

## **HLF/IFA Workplace Learning Bursary funded training placement**

### **in Archaeological Excavation/Supervision**

#### **with the Centre for Applied Archaeology, University of Salford**

### **Training Plan**

#### **Introduction**

This document sets out the background to the placement, its desired outcomes and the skills it offers set against the National Occupational Standards in Archaeological Practice.

The post is designed to provide the successful candidate training in the principles and practice of archaeological excavation and depending upon experience, supervision. The training is to be provided on a variety of commercial and community based projects across the North West region and will primarily be based at the Centres offices on the University of Salford campus. The individual will not only undertake a variety of field work but also receive training in offsite components that feed into onsite understanding eg. basic post excavation, illustration and report writing, alongside training within curatorial components at the Greater Manchester Archaeological Advisory Service. Training of key aspects and skills in the onsite area will be undertaken by close working relationships with supervisors and immediate line managers. Providing an extremely varied practical and vocational training of the skills needed to develop into a well rounded field archaeologist for the future. All of these skills have been identified as training priorities by the IfA in their assessment of sector skills (Profiling the Profession, IfA 2007/8).

Over the year, the placement holder will acquire the following key skills:

- Ability to assist in the implementation of field work as a supervisor including evaluation, excavation and watching brief projects and historic building surveys.
- Ability to undertake survey work using a total station and 3D laser scanning technology.
- Ability to use Microsoft Word, Microsoft Excel, Adobe Photoshop and Adobe Illustrator in the production of technical reports.
- Ability to assist and support senior staff with the organisation of community volunteer training and involvement.
- Ability to research, write and compile a technical archaeological report.

- Ability to organise equipment and staff to undertake the requirements of individual archaeological components within a project.
- Ability to support senior staff in the effective running of individual projects and liaison with academic staff, curators, local authority personnel and members of the public.

### **Supporting staff**

The trainee will work under the line management and supervision of a Senior team member and will receive supervision from other specialist field staff, including Senior Archaeology and Community Archaeology. Additional mentoring will be provided by the Head of Centre and buildings archaeology specialist.

The trainee would also be encouraged to join the Institute for Archaeology as a junior member in order to progress their career development. Once elected they would be encouraged to join either the Voluntary and Community Archaeology or the Buildings Archaeology specialist interest groups, which although not contributing a formal part of the training programme would enable the trainee to meet other fieldwork specialists and attend the annual conference/regional meetings which would provide additional knowledge and information. Both the line manager and the Head of Centre are actively involved with both these groups and would be able to accompany and support the trainee attending such meetings

### **Outcomes**

At the end of the 12 month bursary the trainee will be able to:

- 1) Assist in the implementation of field work as a supervisor including evaluation, excavation and watching brief projects and historic building surveys.
- 2) Use a total station to undertake an archaeological survey.
- 3) Use 3D laser scanning technology to undertake a survey of a building or a landscape.
- 4) Use Microsoft Word, Microsoft Excel, Adobe Photoshop and Adobe Illustrator in the production of technical reports.
- 5) Assist senior staff with the organisation of community volunteer training and involvement.
- 6) Research, write and compile a technical archaeological report.
- 7) Organise equipment and staff to undertake the requirements of individual archaeological components within a project.
- 8) Demonstrate a knowledge of the role of curatorial archaeology
- 9) Demonstrate a knowledge of health and safety procedure on an archaeological site.

## Activities

Learning Goals (LG)	National Occupational Standards (NOSs) to be met	Learning activities and tasks	Who will support the bursary holder with this goal?
1. Learn how to operate safely and follow Health and Safety and security procedures in the workplace; to be able to respond to emergencies and assist in the security of the workplace.	AJ10	Completion of Health and Safety Checklist, completion of risk assessments; receive training in organisation's Health and Safety procedures.	Health & Safety officer
2. Understand the processes in establishing a project and ensuring the correct health and safety procedures are maintained	CCSAPAC4 1-9	Completion of Health and Safety Checklist, completion of risk assessments; receive training in organisation's Health and Safety procedures. Check site equipment and prepare material for site commencement.	Senior team member
3. Undertaking intrusive investigations	CCSAPAC4 10-20	Conduct archaeological site investigations. Record archaeology utilising multiple differing methods. Identify and excavate a wide variety of archaeological features.	Senior team members
4. Interpretation and discussion		Establish that the individual can take the skills and interpret the data from their work and how it feeds into the holistic understanding of the site and the wider environment.	Senior team members
5. Contribute towards health and Safety in the workplace	CCSAPAH10 1-9	Undertake risk assessment and manual handling courses. Production of a risk assessment. Assessing health and safety issues on site	Senior team members
6. Managing individuals	CCSAPAH11 1-9	Start supervising volunteers on archaeological sites, start to assist supervisors on commercial sites	Senior team members

7. Maintain compliance with archaeological requirements	CCSAPAJ1 1, 3, 5	Learn with GMAAS about archaeological standards and guidance as imposed by archaeological curators.	?
8. Contribute to intrusive excavations	CCSAPAC5 All 1-13	Learn about a range of site processes, recording and working practices	Senior team members

### Training Elements and Allocated Timings

The post will be one year in length, over a period of 214 working days made up as follows: 260 working days less, 27 days holidays, 8 bank holidays, and 11 other days (to allow for sickness and UCL closure days).

Training is grouped under the main elements with reference to the Learning Goals (LG) listed in the table above.

#### *1) Introduction and Familiarisation*

*5 days*

##### Staff Induction

A full staff induction will take place on commencement of work by the successful candidate. This will include an introduction to the company's systems (including fire safety and health and safety at work), administrative housekeeping, staff introductions, talks on company culture and expectations. This will also provide an opportunity for the trainee to discuss their own aspirations for the placement and review the training plan with line manager and training supervisor.

##### Professional standards and guidance familiarisation

Training Supervisor will talk the trainee through the various professional standards and guidance documents of relevance to archaeological fieldwork (evaluation, excavation and survey and buildings) LG2, LG3).

##### NPPF familiarisation

Training Supervisor will talk the trainee through the various national policy and guidance documents and ensure that the trainee fully understands the framework under which commercial historic environment work is undertaken (LG2, LG3).

*2) LG1: Health and Safety on Archaeological Sites* *3 Days*

The trainee will be introduced to the Centre's Health and Safety Archaeological manual and will be sent on one of the University's health and safety at work training courses. Further bespoke archaeological health and safety training will be provide during the placement in the form of further training courses (LG1 & LG5).

*3) Project Preparation Time (office-based)* *10 days*

Understand the processes necessary to establishing a project, ensuring the correct archaeological standard and guidance is adhered to (LG2).

*4) Onsite Excavation/Supervision* *80 days*

Conduct archaeological site investigations including excavation, building survey and landscape survey work. Identify and excavate a wide variety of archaeological features. Learn about a range of site processes, recording and working practices. Establish that the individual can interpret the data from their fieldwork. (LG3, LG4 & LG8). The trainee will also be given training onsite in how to manage and surprise volunteers, and how to start assisting supervisors on commercial sites (LG6).

*5) Onsite Recording* *36 days*

Record landscape archaeology features utilising multiple differing methods. These will include hand-drawn sections and plans, using Total Station technology and using 3D laser scanning techniques (LG3 & LG4).

*5) Post-excavation Illustration* *15 days*

Training will be provided in post-excavation illustration of excavation site plans and sections, and building survey plans and elevations using a variety of software packages to the recognised standards and guidance (LG4 & LG7).

*6) Post-Excavation Report Writing* *25 days*

Training will given on how to writing a variety of archaeological technical reports, from evaluation and excavation reports to building surveys. Guidance will be given on the layout and content of such reports, and on the appropriate standard and guidance documents that will be used (LG4 & LG7).

*7) Onsite Machine Watching Training* *15 days*

Training will be provided in the appropriate techniques and standard and guidance needed to undertake onsite machine watching (LG3 & LG8).

*8) Experience of Curatorial Archaeology*

*20 days*

Experience of curatorial archaeological practice will be given through the Greater Manchester Archaeological advisory Service. This will encompass current archaeological standards and guidance as imposed by archaeological curators. This experience will be given in four, one week, blocks of training. The trainee will become familiar with the principles of the Historic Environment Record database and with the way in which archaeological conditions are applied to planning applications (LG7).

*10) Client Meetings*

*2 days*

The trainee will take part in a range of site meetings with clients for the Centre, acting as part of a project team (LG3 & LG6).

*11) Site Visits*

*3 days*

The trainee will take part in a number of site visits. These will include shadowing curatorial archaeologists on inspection visits, and shadowing senior archaeologists in visiting current fieldwork sites in order to gain knowledge of how overall supervision of archaeological projects undertaken (LG6 & LG7).