. If you are an individual member who wants to do more to help IfA promote its work and activities, you could be one of our Ambassadors and work closely with our recruitment team in attending events and talking to potential and current members about the work we

do. This could be a great source of CPD – you will learn more about the profession and the IfA, and will be attending events that could themselves be a part of your training. You just need to promote the work of IfA while you do it!

If you are interested in getting involved in the work IfA does and would like to hear more about our Committees, groups and Ambassador scheme, please email Manda at [amanda.forster@archaeologists.net](mailto:amanda.forster@archaeologists.net).

## Top tips for training...

From this issue forward *The Archaeologist* will include a CPD section as a regular feature. I hope this will help support members in finding new ways to get access to training, and to continue to highlight the importance of CPD to both individuals and to employers. Training is part of our professional profile, and we all need to continue to learn and develop new skills. IfA has produced a **Training toolkit** for employers and employees, which is particularly aimed at developing structured training in-house. It is also worth checking on our eBulletin – at the end of each one is a list of forthcoming training opportunities organised by IfA Groups. Finding the right opportunities and recording the training we do should not be the most challenging part of maintaining our professional profile – we hope that the following tips and future articles will provide support and ideas for everyone.

To start the ball rolling, I asked members of our LinkedIn group for their ideas about training. Some of the highlights are posted below - many thanks to those who contributed. If you want to read the whole discussion then please visit our LinkedIn group page at [www.linkedin.com](http://www.linkedin.com); simply look for the group *Institute for Archaeologists* and ask to join. You do have to be a member but we will get you online pretty quickly and you can start debating, discussing and networking! Specific links to training opportunities shown in bold are included at the end of the article...

**Michael Heaton** • My twopenneth worth, for what it's worth: There isn't a lot of professional training in archaeology accessible to those at the coal face, but **English Heritage** and the **Weald and Downland Museum** run very useful courses in 'Buildings'-related stuff, as does the **Ironbridge Institute**. Practitioners

won't find the perfect bespoke course, they may have to compile from bits of many courses. There are, of course, lots of academic courses and conferences (the Period and County societies etc) that practitioners ought to be attending (in their own time if necessary). The most useful stuff, I think, is the professional training available in the related fields of project management etc, often available on a part-time basis from many technical colleges and former polytechnics (I did a fascinating three-year course in Building Surveying and Construction Management at **UWE Bristol** that I would recommend to everyone). There are also 'mail-order' CPD courses in management-related stuff available via the **Construction Study Centre** website.

**Niall Hammond** • **English Heritage** is a good source of free training if you keep an eye out especially through their **HELM** site. In the North-East and Cumbria the **Heritage Skills Initiative** run by the ever enthusiastic Andi Harris at North of England Civic Trust has been running training programmes of real value mainly aimed at historic buildings, for several years. Some courses are free others a nominal charge and they have an annual programme. One thing I feel is missing these days (and here I'm going to sound like an old lag), is when I was starting out in my career you made a real effort to get involved with the local society or **CBA group** in a voluntary capacity helping to edit newsletters, arrange lectures etc. This provided wonderful opportunities to meet established archaeologists (some renowned and scary, but many who became lifelong friends), and develop a wide variety of skills.

**Sarah MacLean** • Although this might be a bit more specialist I thought it might be worth mentioning **HER Forum**. This is a group open to anyone with an

interest in Historic Environment Records. They have their own e-mail list with regular discussions and the group has been going for some time now. HER Forum is supported by English Heritage, although membership does cover Wales and Scotland too.

The CPD relevant part is that HER Forum holds a meeting twice a year (Summer and Winter). It's free and consists of presentations on a number of HER related topics. The most recent HER Forum had presentations on topics as diverse as a pilot project recording World War I sites to Under Represented Heritages. Usually at least one meeting per year is themed; this summer the theme will be First World War. It is usually well attended by HER staff and is very much seen as a CPD opportunity.

**Andrew Marvell** • The CPD log has to be linked to a Personal Development Plan - although I try to encourage my staff to think of it as a professional development plan personal to them. Any organisation that invests in its staff will, in the long term, derive all kinds of benefits.

We (GGAT) long ago chucked annual appraisals in the bin and instead carry out professional development reviews (PDR). These are linked to full skills audits over various work areas and also in respect of soft skills. We expect all our staff to have PDPs and CPD Logs irrespective of personal adherence to IfA. The PDRs allow us to mutually agree training needs, with the obvious follow-up gains.

One thing that emerged from doing this was how wide our, as a body, skills sets were, and coupled with track record this is an obvious selling point. Part of the key is having an identified *Training Champion* who can lobby management on behalf of staff. Proposals that sell the benefit to both the individual and the company are invariably successful.

We, as I suspect many others do, access both archaeologically-provided training (eg **Oxford University Department for Continuing Education**), non-archaeological professional (eg legal, fiscal) and technical (eg IT, H&S), and personal (eg presentation, time management) training, and also do in-house training (both generalist, company systems specific, and specialist). We are not an exception, and many IfA Registered Organisations will have similar attitudes and practices. What we haven't done is matured to the point that we can sell what we do internally to each other.

**Martin Roseveare** • It doesn't cost a lot to provide CPD for employees if it is done in-house by utilising skills transfer between employees. As long as the contributions are structured and within a coherent

overall programme a lot can be achieved without recourse to external bodies. It also helps to build a stronger organisation in my opinion.

**Tim Holden** • In-house training is an effective and relevant way to achieve CPD – as long as people remember to record it as training. Try this one - after the next internal training session follow up with a check-in on how many staff update their CPD records. Provide the guilty parties (who will undoubtedly be mostly managers) with some 1-2-1 training on completing their CPD, and then check in the following week to make sure that their 1-2-1 CPD training has also been put on their CPD record!! It's actually quite hard work to keep it going...

## Top tips training links

Construction Study Centre: [www.constructionstudy-centre.co.uk](http://www.constructionstudy-centre.co.uk)

Council for British Archaeology (CBA) Groups: [www.archaeologyuk.org/cba/groups](http://www.archaeologyuk.org/cba/groups)

English Heritage training and skills information (general): [www.english-heritage.org.uk/professional/training-and-skills](http://www.english-heritage.org.uk/professional/training-and-skills)

English Heritage training and skills information (HELM): [www.english-heritage.org.uk/professional/training-and-skills/helm-training](http://www.english-heritage.org.uk/professional/training-and-skills/helm-training)

English Heritage training and skills information (Heritage Assets guidance): [www.english-heritage.org.uk/caring/listing/criteria-for-protection/IHAs](http://www.english-heritage.org.uk/caring/listing/criteria-for-protection/IHAs)

Festival of British Archaeology: [festival.britarch.ac.uk](http://festival.britarch.ac.uk)  
Forestry Commission: [www.forestry.gov.uk/fr/INFD-6XCFH3](http://www.forestry.gov.uk/fr/INFD-6XCFH3)

HER Forum news: [www.heritagegateway.org.uk/gateway/news/detail.aspx?ctid=102&id=5160](http://www.heritagegateway.org.uk/gateway/news/detail.aspx?ctid=102&id=5160)

HER Forum: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=HERFORUM>

Heritage Skills Initiative, North of England Civic Trust: [www.nect.org.uk/heritage-skills-initiative](http://www.nect.org.uk/heritage-skills-initiative)

IfA Training Toolkit: [www.archaeologists.net/h2b](http://www.archaeologists.net/h2b)  
Ironbridge Institute: [www.birmingham.ac.uk/schools/iaa/departments/ironbridge/postgraduate/index.aspx](http://www.birmingham.ac.uk/schools/iaa/departments/ironbridge/postgraduate/index.aspx)

Oxford University Department for Continuing Education: [www.conted.ox.ac.uk/courses/details.php?id=197](http://www.conted.ox.ac.uk/courses/details.php?id=197)

University of the West of England, Bristol: [www1.uwe.ac.uk/whatcanistudy/courses/coursesbysubject/constructionandproperty.aspx](http://www1.uwe.ac.uk/whatcanistudy/courses/coursesbysubject/constructionandproperty.aspx)

# THE INSIDE STORY

## IfA Validation Committee; what they do, and why it matters

Dan Slatcher MIfA 1950 *Director, RPS Planning and development*

**The IfA Validation Committee is concerned with the admission of new corporate members and the upgrade of existing members. It makes recommendations to council on membership and provides advice on validation procedures.**

The Validation Committee is appointed by council and currently consists of ordinary members, a chair and two vice chairs. Some committee members are also on council and several members serve on other committees. Members serve on the committee for up to three years. Members come from a variety of different areas within the archaeology profession, including government agency and county council archaeologists, contracting organisations and consultants. The committee can call on specialist members to assess applicants from various areas including geophysics, maritime, illustration, forensic archaeology etc. These members report on their specialism to the wider committee as well as being general committee members. Committee members are all corporate members of the IfA, at various grades.

### What is the process?

IfA is a membership organisation and membership is open to anybody who wishes to support or be involved with IfA's work. IfA is inclusive and the Validation Committee exists to admit members where possible. The committee assesses applicants from all parts of the heritage sector (public, commercial and voluntary) and from all areas and specialisms within those sectors. It covers those who live inside and outside the UK.

Applications for membership or upgrade are sent to the IfA's office where they are thoroughly checked by the Membership Service Coordinator (Lianne Birney) who will contact applicants if there is missing or incomplete information. When they receive all the information including two references, applications will be submitted to the Validation Committee.

The Validation Committee meets every six to eight weeks. The dates are shown on the calendar on the IfA website [www.archaeologists.net/events/2013-06](http://www.archaeologists.net/events/2013-06)

and complete applications need to have been received three weeks in advance of that date (with two references) in order to be reviewed by the committee. Late applications, even if complete, will not be seen until the next meeting.

The Validation Committee does not assess potential, it assesses achievement. To do so committee members will review all the evidence provided by applicants in their portfolio of work. It is the evidence provided by the applicant and their referees that is seen at committee, either printed reports or online, and is assessed by the them. This means that it is important for applicants carefully to read the notes on application on the IfA website and in the *Applicant's Handbook*. It is also a good idea to speak to as many people as possible who have already joined, preferably fairly recently, and establish what information they provided with their application.

### Hints and tips for making a good application

The statement of competence is central to the application and a number of other types of supporting evidence can be provided in support of an application. These can include reports (fieldwork reports, desk assessments, heritage statements written schemes of investigation, EIA chapters, and publications, both academic and popular and others) but can also include illustrations. The *Applicant's Handbook* provides a list. The committee prefers paper copies of reports, but does accept disks or emailed versions. Make sure you provide recent evidence so that the committee can see that you are currently operating at the grade for which you are applying.

Not all archaeologists produce reams of reports as part of their work, so think about other types of evidence you might be able to use or refer to, and make sure your referees are in a position to confirm details of your competence. References are key to all successful applications and we ask that referees are selected with reference to the *Applicant's Handbook* so that they can represent the applicant with authority. Always remember to contact your referees before sending in an application; this ensures that the referee is both willing and able to support your application, which can speed things up considerably.

Missing references or incomplete information can slow down the processing of any application, as they will be deferred for consideration at the next committee meeting following the receipt of further information.

The committee uses a scoring system against the Competence Matrix, which is available in the *Applicant's Handbook*. This has been aligned with National Occupation Standards for archaeology (NOS), assessing knowledge, autonomy, coping with complexity and perception of context, and helps guide the Committee in reaching a decision. The Committee will assess both technical and ethical competence, and sometimes makes its own enquiries regarding either of these areas. Decisions comprise either an offer of membership or upgrade (usually but not always at the grade applied for), or refusal. If an applicant is dissatisfied with a decision they can follow the route of appeal to the Membership Appeals Committee. This is entirely separate from the Validation Committee and considers both the original application and the subject of appeal.

If you have any questions about upgrading your membership, or about applying for a corporate grade, you can contact staff at the IfA Office who can provide advice on all of these aspects of making an application before it is submitted.

### Interested in being on Validation Committee?

*The Validation Committee meets at the IfA offices (based at University of Reading) and is always looking for new members. It is important to us that the Committee is truly representative of our members – and of potential members – and we are keen to hear from corporate members of any grade, and would welcome specialists from across the profession (such as excavation staff, building archaeologists, finds specialists and museum professionals). If you are interested please email [membership@archaeologists.net](mailto:membership@archaeologists.net), or phone Lianne on 0118 378 6446.*

**Dan Slatcher** MIfA 1950 is a Director with RPS Planning and development. Dan first discovered archaeology at a young age, visiting sites and monuments throughout the UK at weekends and on family holidays. Dan has worked in professional archaeology for more than 20 years, at first in the public sector and later for commercial concerns. He has worked throughout the UK, on sites dating from all periods from the Mesolithic onwards. Dan's role has moved from being primarily field-based into project management and consultancy, and Dan currently works as a consultant. He has extensive experience of assessing the cultural heritage aspects of development proposals and providing advice on programmes of mitigation measures. His role lies primarily in guiding projects from inception to completion and discharge of conditions. This involves liaising with clients, negotiating with national and local government archaeologists and managing contracting units, to achieve mutually acceptable outcomes. Dan regularly provides archaeological and heritage consultancy on major projects and leads and manages multidisciplinary teams. Dan has extensive experience in the areas of energy, renewables, highways, commercial and residential development.



### Membership Appeals committee statement

The Membership Appeals committee held a meeting on 12 February 2013. It reviewed two cases; one was dismissed and the other was accepted and will be reviewed at the next Validation committee meeting on 26 March 2013.

# Validation and the Graphics Archaeology Group

Steve Allen *Chair, Graphics Archaeology Group*

*Over the past year the Graphics Archaeology Group has prepared a competence matrix specifically for the validation of candidates with a background in archaeological graphics. There are two essential reasons for this. Firstly it can be difficult for such candidates to demonstrate their competence within the traditional structure of the archaeological profession. Secondly experience with the assessment practice of the AAI&S emphasised the positive nature of a peer review interview for the candidate; the desire to retain this was strongly expressed during the merger discussions.*

The background to the latter can be briefly summarised. From its formation the Association of Archaeological Illustrators and Surveyors observed a membership structure based on the experience and ability of its members. For the non-corporate grades of membership this was based on production of work to professional standards and references. For full membership - the only corporate level which carried the right to add post-nominals to the members name (MAAIS) - a much more rigorous examination was required. This took the form of an Assessment, a formal interview before a panel in which the candidate presented a portfolio of their work. The panel consisted of full members of AAI&S and an external (non-AAI&S) assessor familiar with the type of work being presented. The candidate and their portfolio were assessed according to set criteria and the result would be a pass or fail. Over the years the system evolved and was restructured to reflect changes in working methods and within the industry. Ultimately, through a process that might with hindsight be described as parallel evolution, AAI&S assessment and IfA validation processes were identifying the same criteria on which candidates should be examined, though using different terminology.

Since the merger, some former licentiate members of AAI&S who wished to upgrade from PlfA have been assessed by a joint panel using AAI&S criteria with success. Validation committee already refers certain candidates to external assessors where detailed knowledge of a specialist field is not represented on the panel. In this context it would seem obvious that the former AAI&S assessment process has wider application than just to former AAI&S Licentiates. Within IfA's member grade structure, PlfA members

can progress to either AlfA or MlfA as appropriate, rather than just to MlfA (or not at all). There is the opportunity to encourage the upgrading of members at any grade below MlfA, and the potential to recruit new members to IfA from those working in the graphics field who so far have not joined any professional body.

In consultation with other members of the GAG committee and former members of the AAI&S Assessments panel we have therefore adapted the AAI&S Assessment criteria and brought them into line with current IfA competence skills matrix. The criteria used within the AAI&S Assessment have been assigned to the appropriate area of the overall competence matrix - *Knowledge, Autonomy, Coping with Complexity and Perception of Context*- and indicate what the panel should expect from a candidate applying for Practitioner, Associate or Member grades. The aim is to indicate the general level of ability we would expect for particular grades. With the potential variety of candidate skills and differing employment status this requires avoiding detailed specifications and retaining flexibility.

It is recognised that there is a potential for perceived inequality between candidates with similar backgrounds who opt to go for this assessment and those who might not. One route might unfairly be seen as an 'easy option'. Therefore, it is suggested that any candidate primarily applying on the basis of their graphics work is either first referred to an assessment panel or that any such candidates are referred to the panel by the Validation committee. In either case the candidate would be invited to attend an assessment by a GAG panel and the outcome of that panel would include

- feedback to the candidate on areas of their work that the panel felt improvement was needed,
- guidance to the candidate on whether they were applying for the correct grade of IfA membership,
- a confidential recommendation report to the Validation committee that the candidate should be offered a particular grade of membership.

This procedure is not intended to replace or subvert the current Validation process but to support its work

and streamline the processing of candidates through the system. It is not a 'soft option' or 'back door' into IfA membership. It retain the peer review and feedback aspects of the AAI&S portfolio assessment in which is the key area candidates have reported as being of particular value to them. The final decision on the outcome of an application remains with the Validation committee.

Membership of the panel would be drawn from existing MlfA grade members of the GAG with specialisms in the type of work being submitted and a representative of the Validation committee (who need not necessarily be a member of the GAG). Panels would need to be held at regular intervals depending on the demand. In essence this is an extension of the existing practice of referring an application from Validation committee to a specialist assessor where the committee does not possess the specialist knowledge in the candidates own field.

Finally, GAG will be running an introduction to this system at this year's conference. If there is demand, the session will proceed to assess individual candidates. If you are interested in being assessed, please get in contact for details of the documentation you will need to bring and to discuss the work you wish to be assessed on.

**Steve Allen** BA MA MlfA 7048

*GAG Chair and Wood Technologist, York Archaeological Trust*

Steve Allen has a background in field archaeology and finds study as well as being an illustrator- particularly of wooden artefacts and structural timbers. By day, Steve is the Wood Technologist at York Archaeological Trust.

Graphics Archaeology Group Skills Competence Matrix			
	Criteria	Grade	Comments
Knowledge	1. Technical knowledge of the subject.	PfA	Basic knowledge?
		AlfA	A high level of knowledge with some background awareness of related issues?
	MfA	An authoritative grasp of the subject?	
	2. Technical knowledge of the medium.	PfA	Basic knowledge?
AlfA		A high level of knowledge with some background awareness of related issues?	
Autonomy	3. Management of the work.	PfA	Does the candidate work mostly under direct supervision from the client, or other staff / colleagues, with frequent direction?
		AlfA	Does the candidate work mostly independently with occasional supervision from either the client or immediate colleagues?
		MfA	Does the candidate work with full autonomy, with little direction from the client or their immediate colleagues, outside of the necessary everyday project contact?
Complexity	4. Commitment to accuracy in the portfolio	PfA	Has the candidate demonstrated an understanding of the need for accuracy?
		AlfA	Has the candidate demonstrated and applied an appropriate degree of accuracy in the work presented?
		MfA	Has the candidate demonstrated awareness and recognition of the problems relating to accuracy and how they might be understood by the audience?
	5. Does the visual language employed enhance or facilitate understanding by the target audience.	PfA	Is the visual language clear and intelligible?
		AlfA	Does the visual language enhance the understanding of the target audience?
		MfA	Does the visual language enhance the understanding of the subject and convey the fullest appreciation to the target audience?
6. Integration of the work into the overall project.	PfA	Does the work resolve basic elements of complexity about the subject?	
	AlfA	Does the work recognise broader elements of complexity within the subject, drawing in and on related material?	
	MfA	Does the work fully integrate the subject within its immediate context and with its broader significance?	
Perception of context	7. Work which meets the client's or employers needs.	PfA	Does the work meet the minimum level of the brief set by the client or employer?
		AlfA	Does it build or improve upon the minimum criteria set by the client's brief or employer?
		MfA	Does it significantly exceed the minimum requirements to fulfil the client's brief or the requirements of the employer?
	8. Approach which is compatible with the intended method of publication.	PfA	Has the approach adopted created work that is compatible at a basic level?
		AlfA	Has the approach adopted created work that is tailored specifically for this method of publication?
		MfA	Has the approach adopted taken full advantage of the intended publication method?
9. Work which is appropriate to the requirements of its audience.	PfA	Does the work give the audience a basic understanding of the subject?	
	AlfA	Does the work significantly improve the audience's understanding of the subject within its immediate context?	
	MfA	Does the work convey a full understanding of the subject within its immediate and broader context?	



## A spotlight on the Registered Organisation scheme

Kirsten Collins *Standards Promotions Manager, IfA*

IfA's Registered Organisation scheme currently includes 74 organisations – ranging from sole traders to the largest UK based commercial units, and representing voluntary groups, academic departments and curatorial bodies. The scheme is all embracing, recognising the diversity of organisations within the heritage sector which study and care for the historic environment and allowing for specialist practices as well as all encompassing ones. The scheme is something IfA is proud to have and is something that the organisations which form part of it are proud to be part of. We are aware, however, that the scheme is viewed by some (often from within the sector) with scepticism and is not always seen to be the kite-mark of quality that it is designed to be. This article hopes to shed some light on how the scheme works, what organisations need to do to become registered and how they remain within the scheme. We would also encourage those who have questions about the scheme to get in touch: we will publish any questions and answers in the next issue of *The Archaeologist* and also on the Registered Organisations scheme pages on our website.

The Registered Organisation scheme was set up in 1996 in order to provide a way of benchmarking the standards of practice and employment within the sector. The scheme was, in part, a response to the self-regulating nature of the profession and provides a means of evaluating the quality of work undertaken by organisations and adherence to the IfA *Code of conduct*. From the perspective of the organisation, the scheme offers a means of demonstrating technical and ethical competence – both in terms of the archaeological work they undertake and as employers. Underpinning the scheme is a process of peer review which involves a panel inspection overseen by the IfA Registered Organisation Committee. As the Registration scheme is the only quality assurance scheme for the sector it can't stand still. Every year updates and clarifications are made to ensure that inspection criteria and standards are up

to date and appropriate, and that methods of evaluation are fit for purpose. The most recent round of changes in 2012 have met with positive feedback and we are looking at making further improvements this year informed by feedback received via inspection visits (which is recorded) and the comments from our Groups, committees and members.

Each Registered Organisation has to apply and be inspected every three years in order to qualify for registration. If any organisation (including new applicants or those previously part of the scheme) is found to be operating below recognised standards it can be removed from the Register. In addition, if organisations are found (eg as a result of information provided to IfA) to be working below expected standards within their period of registration they can be removed from the scheme at any time. This is something the Registered Organisations Committee takes very seriously, and is a difficult balancing act of supporting developing organisations (via the recommendations and conditions they will receive on registration), and not undermining the scheme by including organisations with demonstrable issues. The majority of organisations receive recommendations or conditions set as part of their registration, which the Committee sets following comments from the inspection panel, and which either have to be met within a certain time period or are followed up at the next inspection. Only a small percentage of organisations in the last 3/5 years have been registered with no additional comment or requirements.

We currently have three new applications being processed and several more organisations are interested in joining the scheme, many of them sole-traders and specialist organisations. We will also be carrying out over 20 inspections of previously registered organisations that are applying for registration to start in 2014. The inspection process involves a panel of peers from different backgrounds, and with relevant experience, who will review the organisation and its processes. Before the inspection takes place the organisation's application form is reviewed and information is sought from curators on the applicant's practices. During the inspection the Panel reviews the quality of the output from the organisation (eg fieldwork and publications), health and safety policies and procedures, staff training and development, and much more. The panel talks to as

many members of staff as possible – discreetly and confidentially – to try and get a true picture of the organisation. The Registered Organisations committee reviews the recommendations of the inspection panel, any previous conditions or recommendation that have been placed on the organisation and any other relevant and substantiated information about the applying organisation. In this way the committee can benchmark that applicant in relation to other organisations in the scheme as well as the recommendations from the inspection panel before making a decision on its registration.

We are constantly working to improve the Registered Organisations scheme, and to ensure that being a Registered Organisation is meaningful to everyone. Sometimes we are made aware of practices which may not meet the standards promoted by the scheme. Information from members has been invaluable in this respect, and in the past six months there have been 5 enquiries made by IfA on behalf of the Registered Organisations committee regarding job adverts, practices and investigations – twice as many as in the previous year. We are currently looking at how this information is disseminated to all members, and into ways of clarifying how members (and anyone else) can bring forward concerns to IfA.

The Registered Organisation committee is currently chaired by Gerry Wait (Nexus Heritage). Members of the committee do not need to be a Responsible-Post holder or to work for a Registered Organisation, and we are always seeking members to join to committee. Currently, the committee includes members who work for contracting and consulting organisations, academic institutions, local authorities and sole traders – at different corporate grades and representing all areas of membership. If you would be interested in joining the Registered Organisations committee – or want to know more about the scheme – please contact Kirsten Collins for further information on [kirsten.collins@archaeologists.net](mailto:kirsten.collins@archaeologists.net).

### Minimum salaries and the Registered Organisations scheme

As of 1 April any Registered Organisation applying for another registration period will no longer have to comply with salary minima as an absolute condition of application. The Registered Organisations committee will use non-compliance with the salary minima as a trigger for a more detailed consideration and discussion of the way the



Kirsten Collins

organisation will be able to attract, retain and motivate appropriately competent staff.

As part of Stage Two of our pay working party's research on pay minima, the process of inspection and the nature of a triggered audit will be considered fully.

Organisations currently registered beyond 31 March 2013 have already signed up to comply with IfA salary minima and are required to contact the Registered Organisation committee, via IfA office, to inform them of changes to their current registration if they will no longer comply with salary minima.



## Back to basics – understanding the Disciplinary process

Kirsten Collins Standards Compliance Manager

The Disciplinary regulations were set up to uphold the Institutes' *Code of conduct*. Through the *Disciplinary regulations* members may be asked to respond to questions which have been raised relating to their professional competence or ethics, and are held accountable for any failure to comply with the *Code*.

The regulations set out the procedure by which the Institute assesses whether an allegation requires formal investigation and, if it does, what are the possible findings and sanctions. If formal disciplinary proceedings take place, each party is given an opportunity to present their case. The procedures allow for representation and appeal against the findings and any sanctions. The Institute's policy is to preserve confidentiality, and it requests all those involved in any proceedings to do likewise.

One common question is how the *Code of conduct*, Standard and guidance documents and IfA policies all tie together to ensure professional conduct is maintained. This article will shed some light on that question and on the process of disciplinary action more generally.

The **Code of conduct** outlines the standard of conduct and self-discipline required by all corporate members (PIfA, AIfA and MIfA) of the Institute.

The five principles of the *Code of conduct* are

- 1 A member shall adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs
- 2 The member has a responsibility for the conservation of the historic environment
- 3 The member shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded
- 4 The member has responsibility for making available the results of archaeological work with reasonable dispatch
- 5 The member shall recognise the aspirations of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity

Any members found to be failing to adhere to the *Code of conduct* would be judged *guilty of conduct unbecoming to a member of the Institute*. As a result, they may be offered advice and support for their necessary professional development, or may be reprimanded, suspended or expelled through the Disciplinary regulations. How that decision is made is outlined below.

To assist in the understanding of what is expected of members with regards to adherence to the **Code of conduct**, the IfA has produced a number of written **Standards and guidance** for specific areas of historic

environment work. They indicate how a member undertaking such work may best comply with the *Code of conduct*. The documents have been developed and written by practitioners working in the field, and have undergone a process of consultation prior to their acceptance as a working or approved draft in General Meeting: a new Standard and guidance would be accepted as a draft for one year – an extended period of consultation in order to see how it works in practice (see for example our most recent S&g on Archaeological Advice). If accepted by members as fit for practice, this would be voted in at our next AGM.

The **Standard** defines a required outcome; the **guidance** defines broadly how the profession currently anticipates that the end product will be reached. A departure from the **Standard** is likely to be construed as a breach of the *Code of conduct*. A departure from the **guidance** may be acceptable if circumstances justify it, the rationale behind it is documented and the action taken is consistent with the provisions in the *Code of conduct*. IfA does not expect these *Standards and guidance* documents to remain unchanged in perpetuity: indeed the need for regular revision can be seen as a measure of the health of the discipline of archaeology. Comments and recommendations on these documents are welcome at any time.

IfA also produces **Policy statements** which are designed to provide the sector with standards relating to organisational practices in relation to the *Code of conduct* such as *Equal opportunities*, *Health & Safety*, *Use of volunteers*, and *Self-employment*.

All members are advised to respect such standards, guidance and policy statements in the interests of good professional practice a full list of the IfA *Standard and guidance* documents and *Policy statements* published to date can be found on the IfA website.

### What happens next?

Recently the Groups Forum (which includes representatives of all our Group committees) has been reviewing how IfA Standards link to the *Code of conduct*, and how to make the Disciplinary regulations easier to understand. To this end, we are putting together a series of working examples to shed light on the process. Two examples are given below,

and they will be available on our website with other examples and details of regulation and complaints/disciplinary procedures ([www.archaeologists.net/regulation/complaints](http://www.archaeologists.net/regulation/complaints)).

#### Example 1 .....

**Issue:** A member is considered to be conducting archaeological activities for which they lack relevant qualifications or skills

**Code of conduct:** Principle 1 of the Code of conduct states that *A member shall adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs*.

This is further explained in Rule 1.4: *A member shall not undertake archaeological work for which he or she is not adequately qualified. He or she should ensure that adequate support, whether of advice, personnel or facilities, has been arranged. Also 3.1*

**Allegation and evidence:** an alleged breach of Principle 1 of the *Code of conduct*. The evidence to accompany the allegation could include details from a grey literature or published reports about the work showing that the member does not appear to have the competence to undertake this work.

**Investigation:** the investigation would seek to ascertain if the member is adequately competent to be undertaking the work, drawing on expertise in the area of specialism being discussed. An up-to-date CPD log, relevant to the skills required for the work, could prove to be a valuable part of the defence against this sort of allegation.

#### Example 2 .....

**Issue:** A member seems not to have made sensible provision for the recovery and proper recording of archaeological materials in their project

**Code of conduct:** Principle 3 of the Code of conduct states that *The member shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded*.

This is further explained in Rules 3.2, 3.4 and 3.5:

Rule 3.2; *A member shall prepare adequately for any project he/she may undertake*.

Rule 3.4; *A member shall ensure that the record resulting from his/her work is prepared in a comprehensible, readily usable and durable form*.

Rule 3.5; *A member shall ensure that the record, including artefacts and specimens and experimental results, is maintained in good condition while in his/her charge and shall seek to ensure that it is eventually deposited where it is likely to receive adequate curatorial care and storage conditions and to be readily available for study and examination*.

In the case of archiving, the *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* provides further explanation:

Standard: *Collection, documentation, conservation and research of archaeological materials (hereafter finds work) will result in an ordered, stable, accessible archive using appropriate methods and practices. Finds work will result in report(s) intended for dissemination. The methods and practices employed must satisfy the stated aims of any project of which finds work comprises all or part, and comply with the Code of conduct, Code of approved practice for the regulation of contractual arrangements archaeology, and other relevant by-laws of the IfA*.

In the guidance it states that:

3.3.1 *Finds work, which can encompass some or all of the activities of recovery, assessment of data, analysis, interpretation, publication, conservation, archiving and storage, must be identified and costed whether it be an element of a programme of fieldwork, or a project in its own right. A project design should be written, setting out a schedule of works in sufficient detail for the work undertaken to be quantifiable, implemented and monitored*.

**Allegation and evidence:** an alleged breach of Principle 3 of the *Code of conduct*. The evidence to accompany the allegation could include details from the Written Scheme of Investigation and any interim reporting. If the allegation were being made by an individual (such as a specialist), they could include email correspondence as evidence, highlighting how that correspondence indicates the breach of the *Code of conduct*.

The Groups Forum and IfA staff will continue to look at other potential issues they have come across in the past and how these can be linked to the *Code of conduct*. If you have any examples that you would like to see disseminated in this way contact [kirsten.collins@archaeologists.net](mailto:kirsten.collins@archaeologists.net). Look out for further information and examples on the website, eBulletin and Groups newsletters.



## IfA Disciplinary regulations/process

At the 2012 AGM in October, changes were agreed to the Disciplinary regulations By-Law. This followed a review process of the procedures and the annual formal review of disciplinary cases (see TA 85 for 2011 annual review; and the 2012 annual review will be published in the next edition of TA). The review considered

- how procedures could be streamlined, and retain transparency
- how supporting documents provided full guidance on the procedures laid out in the by-laws
- how far the processes of determination and appeals should be consistent across membership validation, organisational registration and disciplinary procedures

## How does the disciplinary process work?

There are now six stages to the disciplinary procedure, presented in summary below. Full details are available in the *Disciplinary regulations by-law* (see [www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa)) and in our *Disciplinary guidance notes* available on the website ([www.archaeologists.net/regulation/complaints](http://www.archaeologists.net/regulation/complaints)).

### Stage 1 Assessment

The allegation is received and logged and an initial assessment carried out as to whether the allegation appears to be frivolous or vexatious, is appropriate for the disciplinary procedure, and whether the allegation has been completed fully and appropriately and is 'fit for purpose'; or in the case of information being received (but not an allegation) whether this information might lead to an allegation.

### Stage 2 Investigation

A disciplinary panel with appropriate knowledge and skills relating to the allegation will be convened, one member of which will normally be a solicitor (the investigator), and two will be corporate members of IfA. The panel will contact the parties involved and assess the evidence relating to the allegation. The panel will then provide a summary report and make a recommendation on whether the *Code of conduct* has been breached to Executive committee.

Executive committee will then consider the recommendation made by the Disciplinary panel. If it agrees with the findings, and a member is found to be in breach of the *Code of conduct*, a Sanctions panel may be convened to consider sanctions. If the finding is to reject as inappropriate, no case to answer of that there has been no breach, no further action will be taken (other than to inform all parties). If Executive committee disagrees with the recommendations made, it will provide the Disciplinary panel with details of what it wishes to be considered further.

### Stage 3 Sanctions

The Chief Executive or their nominee will appoint a Sanctions panel of six people who will normally be IfA members. They will recommend their findings and recommendations to the Executive committee, who will impose them unless they consider that due process has not been followed. The respondent has a chance to provide the sanctions panel with mitigating arguments.

In the event of expulsion, a former member shall be entitled to reapply for membership of the Institute up to a maximum of five times. In the event of suspension membership shall not be renewed unless and until the membership application is supported by sufficient evidence to enable the Institute to be confident that the circumstances of the allegation, or similar instances, would be unlikely to arise again.

### Stage 4 Appeal

The member against whom the allegation was made may appeal the finding of Executive committee and/or the sanction imposed by the Sanctions panel, provided that they remain a member throughout the disciplinary panel's investigations and the Sanctions panel's deliberations. The appeals process has been redrafted to be clearer on what the grounds of appeal are, what is required to support an appeal, and the possible findings of the Appeal panel.

### Stage 5 Reporting and review

An account of any and all investigations and subsequent appeals shall be published as they are completed. An annual formal review will be undertaken on all the proceedings in the period, with a report to Council. A summary of the report will be published in *The Archaeologist*.

## Members' news

### Lucy Martin MIfA 7530

Lucy has been an archaeological Illustrator since 2002, working for Oxford Archaeology for seven years before undertaking a PhD at the University of Bradford in filmless radiography for cultural materials. As well as writing up her PhD thesis, Lucy now works as a freelance Illustrator, producing figures for archaeological reports and books, finds illustration, design work and photography. Lucy recently joined the small cooperative AMTeC (Ancient Materials, Technology & Conservation) as Creative Director, with responsibilities for design, illustration and photography. My website ([www.roundography.com](http://www.roundography.com)) started off life as a place to show and sell her photographs and self-published book *Roundography*, but has now become the online base for my freelance illustration work too.



### Joe Flatman MIfA 2225

In October 2012 Joe left his joint employment as Surrey County Archaeologist and Senior Lecturer in Archaeology at University College London to take up a new position at English Heritage. Joe is now solely employed (after seven years juggling two jobs) as the Head of Central Casework and Programmes in EH's Designation Department.

There he has a diverse portfolio of responsibilities spanning terrestrial and marine heritage, working to expand both the range and quality of the designated asset base. Joe also continues to publish, with his book *Archaeology in Society* having been published in mid-2012, and two new books due out in mid 2013, one an introductory guide to archaeology and the other an edited volume on prehistoric archaeology. He can be contacted on [joseph.flatman@english-heritage.org.uk](mailto:joseph.flatman@english-heritage.org.uk).

# S New members

# R

# E

# B

# M

# E

# M

## Member (MifA)

Jaime Almansa-Sanchez  
Anni Byard  
Paul Driscoll  
Amy Jones  
Sarah MacLean  
Lucy Martin  
Mitchell Pollington  
Edward Salter  
Gavin Speed

## Associate (AIfA)

James Thomson

## Practitioner (PIfA)

Amy Gillespie  
Eva Maria Gonzalez Suarez  
Sophie Jennings  
James Spry  
Richard Talbot-Jones

## Affiliate

Robert Anthony  
Henry Cary  
Pennie Doddington  
Ceri Gage  
Nicola Gaskell  
Richard Hughes  
Matthew Knight  
Pramesh Krishnankutty  
Anne McIntyre  
Thomas Mycock  
Hilary Orange  
Amy Rosier  
David Stanley  
Steve Trick

## Student

Matthew Austin  
Kimberly Briscoe  
Lewis Busby  
Gareth Chester  
Terence Christian  
Maddie Clack  
Davina Colpman  
Adrienne Compton  
Suzanna Defriez

## Student (cont)

Rosie Everett  
Richard Foster  
Emma Freeborn  
Alistair Galt  
Karin Hahn  
Trish Holmes  
Marc Knighton  
Natasha Males  
Sofina Malik  
Kirsty McLeod  
Katy McMonagle  
Jemma Mitchell  
Tim Moon  
Frederick Neville-Jones  
Celia Orsini  
Victoria Owen  
Joseph Page  
Heather Papworth  
Chloe Percival  
Emily Jane Rothwell  
Sarah Salem  
Philip Smither  
Emoke Soproni  
Neil Summerson  
Emma Turk  
Sara Wilson  
Philip Wright

# Upgraded members

## Member (MifA)

Jonathan Berry  
Nathan Blick  
Paul Riccoboni

## Associate (AIfA)

Richard Bradley  
Caroline Butler  
Martin Cuthbert  
James Patrick  
Natalie Ward

## Practitioner (PIfA)

Chris Chinnock  
Richard Grove  
Naomi Hughes  
David Moon

# REGISTERED ORGANISATIONS IN THE NEWS...

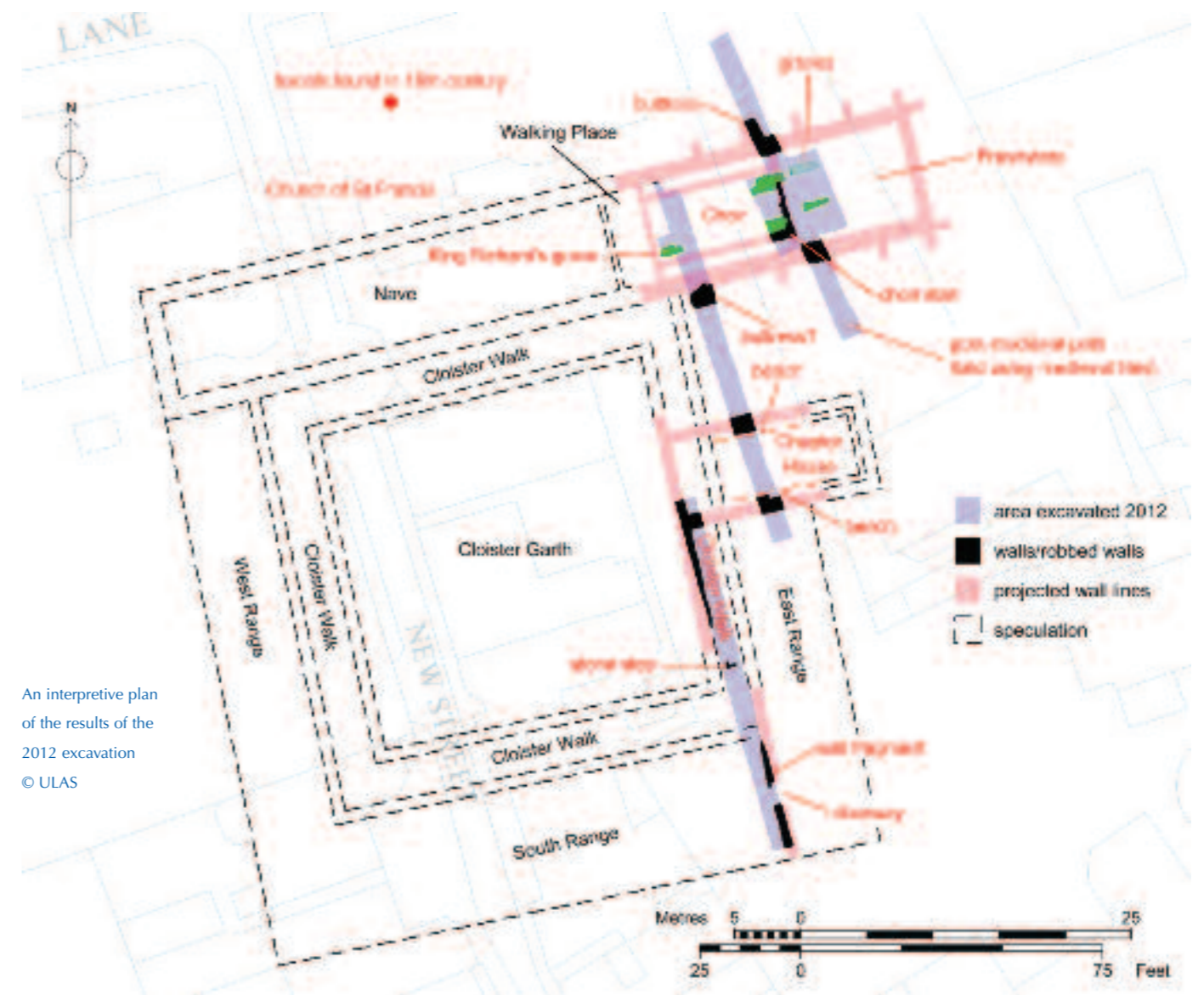
## The Greyfriars Project: identifying a King

Mathew Morris MA AIfA 7397 University of Leicester Archaeological Services (ULAS)

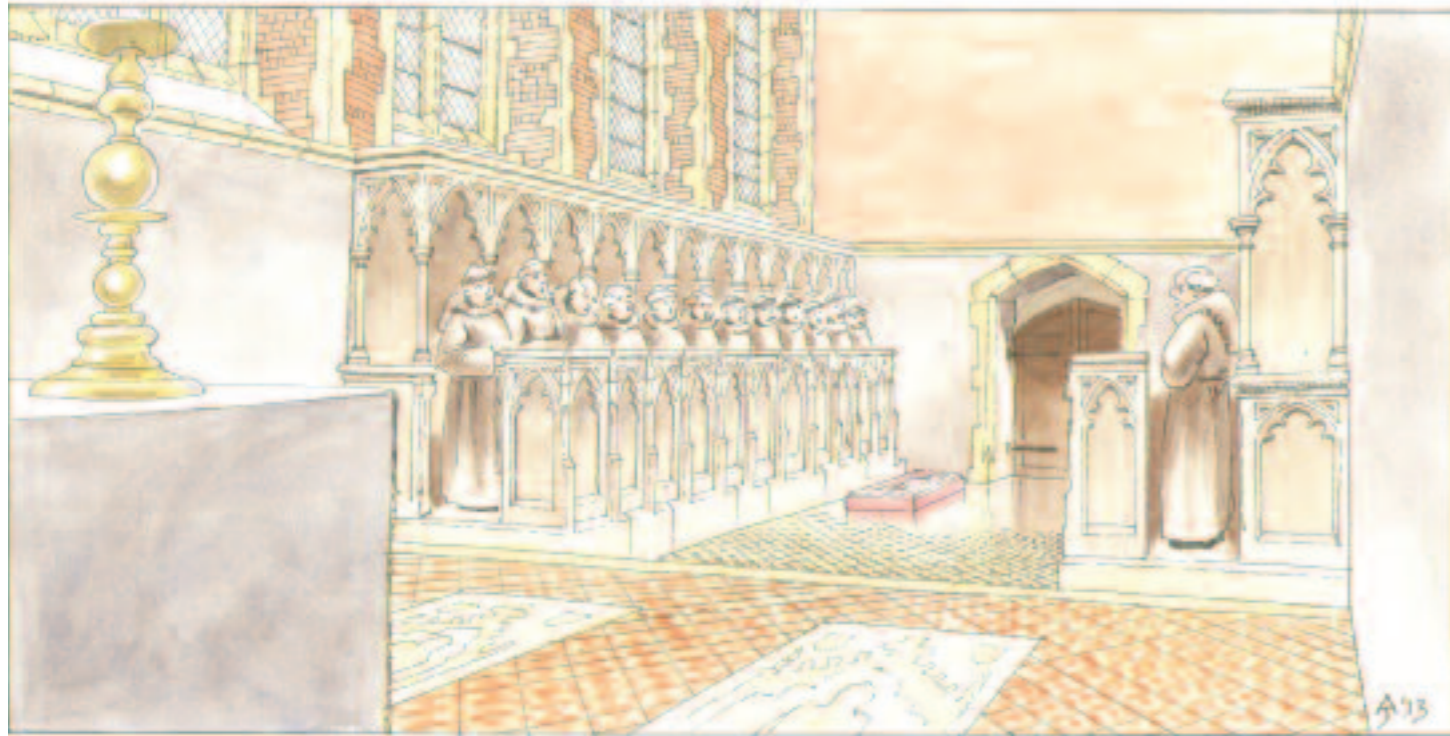
The most exciting work by ULAS over the past six months has undoubtedly been the search for the last known resting place of King Richard III beneath a car park in Leicester, funded by the University of Leicester, Leicester City Council and Richard III Society. Three trenches were opened and the medieval archaeological deposits were about 1.5m below modern ground level.

On 4 February the University of Leicester announced the result of research on a skeleton found during these investigations in September 2012. The burial was found at the north end of Trench 1, in an area so disturbed by 18th-early 20th century buildings that

no medieval floor levels survived. The individual had been buried at the west end of the choir in the Grey Friars church, in front of the southern choir stall. The grave appears to have been hastily dug and was too short, leaving the skeleton's torso twisted and the



An interpretive plan of the results of the 2012 excavation  
© ULAS



A reconstruction of the interior of the Grey Friars choir, looking west from the presbytery; Richard III's grave was located at the west end in front of the southern choir stall. Artwork by Jill Atherton © ULAS

head propped up in one corner. No evidence for a coffin, shroud or clothing was found. This fits contemporary accounts that Richard was buried quickly, with little ceremony, in the choir of the Friars Minor's church in Leicester, following his death at the Battle of Bosworth on 25 August 1485.

The skeleton is in good condition apart from the feet which are missing, almost certainly as a result of later disturbance. Evidence for scoliosis and some head trauma was clearly visible on the in-situ remains despite the distorted position of the skeleton. The disposition of the arms (right hand over left, placed over the right pelvis) is unusual, raising the possibility that the hands could have been tied at the time of interment. Stable isotope analysis shows that the individual had a high protein diet, including significant amounts of seafood, suggesting high status. The radiocarbon dating provides a modelled date of death of AD 1456-1530, therefore being consistent with an individual who died in 1485.

Osteological analysis by Dr Jo Appleby shows that the individual is male, in his late 20s to late 30s, with a gracile build. He had severe idiopathic adolescent onset scoliosis, developing after the age of 10. This may have been progressive and would have put additional strain on the heart and lungs, possibly causing shortness of breath and pain. Unaffected by scoliosis, the man would have stood around 5ft 8in

(1.73m) tall. This would have been above average height for a medieval man. However, his disability would have reduced his apparent height and lifted his right shoulder higher than his left. This is entirely consistent with the little that is known about Richard III's physical appearance. He was 32 when he was killed.

Ten wounds have now been identified on the remains, eight on the skull and two on the post-cranial skeleton. Two large wounds underneath the back of skull, possibly from a halberd and a sword, are likely to be fatal. A third, smaller penetrating wound to the top of the skull had probably been caused by a sharp blow from a pointed weapon, such as a dagger, on the crown of the head. Others wounds were more superficial and none of the skull injuries would have been possible to inflict on someone wearing a helmet of the type favoured in the late 15th century. Two wounds, a cut on a right rib and a cut to the right pelvis, thrust through the right buttock, again could not have been inflicted on someone wearing armour. These, along with two wounds to the face are more likely to be post-mortem 'punishment blows' delivered to the body after death as an act of humiliation.

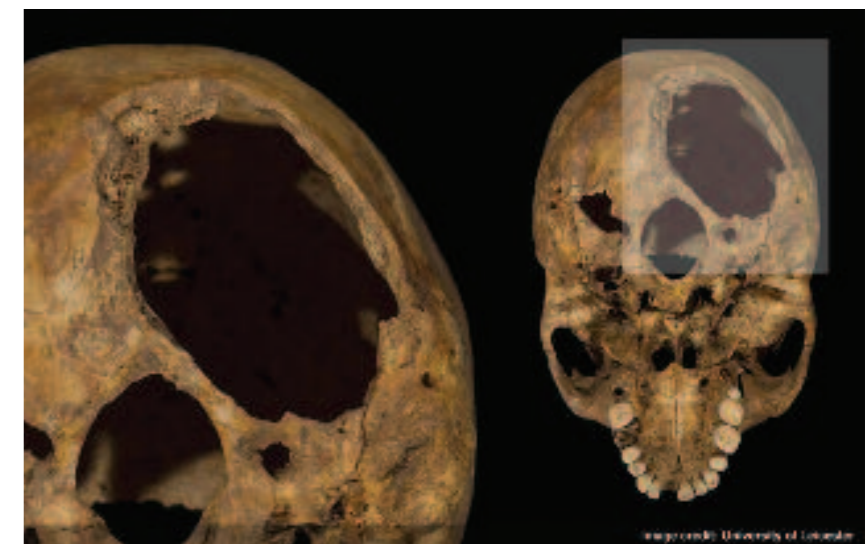
Significantly, Dr Turi King has found a match between mitochondrial DNA from the skeleton and two direct descendants of Richard III's sister Anne of York through the female line. The genealogical link



The in-situ remains of King Richard III, looking north; Greyfriars, Leicester in September 2012 © ULAS

between the two modern-day descendants and Richard III has also been verified.

Like any modern forensic case, the DNA evidence must be assessed alongside the other evidence. The results of the archaeological and osteological analysis, combined with the genealogical and genetic evidence make for a strong and compelling case that the skeleton is indeed the remains of Richard III. Put another way, with the wealth of evidence recovered what are the odds that this man could be someone else? Ultimately, the conclusion is that 'beyond reasonable doubt' King Richard III, the last Plantagenet King of England, has been found.



The two wounds to the base of the skull, both would have likely been fatal © University of Leicester



**CALCH; Getting on the trail of Welsh industrial heritage**

Duncan Schlee Dyfed Archaeological Trust

*In this day and age, heritage projects increasingly need to demonstrate wider community benefits to attract grant funding, and this can often influence the direction the project takes.*

CALCH (the Welsh word for 'lime') is an exciting partnership project aiming to conserve industrial remains and improve access to Herbert's Quarry, an area of limestone workings situated near Brynamman in East Carmarthenshire. The quarries lie in a spectacular location on the Black Mountain within the Brecon Beacons National Park and The Fforest Fawr Geopark.

Today the influence of the lime industry on the landscapes and social history of the Wales we know today is often overlooked. Most people only visit the site to admire the magnificent views or to walk the dog, unaware that the remarkable landscape of craggy cliffs, grassy hummocks and enigmatic ruins that surround them are the remains of an important agricultural lime industry that lasted for over 200 years up to the 1960s.

Dyfed Archaeological Trust was invited by the Brecon Beacons National Park Authority (who own the site and its surrounding area) to undertake survey work and research to understand more about the archaeology and history of the site and to inform a long term management plan for the industrial remains. From the start it was recognised that by making the site more accessible the quarries could become an interesting and enjoyable attraction, presenting a forgotten part of Wales's outstanding industrial heritage to new audiences. New visitors could in turn bring wider economic and social benefits.

These goals fitted well with National Park policies and enabled the project to obtain funding from Cadw's Heritage Tourism Project the Brecon Beacons Trust, the Brecon Beacons Sustainable Development Fund, the Aggregates Levy Sustainability Fund (Wales). The £19m Heritage Tourism Project is largely funded by the Welsh Government and the European Regional Development Fund. All these funding sources support projects that use heritage assets to bring economic and 'quality of life' benefits to local communities.

By undertaking repairs and safety works to the industrial structures, creating trails and providing information, the Black Mountain Quarries will become a fascinating place for both visitors and locals to enjoy the landscape and learn about the industrial heritage, wildlife, social history and geology of the area. Raising awareness of the Black Mountain Quarries with existing heritage tourism and community initiatives, and linking CALCH with Cadw's pan-Wales interpretive themes and with the Heritage Tourism Project, will all help to maximise the economic potential of CALCH.

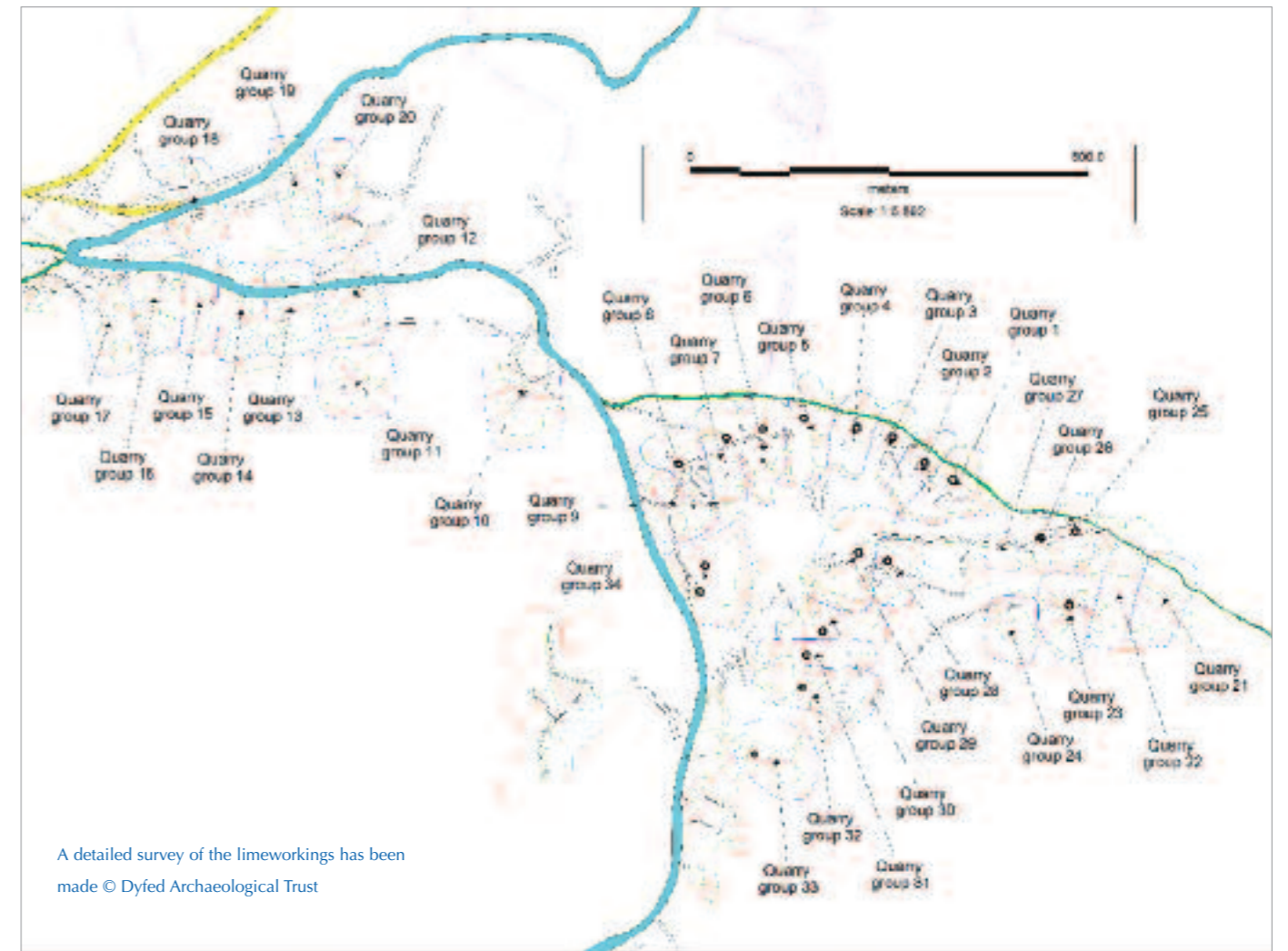
Through CALCH DAT has also worked with volunteers to make a detailed record and condition survey of the site. Not only does this inform the management of the remains, but it also provides a valuable resource for understanding and communicating the history of Herbert's Quarry.

The CALCH project partners are: the Dyfed Archaeological Trust, Brecon Beacons Park Authority, the National Museum of Wales, and the Black Mountain Centre in Brynamman.

To find out more about CALCH, please contact **Duncan Schlee** at the **Dyfed Archaeological Trust** on [d.schlee@dyfedarchaeology.org.uk](mailto:d.schlee@dyfedarchaeology.org.uk) call **01558 825984** visit our website at [www.calch.org.uk](http://www.calch.org.uk) or follow us on Facebook and Twitter! Search for the Dyfed Archaeological Trust.



A tour of Herbert's Quarry during the Festival of British Archaeology © Dyfed Archaeological Trust



A detailed survey of the limeworkings has been made © Dyfed Archaeological Trust



Volunteers taking part in a survey of Herbert's Quarry © Dyfed Archaeological Trust

## ■ Citizen science and the Pictish longhouses of Glenshee, Perthshire

David Strachan MIfA 1743 *Perth and Kinross Heritage Trust*, and Dave Sneddon AIFA 5115, *Northlight Heritage*

*Perth and Kinross Heritage Trust, in partnership with Northlight Heritage, has instigated a programme of archaeological research through community archaeology, investigating turf-built Pictish longhouses in upland Perthshire. 2012 saw a pilot season of community excavation focused on the partial excavation of an early medieval 'Pitcarmick-type' longhouse in Glenshee, Perth and Kinross. This 'citizen science' approach has already revealed some rare and early detail of Scotland's wider, long-term tradition of earth buildings.*



### ■ What are Pitcarmick-type buildings?

The distinct earthworks of these elongated long houses, with rounded ends, were first identified in the uplands of Glenshee and Strathardle during RCAHMS survey of North East Perthshire in the late 1980's (RCAHMS 1990) where they were initially thought to be medieval. The site-type takes its name from the first investigated example, excavated in 1993-4 by Glasgow University (Carver et al forthcoming). The site produced dates between the 8th and 11th centuries AD and confirmed that they were constructed of turf, stone and timber and may have functioned much as Black houses of the Western Isles with humans occupying one end of the building and animals the other. While this early date was clearly important, as rural Early Medieval buildings are rarely found elsewhere in Scotland with the exception of Viking settlement in the Outer Isles, there has been no further study of the group since the 1990s excavations.

### ■ Excavations at Lair

The site comprises a cluster of long houses beside two prehistoric round-houses, of probable Bronze Age or Iron Age date, and a ring-cairn of late Neolithic/early Bronze Age date. The aim was to assess the construction of one longhouse and to confirm its date. Further to topographical and geophysical survey three trenches were opened across the structure. The excavations confirmed that the earthwork feature was a turf long longhouse dating to the 7th-9th centuries AD and, while contemporary to the Pitcarmick example, it was structurally different having been built completely of turf and without any significant stone foundation. A well preserved section of turf wall was uncovered and a south-west facing pebble-paved entrance

confirmed. Further to this a large pit at the south-eastern end of the structure was discovered, presumably part of a timber framework to support the roof. Significant finds included flint arrowheads, perhaps an indication of activity at the roundhouses, and a series of iron artefacts including two knives and two buckles. The latter were secured as being contemporary with the building and are significant as low status domestic metalwork of this period is rare, primarily as so few sites have been excavated.

### ■ The Future...

There were clearly significant challenges to a community excavation of an earth building, but the experience of both organisations and the interest and enthusiasm of those participating overcame these. Plans are underway for 2013 and will include further work at the long-house as well as features in the wider environs identified through large-scale geophysical survey, probably relating to arable cultivation and stock control. The long-term objectives of the project are to better understand the relationship between the early medieval and prehistoric monuments but also to enhance the largely neglected narrative of Scotland's extensive earth building tradition.

See [www.glenshee-archaeology.co.uk](http://www.glenshee-archaeology.co.uk) for further details and interim reports.

### ■ Funders:

The project was primarily funded by Perth and Kinross Heritage Trust with support of the Scottish Hydro Drumderg Community Benefit Fund, Cairngorms National Park, Society of Antiquaries of Scotland and Aviva.



The Lair site, Glenshee, with Mount Blair in the distance © PKHT/Northlight Heritage

The base of the Pictish turf wall of the longhouse, which has produced various iron objects  
© KHT/Northlight Heritage



## ■ New staff for Headland Archaeology

### Alex Ewart

Headland Archaeology is delighted to announce the strengthening and enhancement of our maritime and marine department with the appointment of Alex Ewart as Maritime Project Officer. Alex has spent the past few years employed as a hydrographic surveyor for MMT Netsurvey Ltd having obtained an MSc in hydrographic surveying from University College London and the Port of London Authority. Trained in the latest offshore surveying technologies, Alex has undertaken geophysical surveys for the UKHO and Maritime and Coastguard Agency throughout the UK's territorial waters as part of their resurvey programme. He maintains a keen interest in advanced underwater acoustics, imagery, integrated Lidar/sonar datasets and target detection. His background and experience in the heritage sector is also strong, having not only surveyed numerous wreck sites as part of his offshore role, but also having previously worked for several years as a conservation engineer for historic and listed buildings in London. Alex has also been employed in the Department of Conservation and



Alex Ewart

Maintenance for Historic Scotland. Alex will apply his knowledge of offshore survey, cultural heritage, civil engineering and emerging sonar technologies to the Headland team as we further expand our maritime capabilities amidst the growing offshore industries and renewables.

### Michelle Collings AlFA 2027

The South & East office is delighted to welcome Michelle Collings as the newest member of our growing team. Michelle joins Headland Archaeology as a Senior Archaeologist and has been leading fieldwork projects in the Fens area of Eastern England where we evaluated land ahead of construction for a renewable energy scheme. She is now working on bringing some of our larger excavations to publication, including the excavation of a Roman farmstead site in Suffolk and the recent excavation of a Roman Industrial site in Bedfordshire. The latter revealed significant evidence for large scale pottery production comprising twelve kilns along with some evidence for metal working. It should be of major interest to anyone involved in Roman pottery studies and will provide a great source of new data for the region and beyond once published. Michelle joins Headland with over eleven years commercial experience, working with contracting units and consultancies based across southern England. She also maintained a role as an Associate Lecturer during this time and has been involved with several university research projects, in England, Wales and overseas.

## Towards an archaeological measured survey toolbox: a review of the SGIfA *Illustration of archaeological measured survey* workshop and discussion

Jeff Sanders *Scottish Archaeological Research Framework, Project Manager*

### Introduction

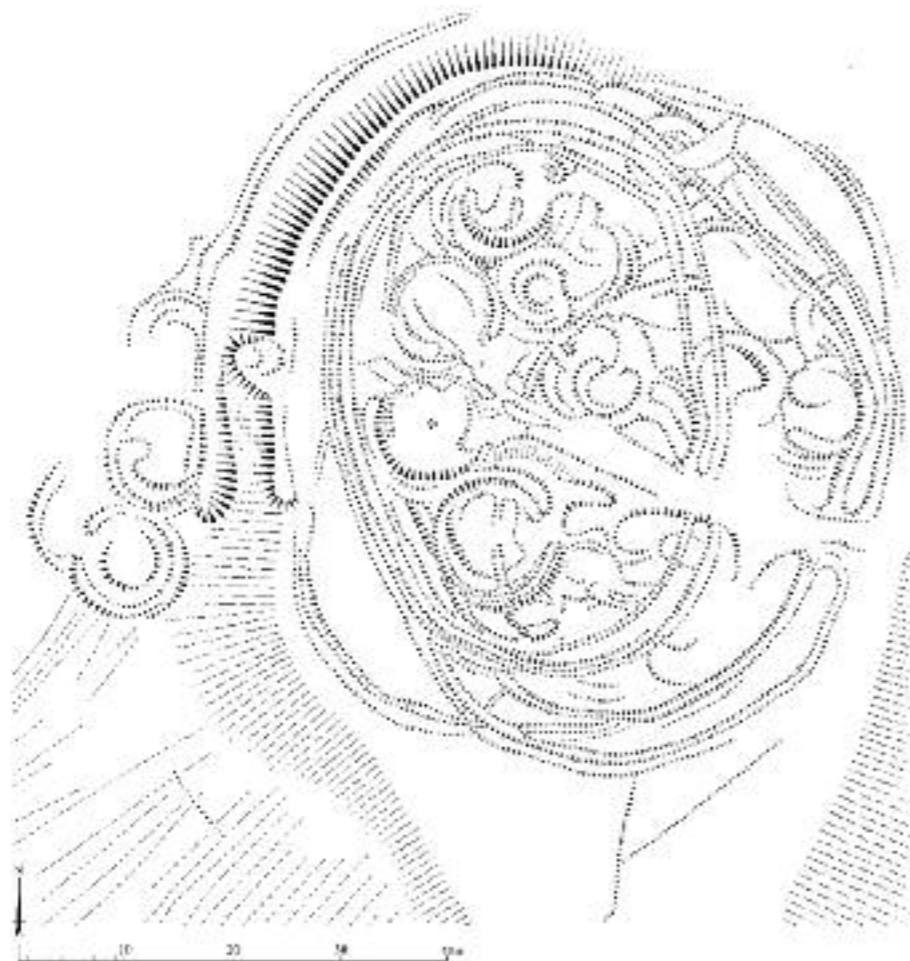
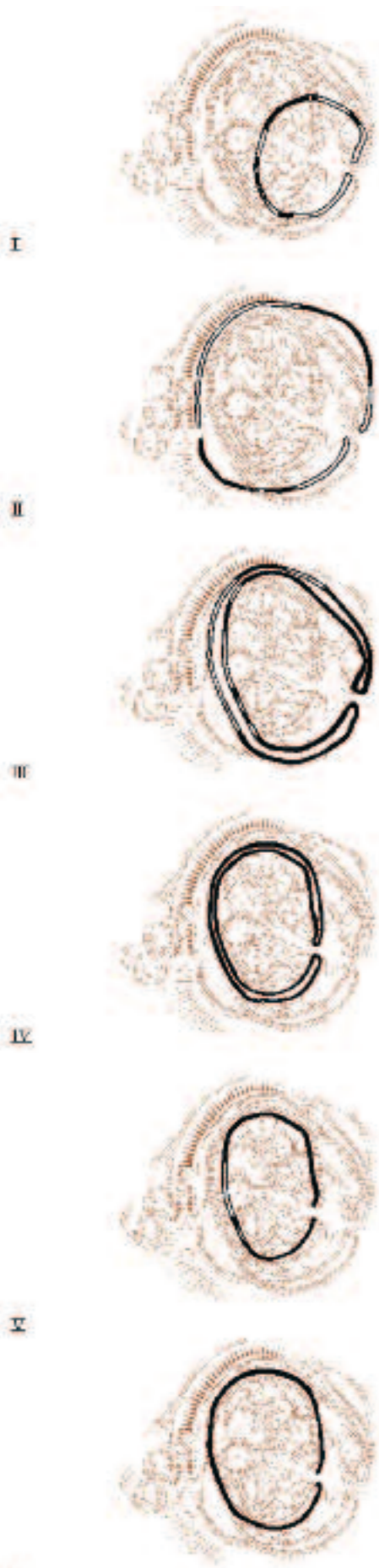
Archaeological measured survey is a central element of our profession - and if a picture is worth a thousand words, it is certainly worth taking time (and a thousand words) preparing for the picture. On 14 December 2012 an *Illustration of archaeological measured survey* workshop was held at RCAHMS. The day was divided into two sets of short talks. The morning session explored the differing purposes of archaeological survey, from research through conservation management and development control to interpretation and presentation. The afternoon explored the practice, focusing on the commercial context (and issues therein) alongside an exposition of presentational techniques by experienced Commission surveyors. For the small professional audience of around 30 archaeologists, surveyors and illustrators the emphasis was on discussion and everyone had been asked to submit as a poster examples of good (or bad) practice to help stimulate this. It was recognised that the practice of archaeological measured survey in Scotland has seen major changes in both organisation and technology – developments that have impacted upon the methodology and presentation of survey in many different ways. The workshop therefore sought both to take stock and to look forward.

A full report on the workshop can be found on the Scottish Group's webpages at [www.archaeologists.net/groups/scottish](http://www.archaeologists.net/groups/scottish).

### The purpose of survey

The workshop began with a look back: Jeff Sanders (Society of Antiquaries of Scotland/ScARF) outlined the results of a questionnaire that attempted to uncover the recurring themes in good survey. RCAHMS work figured heavily in the 33 responses, though there was a feeling that work from academia was under-represented and a worry that some forms of survey put undue emphasis on presentation over interpretation. Matt Ritchie (Forestry Commission Scotland) then discussed survey in relation to the objectives of conservation management: enhancing the record; assessing cultural significance; collecting baseline data to inform management and monitoring; and encouraging wider Continuing Professional Development. Derek Alexander (National Trust for Scotland) considered conservation management issues from the perspective of the National Trust for Scotland. The challenges of a remit to balance protection and promotion of over 10,000 archaeological sites, features and buildings were

discussed and the need for strong conservation principles again emphasised. Chris McGregor (Historic Scotland) discussed survey for interpretation, understanding and access, particularly in relation to high definition survey projects such as the Scottish Ten, which use terrestrial and airborne laser scanning as the primary method of data acquisition. He began by emphasising the value of multi-disciplinary approaches and outlining the advantages of laser scanning within the survey toolkit, especially as a planning or conservation tool. Val Turner (Shetland Amenity Trust/ALGAO) explored the role of archaeological survey from the perspective of a local authority archaeologist and the requirements for development control. She emphasised the need to standardise terminology and to explicitly define survey requirements when developing a brief. Graeme Cavers (AOC Archaeology Ltd) finished the morning session with a consideration of the strategy of survey and the wider framework of research behind this, noting that the purpose and scale of survey ultimately governs the approach taken. Gibb's



Gibb's Hill, Dumfries & Galloway, is a multi-phase Iron Age settlement published in *Eastern Dumfriesshire: An Archaeological Landscape* (1997). The survey of the site has been widely admired for how effectively it conveys the chronological development at a complex site. The plan and sequence reveals the detail that can be realised by careful survey of the complex turf-defined palisade slots of prehistoric settlements on the Border Hills. A minimum of five, possibly six, separate periods of construction can be identified. © RCAHMS

Hill was highlighted as an excellent example of survey - not because of technical complexity, but because it successfully communicated the thought processes behind it. Cavers noted that modern techniques such as laser scanning are perceived as valuing objective record over the illustration of subjective interpretation - but argued very persuasively that thought processes and discussion were required to inform the presentation of all types of archaeological survey.

### The practice of survey

Magnar Dalland (Headland Archaeology) explored the development of survey within a commercial context, charting the changes over the last thirty years, particularly the shift from analogue to digital recording. Candy Hatherley (Aberdeen University) explored the commercial context of survey in current practice, noting that companies use survey in different ways. She explored the role of survey in commercial work - effectively as a tool to enable other work. Ian Parker (RCAHMS) then presented on the strategy and convention of illustration, exploring the aims of RCAHMS survey and recording alongside the methods and depiction techniques used. The four levels of measured survey were discussed: basic location; landscape mapping; groups of monuments; and individual detailed measured survey. Georgina Brown (RCAHMS) then considered the art of cartography and the decisions that

should be taken when considering how to display information on a map: from site plan, through landscape plan to distribution map. The nature of data, the audience and the nature of publication were all highlighted as aspects to consider. Emily Nimmo (RCAHMS) concluded the afternoon session by considering archiving and data standards. She noted that RCAHMS held 20TB of digital data, with 30,000 external additions last year.

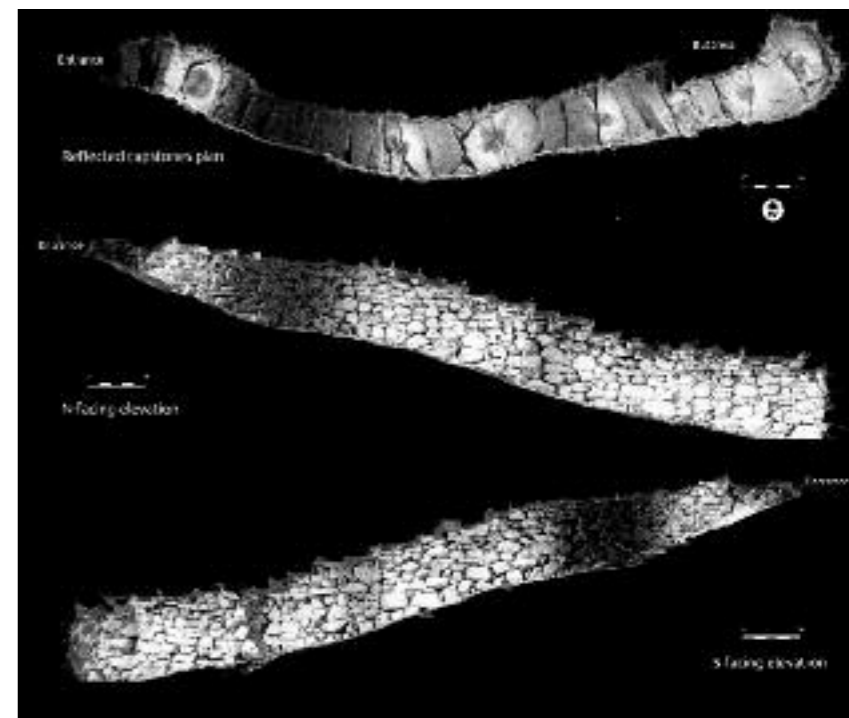
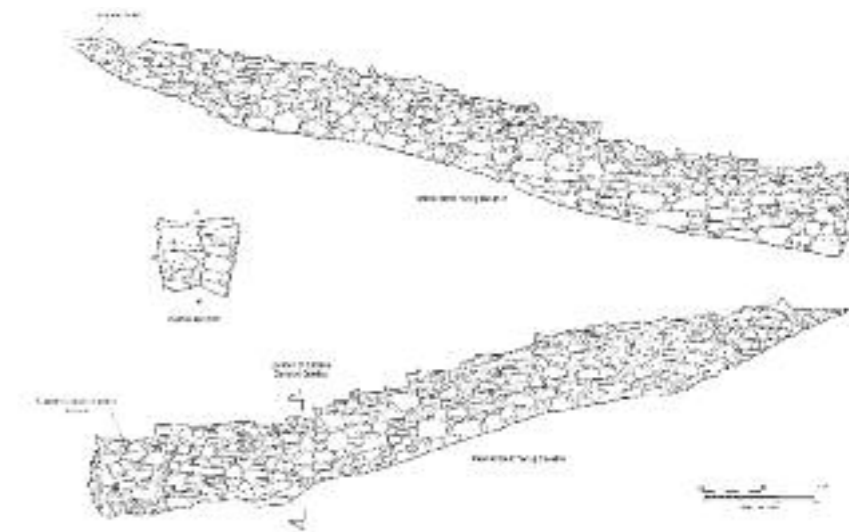
### Discussion

The workshop concluded with discussion of a range of topics, including the importance of archaeological measured survey in support of site designation and the role of measured survey within the concepts of preservation by record and preservation in situ. Improving the process of archiving was discussed alongside issues of access and uploading data. The need to overcome the artificial boundaries imposed by commercial briefs was also discussed. The idea of a national survey programme was mooted, although it was felt that individual surveys should be oriented toward identifying and tackling regional opportunities.

The importance of creating guidance and standards was discussed. It was suggested that clarification would be needed on what any guidelines would be used for; and the importance of peer review and feedback was emphasised. It was emphasised that certain techniques need quality control definitions for datasets.

There was a clear distinction between archaeological measured survey for objective record and for subjective interpretation. It was recognised that any individual project should aim to satisfy both requirements - but that specifications and resources often did not include scope for such a balance. It was noted that in many projects time and resource are significant constraints - and that it was often best to get quick detailed and accurate results. How best to achieve a workflow that contains scope for interpretation and presentation is a challenge for us all.

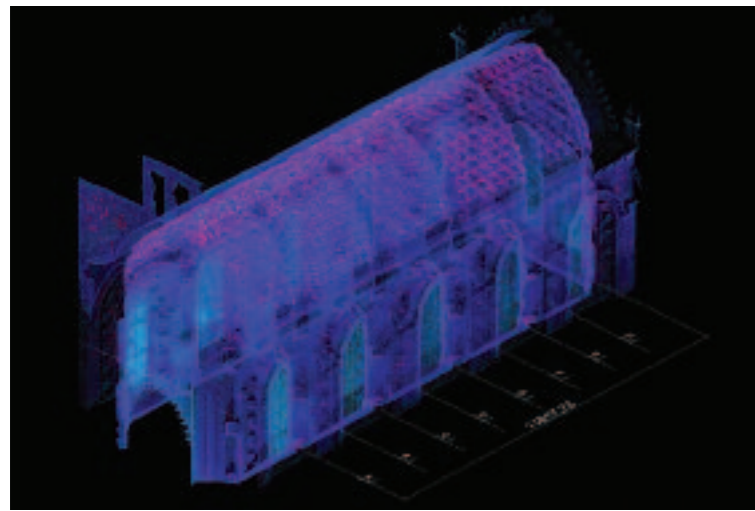
The workshop was organised under the auspices of the IfA Scottish Group, in partnership with Forestry Commission Scotland, RCAHMS and the Society of Antiquaries of Scotland.



Cracknie Souterrain (AOC Archaeology). Cracknie is a site without modern consolidation or intervention. This image depicts the elevations alongside the capstones reflected on plan. The objectives of survey were to enhance the historic environment record and to provide a baseline to inform conservation management (and allow detailed condition monitoring). However, the action and product of survey also raises the profile of significant sites. A further objective was to act as a visibly impressive method of effectively demonstrating and confirming the importance of a site to land managers and visitors. Opportunities for public site visits during survey should also be considered where possible - and the results of survey should be both functional and aesthetic. © Forestry Commission Scotland

## Towards an archaeological measured survey toolbox – issues to consider

- consider the purpose of any archaeological measured survey from the outset, whether preparing a brief for tender or a Written Scheme of Investigation for a client
- consider the archive requirements of any archaeological measured survey from the outset, in order to enable time to fully archive the project to be included in the project design
- the surveyor should always seek to highlight and provide a range of different images and styles for a range of illustrative uses

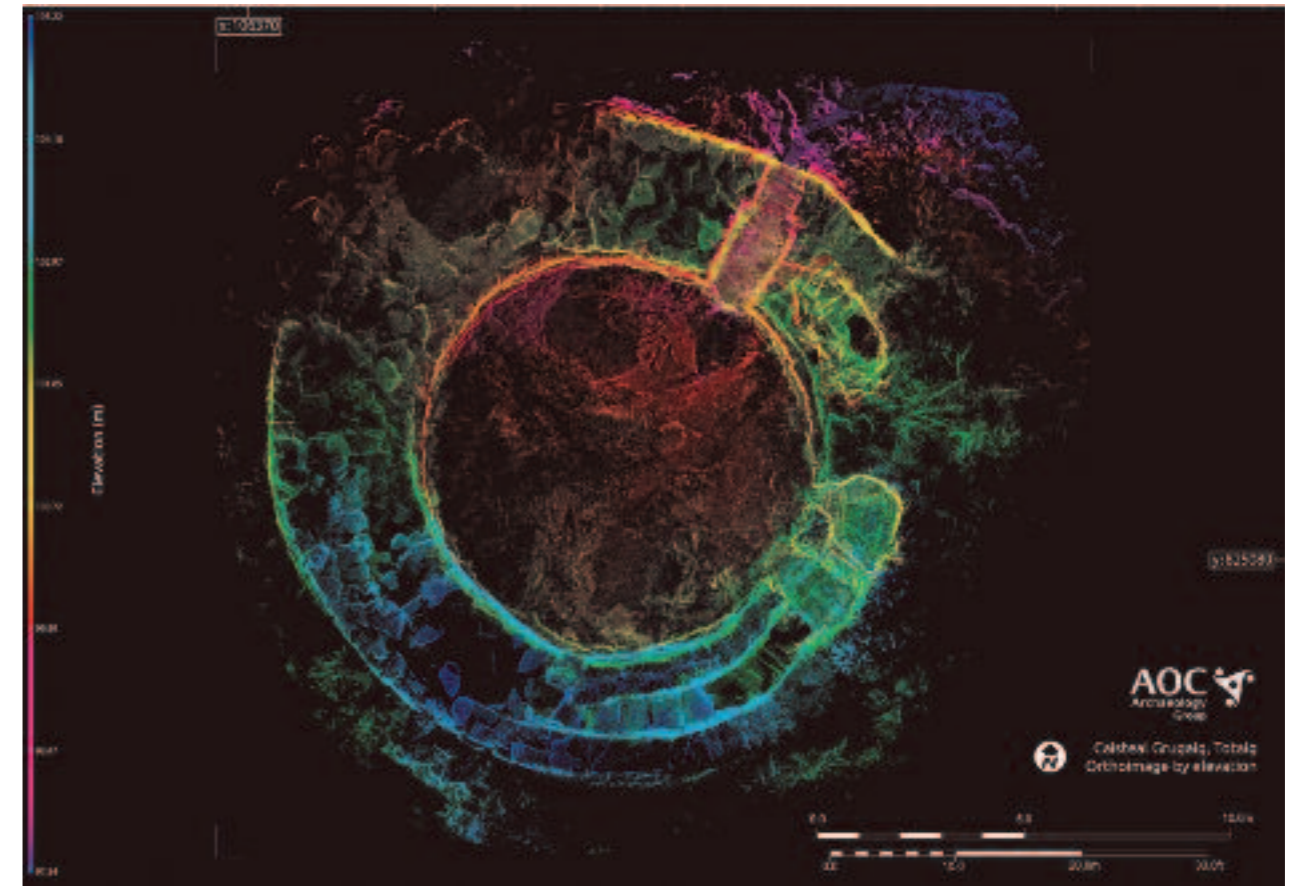


- recognise that an emphasis on aesthetic interpretation and presentation can smooth the objective record of archaeological measured survey – seek a balance between the two requirements
- remember the importance of peer review during the site recording and subsequent presentation of archaeological measured survey
- ensure that all relevant survey products are fully and clearly georeferenced
- geophysical survey results and the locations of trial trenches etc need to be tied into site-based and landscape-scale surveys
- when compiling a personal or company profile, remember that demonstrating archaeological measured survey skills and expertise is important and effective
- archaeological measured survey (particularly where publication and / or wider promotion is relevant) can be a great opportunity to build CPD into a commission

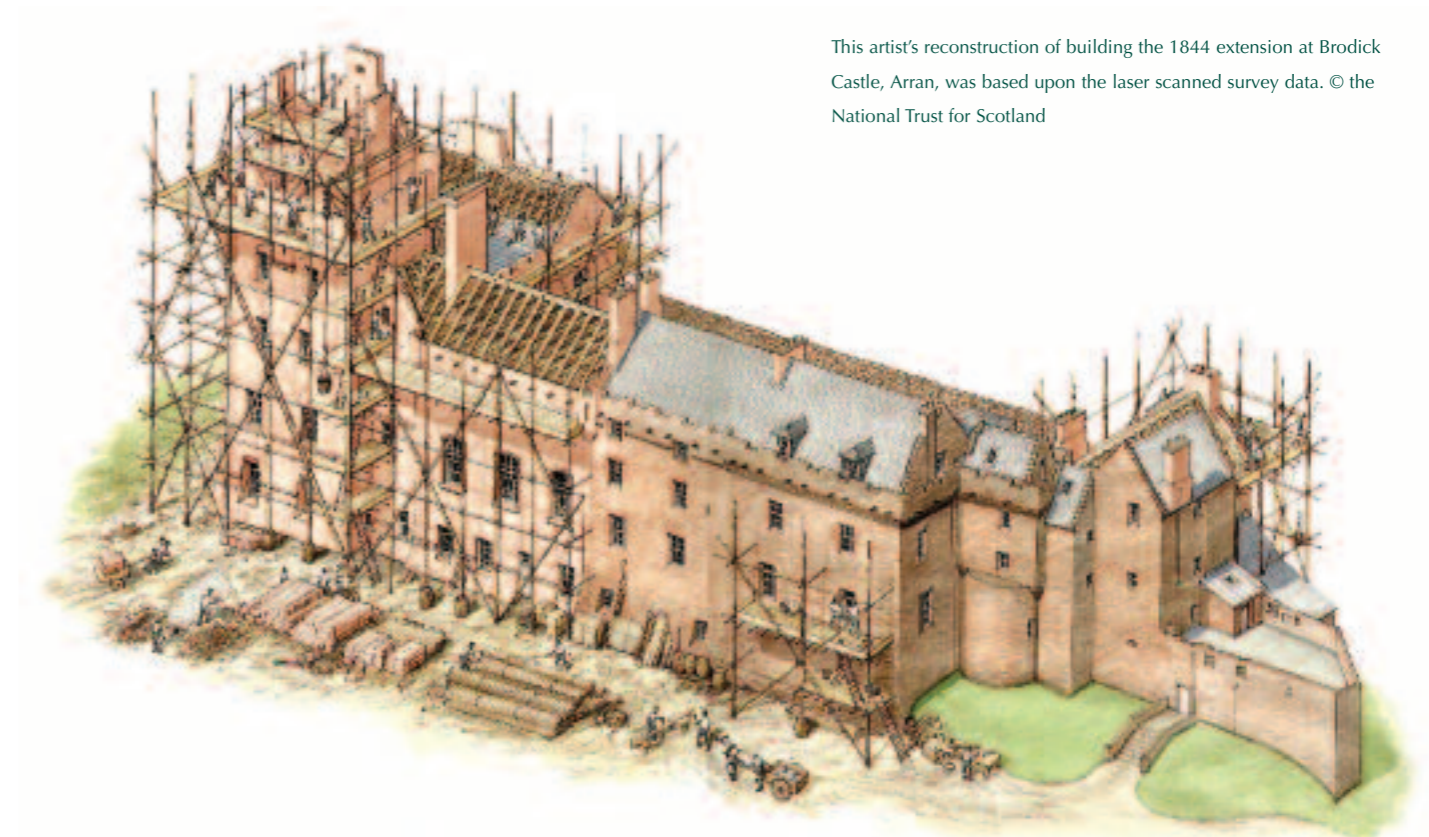
Cross-sections through the point cloud generated by laser scans allowed quantitative measurement of the thickness of asphalt covering the chapel roof © The Centre for Digital Documentation and Visualisation LLP



3D model of Rosslyn Chapel interior produced from laser scan data with intricate carvings highlighted © The Centre for Digital Documentation and Visualisation LLP



Caisteal Gruigaig broch (AOC Archaeology). This orthoimage by elevation depicts the broch in plan. The changing wall height of the broch can be readily understood. The objectives of survey were to enhance the record and provide detailed elevations for condition monitoring © Forestry Commission Scotland



This artist's reconstruction of building the 1844 extension at Brodick Castle, Arran, was based upon the laser scanned survey data. © the National Trust for Scotland



- archaeological measured survey can also inform the preparation of artist's reconstruction drawings – and the preparatory research be used alongside the results of fieldwork and on-site investigation to inform public interpretation strategies
- the cartographic background to any archaeological measured survey (particularly landscape scale sites) is really important. Consider the page size to inform appropriate scale, illustrative style, legends and overall legibility, appropriate resolution for reproduction and the intended audience
- a good sketch plan can be as useful as a measured survey – consider including field sketches / discussion notes in the final survey report and archive
- any illustration to be used to help with site condition monitoring should indicate Camera Points indicating where to stand for the future photo monitoring of a site

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**Dr Jeff Sanders** manages the Scottish Archaeological Research Framework (ScARF; [www.scottishheritagehub.com](http://www.scottishheritagehub.com)) at the Society of Antiquaries of Scotland. He graduated from Edinburgh University in 2007 with a PhD in prehistory. His research interests include the history of archaeology, Neolithic studies and Scottish archaeology in general.

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Volunteers using a total station to survey the cairns on Columba's Bay, Iona. © the National Trust for Scotland

## SGIfA AGM debate: *the effect of wider policy change on the long-term future of archaeology in Scotland*

Peter Hinton *IfA Chairman*

Following the AGM of the Scottish Group, members participated in a seminar entitled *The effect of wider policy change on the long-term future of archaeology in Scotland*, kindly hosted by the Kelvingrove Art Gallery and Museum. Luke Wormald of Historic Scotland explained the review of Scotland's Historic Environment Policy, Rebecca Jones of Historic Scotland introduced the development of an archaeology strategy for Scotland, and Simon Gilmour of the Society of Antiquaries of Scotland and the Built Environment Forum Scotland (BEFS) historic environment working group reflected on the opportunities these policy reviews presented. Peter Hinton acted as discussant and SGIfA members engaged in spirited debate.

Luke Wormald's overview of the process for reviewing Scotland's historic environment policy was very valuable, and it was helpful to be reminded that the initiative belongs to the Cabinet Secretary, Fiona Hyslop, and is being carried forward through Historic Scotland's corporate plan. The policy review certainly has plenty of work to do. The key issue of significance is now being discussed – as the pre-consultation stage draws to a close – so it will be interesting to see how the possible present misalignment of the SHEP-in-revision (with its welcome broad themes of investigating and recording; caring for and protecting; and sharing and celebrating) with the workmanlike PAN 2/2011 (importance, potential) is addressed.

Inevitably, the opportunities to address policy through legislative reform spring to mind. The 2011 Historic Environment (Amendment)(Scotland) Act brought in welcome improvements relating to the defence of ignorance; penalties; the ability to require reversal; designation of gardens, designed landscapes and battlefields; Certificates of Immunity from listing; urgent works notices and stop notices; but the sector had a much longer list. The Historic Environment Advisory Council Scotland (HEACS) before its demise drew up a wishlist of legislative reform, much of which still stands and would address the intricacies of curtilage, expansion of the range of assets that could be scheduled, statutory statements of significance, interim protection during consideration for designation, statutory management agreements, and third party appeals relating to designation. IfA would add to the list the revocation of some of the class consents that permit the ploughing of scheduled monuments, and the two (failed) amendments to the Act proposed by BEFS on behalf of the wider sector: a statutory responsibility for local authorities to have access to a Historic Environment Record service (which the RCAHMS and ALGAO work on historic environment data, valuable though it is, does not satisfy), and a statutory duty of care for the historic environment for public bodies. And what about, if the

canvas is as blank as we are told, sensible consideration of the pros and cons of the principles of licensing excavation for archaeological purposes, rather than automatic dismissal of the approach based on perceptions of the adequacy of its application in Northern Ireland and numerous other states?

Rebecca Jones' extremely positive outlining of the plans to develop an archaeology strategy for Scotland, advised by a pan-sectoral Scottish Strategic Archaeology Committee with IfA representation, was well received. One of the early tasks will be to establish the link to the historic environment policy: will the archaeology be delivering a specific archaeology policy or the relevant aspects of the top-level historic environment policy?

It was recognised that Historic Scotland's earlier review of the archaeology function had severely misrepresented the role of commercial archaeologists (no credit for research, for example), and that an important part of the strategy will be finding ways of supporting the commercial organisations and enhancing the benefit they bring to the public – there is an important job here for SGIfA and Historic Scotland, which should involve exploring the potential for a Scottish Southport (Dunoon?). Such discussions should look at improving the integration of research including commercial/academic collaboration (all the more important as structural separation continues), increasing opportunities for participation, greater access to archaeological archives and a wider range of publications, improved benefits for developers and greater recognition of the value of professional accreditation. There was also a strong plea for ringfencing (and if possibly increasing) the archaeology budget, and for aspiring to making the historic environment and its study through archaeology as important as the natural environment and habitat conservation in the eyes of the public and politicians.

Delegates recognised Simon's assertion that this is a time of massive change with huge potential and some risk: the SHEP review, an archaeology strategy, the Scottish Historic Environment Data initiative, changes to the bodies with museum responsibilities, planning policy review, the creation of a successor body to Historic Scotland and RCAHMS, an IfA conference in

Scotland in 2014 (as well as the little matter of a referendum), and a Scottish ‘year of archaeology’ in 2015. This is not a time to settle for minor improvements or the status quo – unless we feel that things are pretty much okay as they are. But the appetite for looking at the potential for radical change seems quite limited.

In response to a question from Andrea Smith on how much carte blanche there really was for legislative change, Luke confirmed that while there is definitely a blank sheet of paper, what is written on that sheet will be driven by political and resource realities. Timing will be another factor: legislation will be required to effect the Historic Scotland and RCAHMS transition, perhaps as soon as October 2013, and that provides an opportunity for other changes. Robin Turner queried whether the potential cost of parliamentary drafting would reduce Scottish Government’s appetite for reform: Pete pointed out that some of the work had been done in preparation of the Westminster Heritage Protection Bill, but Luke reminded us that the driver for legislative reform was better legislation and not more legislation. Rod McCullagh argued the referendum and elections were an important factor and gave us the opportunity to push heritage debates into a political arena, and said that IfA’s UK-wide perspective made it a useful resource for Scottish Government in these discussions.

Mark Roberts asked whether IfA should campaign for the introduction of a licensing system: views based on the effectiveness of processes in Northern Ireland and the Republic were varied, and all agreed that such an approach should not restrict work by amateur archaeologists providing they were committed to professional standards: John Lawson raised the important point that without such a provision archaeological work on the undesignated historic environment outside the planning process is completely unregulated – and that puts us in breach of the Valletta Convention.

Cara Jones pointed out how few commercial archaeologists were able to attend the event; Mel Johnson explained that intense commercial pressures had prevented them from making their voices heard in the policy debate. She argued that it was IfA and SGIfA’s role to canvas the views of the commercials in particular and feed them into the archaeology strategy process: this is something the committee needs to take account of in planning the next year’s work – perhaps it can co-host a Southport event with Historic Scotland? Rebecca also offered to visit the commercial organisations as part of the strategy development.

Rod called for more active involvement in the development of research frameworks, and speculated whether they had a role to play in correcting some of the unhelpful impacts of the Research Excellence Framework on Scottish universities’ research into Scottish archaeology. Andrea made the case for more publication outlets, including at a regional level, to cope with the research output. Simon Gilmour also highlighted the potential impact of the Finch report into Open Access on the sector. Matt Ritchie cited the Highland Archaeology Conference as a vehicle for showcasing new research at a regional level (particularly resulting from development control), and argued that regional archaeologists should be consulted on the priorities for Historic Scotland’s archaeology budget.

John also argued for ironing out existing weaknesses in archaeological provision, as well as increasing the profile of our work with the public, and using HERs as a portal to heritage information. Joe Somerville wondered if it was time to look again at the framework for developer funding: should we continue with the polluter-pays principle on a site-by-site, project-by-project basis or look to a hypothecated tax along the lines of the French model?

Finally, Simon reminded attendees that the economy was going to be a driving force. Cuts, especially to the public sector were set to continue (Historic Scotland has had a 25% cut so far), and the loss of local authority historic environment specialists was a major concern. Already in England there are authorities that make planning decisions without any access to archaeological advice, so protection of Scottish services is paramount. Pete pointed out that in the past it had been calculated that each development control archaeologist annually levered in on average 40 times their own salary of developer funding for archaeological research. Matt said that we should not underestimate the importance of such services, with an important outreach role (hosting regional conferences and events for example) above and beyond development control; and he pointed out how useful they could be in developing common cause with the natural environment sector, from whom we could learn so much about advocacy for improved legislation at national and European levels – and in developing regional action plans for conservation.

And with that, IfA members decamped to a reception to mark the opening of the Pharaoh exhibition, to which they had generously been invited by Glasgow Museums and where the debate continued.

Already in England there are authorities that make planning decisions without any access to archaeological advice, so protection of Scottish services is paramount.

## Increasing the value of Northern Ireland’s archaeology to the public: what can Northern Ireland Archaeology Forum members do?

Amanda Forster

A review of the day by Amanda Forster. The Northern Ireland Archaeology Forum (NIAF) event attracted around 40 delegates, together representing a diverse slice of the region’s heritage profession. The aim of the day was to discuss the value of archaeology in Northern Ireland, and how archaeological work, particularly developer-funded, should contribute to society in an economic and cultural capacity. Phil MacDonald (Queens University) began by outlining the issues which had prompted NIAF to host the event

- 1 a lack of opportunity for the public to engage and participate in archaeology
- 2 the collective failure from the heritage profession to disseminate the results of developer-funded investigation to both public and specialist audiences
- 3 an inadequate provision for public access to archaeological archives

The first speaker, **Brian Williams** (Northern Ireland Environment Agency), summarised the Department of the Environment’s report into the economic value of Northern Ireland’s historic environment ([www.nienvironmentlink.org/cmsfiles/files/Publications/HESF-Economic-Summary-Report-FINAL-VERSION-17-6-2012.pdf](http://www.nienvironmentlink.org/cmsfiles/files/Publications/HESF-Economic-Summary-Report-FINAL-VERSION-17-6-2012.pdf)). The report intends to raise the profile of heritage to decision makers, to improve understanding of heritage assets, and to increase tourist revenues. It highlights the

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importance of the historic environment to Northern Ireland’s economy and includes six key recommendations. The historic environment is already a major contributor to the economy, supporting 5400 full time equivalent jobs and generating around £532 million annually. Despite current achievements, the sector contributes less to the economy than in neighbouring jurisdictions (for example, Scotland). The report recommends that Government and stakeholders develop a coherent strategy and implementation plan for realising the potential of the historic environment. This should concentrate on an increase in public-sector funding, better presentation of historic environment sites, coordination of marketing and promotion efforts across sectors and the development of an economic impact toolkit for the historic environment sector.

**Gabriel Cooney** (University College Dublin) followed with his talk *Charting a future path for archaeology in Ireland – North and South*. Gabriel began with one central concern: if we don’t make the case for a robust strategy on the historic environment to government we are failing as a profession. Heritage does not respect boundaries and we need to consider our past within a broader perspective of Ireland, the UK and Europe. Viewed from continental Europe there is no real differentiation between North and South; products are Irish and that includes heritage assets. The mid-90s boom pushed a massive growth of the profession, particularly in commercial archaeology, creating a legacy of data and an unparalleled resource. 2007–12 is a changed world. During this quiet time of recovery and change, we should think more strategically about how we can plan for a sustainable future. As a profession, we must guarantee value across the board and to do so we need a change in focus. Our work is about research and understanding; we need to produce high quality work which is rooted in a research ethic in order to guarantee value for the public.

The afternoon session was introduced by **Malachy Conway** (National Trust), who presented a summary of recent work undertaken by NIAF. A key issue is archaeological collections and archives which currently are not embedded within PPS6, the planning policy statement for archaeology. From the

## DEBATE

number of licences issued, approximately 1900 archaeological projects have been undertaken – currently nothing has been received in museums. Moreover there is no strategy of how material can be released to agencies with public access (eg museums). In October 2012, NIAF was sent an update from the Minister outlining a new initiative to quantify the material currently stored. A survey of commercial companies was undertaken by Federation of Archaeological Managers and Employers (FAME), quantifying undeposited archaeological archives, on behalf of NIEA. In moving forwards, we need to understand better the material we are recovering and ask what should be kept, and what should be deposited with museums.

**Peter Hinton** (Chief Executive, Institute for Archaeologists) outlined the diverging archaeological agendas of Northern Ireland, Wales, Scotland and England. Recent work has focused on commercial archaeology and the curatorial infrastructure that supports it. This includes the administration of the planning system and has resulted in initiatives such as the development of the joint IfA/ ALGAO *Standard and guidance for archaeological advice by historic environment services* (accessible at [www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa)). With regards to England, one document which could inform discussions in Northern Ireland is the Southport Report ([www.archaeologists.net/southport](http://www.archaeologists.net/southport)). The Southport group identified the key concerns of the sector in England to be insufficient opportunities for public engagement, the academic/ commercial divide, the issue of archaeological archives, and the failure of the market to demand high quality archaeological works undertaken by heritage professionals. As a profession, we need to create archaeological knowledge from the information we have gathered with tangible research outputs. With regards to archives, it was felt a key concern was creating sustainable solutions which facilitate access by researchers and the public. The market itself needs to be based on a quality product – there should be no room for below-standard work. Professional

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standards and professional accreditation should be the means of quality measurement. The reviews and strategy development we see happening in Wales and Scotland are informed by political drivers – economic growth, employment and economic contribution. There is a range of pressures that archaeologists must be aware of and embrace as a profession: all the work we do should be about research; we should be confident and not fearful of public engagement; we must address the needs of different audiences. Quality and value should not be contentious but we have got ourselves in a position where they are not always putting them at the top of the list.

To conclude, **Alex Attwood MLA**, Minister of the Environment, outlined the importance of the NIEA report published on the economic value of Northern Ireland’s historic environment. The heritage of Northern Ireland is unsurpassed in terms of its ‘scale, wonder and beauty’ – it is part of the character of the lives we lead. The current economic situation is not going to get better soon. Opportunities can be created from our heritage – it is within the control of ministers – and they could have a real impact on the economy, for example through tourism. This would require a strategic shift in terms of law, resources and policy in favour of heritage – and to ensure that in protecting it, we are also getting the best out of it for the future. To positively develop heritage and tourism, we need the infrastructure in order to support, including the management of developer-funded archaeology. In response to a question from Mark Gardiner, the minister clarified that in his view this could mean ‘the state imposing a more focused obligation though development conditions to ensure public benefit from the wealth of archaeology’.

The day was rounded off with a session of discussion, focused on three main areas; what should NIEA do? What should NIAF and its members do? And, what do we want from developer-funded archaeology? The comments, presented in the diagram opposite, provide some clear directions for both NIEA and NIAF. A full report on the discussions and papers is available on the NIAF website at [www.niaf.co.uk](http://www.niaf.co.uk).

## Advocacy Priorities for 2013

Tim Howard *IfA Policy Advisor*

*One of the major roles of IfA is to represent the views of the profession to Government and others within and beyond the sector. IfA invests extensively in advocacy and policy work throughout the UK, in both a proactive and reactive way. Proactive work is undertaken by building networks and establishing trust with politicians, civil servants, sector bodies and key bodies outside the sector. Reactive work involves activating those networks in response to threats and opportunities arising from archaeological and non-archaeological initiatives, and responding to consultations (IfA responded to around 45 consultations in 2012).*

This work is undertaken, for the most part, by IfA staff but is informed by its membership (including IfA Council which determines the broad strategy of the Institute) and, with regard to specific consultations, by a consultation panel representing a broad cross-section of membership.

Our principal objectives have been

- to maintain or improve the protection and management of the historic environment – this is an objective we share with many others
- to maintain or advance, in the interests of the public and clients, the quality of archaeological practice, particularly where occasioned through planning or other processes managing change to the historic environment – this is an objective we share with some others but increasingly tend to lead on, with an emphasis on seeking to ensure that work is done by competent professionals to professional standards.

In pursuit of those objectives we have produced a provisional list of priorities for our advocacy work throughout the United Kingdom in 2013 (see text box). Such a list cannot be definitive since the agenda is often set by Government and others. Nevertheless, it is important to have a clear vision as to the aims and objectives sought to be achieved through the Institute’s advocacy work, even if priorities have to be regularly reviewed in the light of



Tim Howard

events. We need the support of members, not only in shaping this vision, but also in actively promoting it. With this in mind we would welcome comments on the provisional list of priorities which should be sent to Tim Howard ([tim.howard@archaeologists.net](mailto:tim.howard@archaeologists.net)).

There are a number of major issues which we have to address during the coming year. These include

- planning reform in different guises throughout the UK
- organisational reform, most notably with regard to local authority services and the Royal Commissions in Scotland and Wales
- legislative reform generally, in many cases heavily influenced by economic conditions
- loss of capacity and skills in the sector
- specific threats to the historic environment including the marine historic environment.

In responding to these, the provisional list of priorities identifies several key ‘asks’ including a statutory duty for planning authorities to have access to a professionally supported and maintained Historic Environment Record and promoting the restriction of commercial and sensitive work to Registered Organisations or professionally accredited individuals working to IfA Standards. Are there other key ‘asks’ that we have missed?

We are also actively considering ways in which IfA can influence policy and legislation at a European level and would welcome thoughts on how we might best achieve this.

However much we plan, there are bound to be new issues which arise during the course of the year and we will endeavour to keep you informed and seek your opinions. If nothing else, 2013 is unlikely to be dull!

## Advocacy Priorities

### England

- A statutory duty for planning authorities to have access to a professionally supported and maintained Historic Environment Record service
- Ensuring that risks to the archaeological resource are not increased – preferably reduced – by incremental changes to planning safeguards
- Ensuring that risks to the archaeological resource are not increased by the red tape challenge
- Promoting restriction of commercial and sensitive work to Registered Organisations or professionally accredited individuals working to IfA Standards
- Marine Protected Areas designated on heritage grounds
- Treasure Act reform – extension of criteria for Treasure

### Wales

- A statutory duty for planning authorities to have access to a professionally supported and maintained Historic Environment Record
- Coordination of Heritage, Planning, Sustainable Development and Environment bills to take proper account of historic environment
- Promoting restriction of commercial and sensitive work to Registered Organisations or professionally accredited individuals working to IfA Standards
- Continuation of functions of the Royal Commission on the Ancient and Historical Monuments of Wales
- Marine Protected Areas designated on heritage grounds

### Scotland

- A statutory duty for planning authorities to have access to a professionally supported and maintained Historic Environment Record
- Ensuring that the protection of the historic environment and archaeology are enhanced through the Historic Environment Policy review
- Improving the quality and profile of archaeology through the Archaeology Strategy
- Promoting restriction of commercial and sensitive work to Registered Organisations or professionally accredited individuals working to IfA Standards
- Continuation of functions of the Royal Commission on the Ancient and Historical Monuments of Scotland

### Northern Ireland

- Promotion of concept of increasing public benefit from archaeology, including the deposition of and public access to archives from commercial excavations, eg through review of licensing criteria and processes
- Marine Protected Areas designated on heritage grounds

### United Kingdom

- Ratification of Hague Convention
- Ratification of UNESCO Convention on Underwater Heritage (Implementation of ratified Valletta Convention is addressed nationally)

### EU

- Maintain/improve heritage protection through CAP reform especially Pillar 2
- Maintain/improve heritage protection through EIA reform, especially the requirement for accredited professionals



# NOTICEBOARD

## New CPD resources for IfA members

One way of achieving your CPD hours is to undertake some targeted reading, supplementing your research and broadening your knowledge to support you job. To help IfA members undertake their CPD, the IfA has negotiated a 70% discount on new services offered by Landward LLC. This discount brings the price down to around £2.50 a month - the price of a hot drink (but not necessarily a cold one!). These resources include online access to over 100 archaeology journals and 800 journals in other subjects such as history, classics, ecology and many more. You will be able to access these research publications online from your office, home or anywhere with an internet connection to help you meet your individual CPD needs.

In tandem with access to research publications, Landward is offering IfA members access to e-learning packages on a range of topics across the archaeology and heritage fields. For example, the upcoming Archaeology and GIS modules

that will be offered by Landward will teach basic skills needed to work with GIS in archaeology. IfA members will be able to undertake CPD at a location and time that is convenient for them.

These resources can be accessed at the website [www.landward.org](http://www.landward.org). You can get a list of journals included in the package at the directory search on the library page – just select 'YES' in the accessible through Landward box. To sign up, make sure you enter the following code - IfA2013 - to get the IfA member discount. Happy reading!

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Journal of Community Archaeology & Heritage is a new journal intended for participants, volunteers, practitioners, and academics involved in the many projects and practices broadly defined as 'community archaeology'. This is intended to include the excavation, management, stewardship or presentation of archaeological and heritage resources that include major elements of community participation, collaboration, or outreach.

**Editors:** *Joan Galloway* (Gulf of St George, Sheffield, UK), *Carol Mullen* (Community Archaeology Research Institute, Houston, USA) and *Scott Thomas* (University of Glasgow, UK)

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