



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

### **In Historic Environment Advice**

### **With the Glamorgan-Gwent Archaeological Trust**

## **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 provision of good advice to local planning authorities and other organisations is key to the management and protecting the historic environment. Currently there are no professional courses that provide the key skills for this role. A lack of trained individuals makes recruitment difficult, normally resulting in considerable 'on the job' training needing to be provided at the same time as significant workloads require attention. This placement provides an exceptional opportunity to work within the historic environment sector of Wales, in particular that related to management and protection of the historic environment through the planning process and through wider working relationships with local authorities.

The successful candidate will be working within an organisation that is the archaeological advisor to twelve unitary authorities and maintains the regional HER. A major benefit the Trust can offer is that of having skilled staff in a number of priority areas under one roof, so that he or she will therefore benefit from comprehensive and integrated training in the management of the historic environment, receiving depth of understanding of the sector, and experiencing relational links between departments inside the Trust, as well as other working relationships with heritage bodies in Wales. An additional feature of this training opportunity is the two 'mini-placements' that form a part of it, one with the Conservation Officer for Rhondda Cynon Taff County Borough Council, and the other with the National Trust archaeological consultant for South Wales.

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

- Ability to make an Initial identification that a planning application may have an impact on the historic environment, and therefore necessitates the production of an appraisal of that impact by interrogation of the Historic Environment Record and other sources and the provision of initial advice to the local planning authority.
- Ability to determine appropriate methodologies to investigate the archaeological resource, prepare briefs, approve project designs and monitor and report on the resulting work to inform local authorities on the impact of proposed development to allow the determination of planning applications.
- Ability to agree appropriate mitigation measures to preserve the archaeological resource during development, including: preservation engineering, intrusive and non-intrusive archaeological works, the integration of community engagement, monitoring of the agreed works and approval of resulting archaeological reports
- Training will be provided in the searching, entering and editing of information into the HER, specifically connected to information received as a result of developer funded work.



## **Supporting staff**

The trainee will work under the line management of the Trust's HER Manager, who will also supervise the HER component of the training. Work in the Archaeological Planning section will be supervised by the Trust's Archaeological Planning Manager. Further training and supervision within GGAT will be provided by the Heritage Management and Outreach Manager and Company Training Champion. Mentoring will be provided by the Archaeological Planning Officer.

The supervisors for the mini-placements will be the Conservation Officer Rhondda Cynon Taff, and the Archaeological Consultant for the National Trust as well as an Archaeological Planning Officer with GGAT.

## **Outcomes**

The purpose of the placement is to develop skills in two areas. These can be summarised as:

- Generalist skills in the management of the historic environment, in particular the skills needed to provide integrated advice to local planning authorities
- Skills needed to meet the recommendations of the Southport report, focussing on ensuring maximum public benefit from developer funded historic environment work; ensuring maximum benefit from developer funded work and ensuring archaeologists have the skills necessary to work effectively in integrated multi disciplinary teams.
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At the end of the 12 month bursary the trainee will be able to:

- Manage electronic, paper and photographic archives in accordance with the relevant standards and legislation, including IfA standards, data protection and copyright
- Use GIS programmes to manage and enhance an HER
- Use a range of sources including grey literature, modern and historic maps to research and upgrade and update individual entries in the HER
- Output data from the HER using appropriate methods and protocols for a variety of different clients and purposes
- Understand legislative background to archaeological planning
- Understand the place of development plans in protecting the archaeological resource
- Monitor planning lists and assess appropriate level of response to differing types and scales of development pressure
- Recommend appropriate mitigation action for a range of different site and monument types and development proposals
- Ensure appropriate quality of archaeological work carried out by third parties
- Understand management of archaeological sites in relation to visitor pressure
- Understand how monument protection and conservation can be promoted through agri-environmental schemes
- Maintain appropriate databases and archives to record management interventions and other archaeological responses

## Activities

| Proposed learning goals   | National Occupational Standards (NOSs) to be met | Learning activities and tasks   | Who will support the bursary holder with this goal?   |
|---|--|---|---|
| <p><b>1. Be able to classify and compile data on the material remains of the past</b></p> <p><b>2. Know how to access data sources and compile data on the material remains of past communities</b></p> | Level 3 CU2106                                   | Training in the nature, use and purpose of the Historic Environment Record and associated supporting source material, examination and use of a range of source material relating to the historic environment, introduction to external information holding bodies, attendance of data sharing meetings and workshops.             | HER Manager   |
| <p><b>3. Be able to and know how to maintain data and records on the material remains of past communities</b></p>   | Level 3 CU2106                                   | Training on the entering and editing of data in the HER to set procedures and guidelines, carrying out of procedures through the day to day work in the HER, use of databases, GIS, paper archive. Training in data security procedures, archiving procedures and standards to be undertaken routinely as part of work programme. | HER Manager   |
| <p><b>4. Know how to agree methods for classifying the material remains of past communities</b></p>   | Level 3 CU2106                                   | Attendance of and participation in data standards meetings and workshops, training in current data standards procedures and practice, entering of information to set criteria, updating of data to new approved standards.  | HER Manager   |
| <p><b>5. Be able to collate and present data to meet customer/user requirements</b></p>   | Level 3 CU2107                                   | Training in the procedures required to carry out commercial enquiries received by the HER. Preparation of data in variety of formats to meet requirements.  | HER Manager   |
| <p><b>6. Process applications for compliance with statutory and policy requirements</b></p>   | Level 4 AK1 element 2.2                          | Receive training in legal context of archaeological planning, training in criteria used to assess level of response, training in various levels of action and when and how they should be applied to planning casework. Participate in workshops and seminars relating to the forthcoming Heritage and Planning Bills.            | Archaeological Planning Manager<br>Planning Officer<br>Consultant for NT & Planning Officer for GGAT Conservation Officer |

| Proposed learning goals  | National Occupational Standards (NOSS) to be met   | Learning activities and tasks   | Who will support the bursary holder with this goal?  |
|--|--|---|--|
| <p><b>7. Identify situations requiring formal action</b></p> <p><b>8. Evaluate the archaeological resource and recommend action</b></p> <p><b>9. Assess options for conserving the archaeological resource in situ</b></p> | <p>Level 4 AK1 element 2.1</p> <p>Level 4 AE1 element 28.2, 28.3, 28.4</p> <p>Level 4 AE2 element 29.1, 29.2, 29.3</p> | <p>Receive training in Archaeological Planning procedures, monitoring weekly authority planning lists for applications which may need a level of planning response, work with the day to day casework of the planning department. Recommend appropriate mitigation measures. Participate in the formulation of local development plans and work of a conservation officer. Training and experience in heritage management outside of the planning process, introduction to agri-environmental schemes and work with the National Trust.</p> | <p>Archaeological Planning Manager<br/>Planning Officer<br/>Consultant for NT &amp; Planning Officer for GGAT<br/>Management &amp; Outreach Officer<br/>Conservation Officer</p> |
| <p><b>10. Control project against agreed quality standards</b></p> <p><b>11. Agree a brief</b></p>   | <p>Level 4 AK1 element 2.3</p> <p>Level 4 AB3 element 12.2</p>   | <p>Training in quality control standards and specification/briefs for proposed works, comparison of product against original briefs and undertaking quality control checks. Monitoring of on-site archaeological works.</p>   | <p>Archaeological Planning Manager<br/>Planning Officer<br/>Consultant for NT &amp; Planning Officer for GGAT</p>  |
| <p><b>12. Enforce compliance with archaeological requirements</b></p>  | <p>Level 4 AK1 element 2.4</p>   | <p>Undertaking quality controls procedures as noted above, training in how to deal with and rectify breaches in compliance, training in negotiation skills, record keeping, approval and signing off of archaeological works and reports.</p>   | <p>Archaeological Planning Manager<br/>Planning Officer<br/>Consultant for NT &amp; Planning Officer for GGAT<br/>Conservation Officer</p>                                       |
| <p><b>13. Develop yourself to improve your performance</b></p>   | <p>Level 4 AK3 element 4.1</p>   | <p>Undertake skills audit at beginning and end of placement, produce a personal development plan and individual learning agreement, receive feedback from staff on tasks undertaken, receive support from staff and mentor.</p>   | <p>Management &amp; Outreach Officer<br/>Planning Officer<br/>HER Manager<br/>Archaeological Planning Manager</p>  |
| <p><b>14. Manage your own time and resources to meet your objectives</b></p>   | <p>Level 4 AK3 element 4.2</p>   | <p>Training in GGAT policy and organisational constraints, development of support network, training in administration and time keeping requirements</p>   | <p>HER Manager</p>   |

| Proposed learning goals   | National Occupational Standards (NOSS) to be met | Learning activities and tasks  | Who will support the bursary holder with this goal? |
|---|--|--|---|
| <b>15. Contribute to the protection of individual and community interests</b>   | Level 4 AK3 element 4.3                          | Join IfA, agree to codes of conduct, training in legal framework, company policies and procedures and forthcoming IfA guidance for archaeological advice by historic environment services. | HER Manager<br>Archaeological Planning Manager      |
| <b>16. Learn how to operate safely and follow Health and Safety and security procedures in the workplace and on site.</b> | Level 4 AJ9 Element 21.2, 21.3                   | Receive training in organisation's Health and Safety procedures. Obtain a Construction Skills Certification Scheme (CSCS) Health and Safety Environment Test card if not already a holder. | HER Manager (HSO)                                   |

### Training Elements and Allocated Timings

The post will be one year in length, over a period of 260 days, of which 200 have been allocated to specific tasks with 27 days reserved for external training, personal development attendance at conferences etc' plus 25 days annual leave and 8 bank holidays. Exact time spent on each task will be dependent upon the successful candidate's existing skill-set.

|     |   |         |
|-----|---|---------|
| 1.  | Staff Induction   | 2 days  |
| 2.  | Introduction to the role and structure of archaeological records in Wales   | 55 days |
| 3.  | Training and practice of the Welsh Archaeological Trusts' HER system  |         |
| 4.  | Training in data security, data standards and archive procedures  |         |
| 5.  | Training in MapInfo GIS   |         |
| 6.  | Training in data output from HER  |         |
| 7.  | Work shadowing HER Manager in setting policy and protocols  |         |
| 8.  | Introduction to planning legislation  |         |
| 9.  | Training and practice in Archaeological Planning procedures   |         |
| 10. | Introduction to Local Development Plans   |         |
| 11. | Training and practice in settings briefs and specifications, and in using them for quality control                  |         |
| 12. | Training and practice in monitoring of on-site archaeological works (I'm including any CSCS training here)          |         |
| 13. | Work shadowing Archaeological Planning Manager on forthcoming Welsh Heritage and Planning Bills                     | 3 days  |
| 14. | Work shadowing Heritage Conservation Officer and Heritage and Outreach Manager in Glastir agri-environmental scheme |         |
| 15. | Work shadowing Cadw Regional Inspector of Ancient Monuments   | 3 days  |
| 16. | Mini-placement with National Trust archaeological consultant  | 15 days |
| 17. | Mini-placement with Conservation Officer, Rhondda Cynon Taff  | 15 days |

All time allocations include travel time where necessary to carry out the element

#### 1. 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. The trainee will also complete skills audits to assess his/her individual training needs, discuss his/her own aspirations for the placement and review the training plan with line manager and training supervisor.

AJ9 Element 21.2, 21.3AK3 element 4.1, AK3 element 4.2, AK3 element 4.3

#### 2. Introduction to the role and structure of archaeological records in Wales



This will provide training in the nature, use and purpose of the various archaeological records in Wales, including those held by the RCAHMW, Cadw, National Museum Wales, National Trust and WATs. Training will include: the Historic Environment Record and associated supporting source material, examination and use of a range of source material relating to the historic environment, introduction to external information holding bodies, attendance of data sharing meetings and workshops with other data holding bodies.

CU2 106

### **3. Training and practice in the Welsh Archaeological Trusts' HER system**

This element will introduce the trainee to the WAT's HER system which includes a database, GIS and archive element. The trainee will be issued with HER policies relating to recording practice guidelines and taken through elements such as content of the HER, selection criteria, level of detail, procedures for documentation practice. Very quickly the trainee will start to add and edit data in the HER under supervision to familiarise him or herself fully with the working of the software, necessary procedures and workflow. The trainee will progress to entering a variety of types of HER data, concentrating particularly on information arising as a result of the planning process, with guidance as needed by the HER Manager.

CU2 106

### **4. Training in data security, data standards and archive procedures**

Following introduction to the WAT's HER system, the trainee will be issued with HER policies relating to data security procedures, recording practice guidelines, HER thesauri, standards for archaeological data, archive procedures and data format requirements relating to all digital content, paper archive and photographic archive material. Training on the framework and responsible bodies for setting standards will be given. The trainee will carry out backup and security procedures alongside the HER Manager. The trainee will deal with a range of material types and data formats to become familiar with the specific requirements needed for each source type. Training will be provided in the use of Thesauri and controlled data entry for the HER, therefore all information and data the trainee enters into the HER will conform to the necessary agreed National and International standards for HERs and GIS. The trainee will also attend and participate in data standard meetings and workshops.

CU2 106

### **5. Training in MapInfo GIS**

This element will provide training in the use of MapInfo GIS system. This system is used to create and store some HER data and is also used throughout the Trust, including the Archaeological Planning and Heritage Management Departments. The trainee will receive training in the basic use of the programme and specific functions necessary to carry out the required tasks.

CU2 106

### **6. Training in data output from HER**

Training will be provided into procedures for dealing with Commercial enquirers to the HER. As these principally relate to requirements of data for developer funded work the results will be approved by the Archaeological Planning Department. Provision of data to these enquirers therefore provides the trainee with an understanding of the importance of the role of the HER in such work as well as practical training of data format conversion and output. Training will also be provided in the



importance of Copyright issues pertaining to datasets and the use of the HER Copyright and IP Rights policies and protocols relating to data provision and access.

CU2 107

### **7. Work shadowing HER Manager in setting policy and protocols**

During the placement, the trainee will become familiar with a whole suite of HER policies. These policies are regularly reviewed and updated where necessary. From time to time new policies and protocols may need to be devised to deal with new emerging data types, change in standards or change in protocols for disseminating information e.g. via the internet. The trainee will shadow the HER Manager in her role of updating and, where necessary, adding to the existing suite of policies.

CU2 106

### **8. Introduction to planning legislation**

When joining the planning team the trainee will attend lectures and seminars on the England and Wales Planning Acts and the planning structure in Wales. These will be followed by further lectures on Planning and Archaeology especially on Planning Policy Wales and Welsh Office Circular 60/96 and their implementation.

AK1 element 2.2

### **9. Training and practice in Archaeological Planning procedures**

Following the formal introduction to planning legislation it is expected that the trainee will initially observe an experienced archaeological planning officer tackling day to day planning applications. As experience is gained the trainee will be expected to take on his/her own applications, initially under direct supervision but as experience is gained taking on more responsibility for decisions, until at the end of the bursary period (s)he will be functioning as an archaeological planning officer, liaising with the Archaeological Planning Manager (APM) and colleagues as required by GGAT protocols

AE1 element 28.2, 28.3, 28.4, AK1 element 2.1

### **10. Introduction to Local Development Plans**

Local Development Plans in South-east Wales are at various stages of development, with some having been completed. Initially a formal seminar will be convened with the trainee and other staff. This module will explain the LDP development process in Wales and the historic environment issues. It is likely that the trainee will assist in identifying candidate sites that have historic environment issues; in formulating policies and in the development of Supplementary Planning Guidance documents on the Historic Environment.

AE1 element 28.2, 28.3, 28.4

### **11. Training and practice in settings briefs and specifications, and in using them for quality control**

The preparation of briefs will follow GGAT 'Guidelines for the Preparation of Briefs or Specifications, requiring the writer to be fully conversant with the archaeology of the area surrounding the site. The trainee will be expected to prepare suitable briefs under the supervision of the archaeological planning and then monitor any subsequent fieldwork and if necessary post-excavation analysis (see below). (S)he will also ensure that the resulting reports meet the published GGAT monitoring procedures.

By the end of the placement, the bursary holder will be expected to be operating as a full member of the Archaeological Planning team as regards casework.





AK1 element 2.3

## **12. Training and practice in monitoring of on-site archaeological works**

The monitoring of on-site archaeological work, especially evaluations and excavations is a vital part of the archaeological planning system ensuring that work meets the approved specification and allowing variations to be made. It also informs the monitor of the findings of the work and allows him or her to make independent assessments of the significance of findings; this can be an important issue if the results of an evaluation are questions at a planning appeal, and the trainee will therefore learn how to carry it out.

Fieldwork monitoring at GGAT follows the published GGAT Monitoring procedure (see website) the trainee will be made fully conversant with these and carry out fieldwork monitoring following the guidelines. At first (s)he will shadow an experienced Officer but will later take the lead.

AK1 element 2.3, AK1 element 2.4, (AJ9 Element 21.2, 21.3)

## **13. Work shadowing Archaeological Planning Manager on forthcoming Welsh Heritage and Planning Bills**

The current Welsh Assembly timetable includes a Heritage Bill and a Planning Bill. The Archaeological Planning Manager has been heavily involved in the development of these Bills and other structural changes to the provision of historic environment advice to the Unitary Authorities. The trainee will be given the opportunity to shadow the APM at meeting and to discuss consultative documents with him and/or the Chief Executive. Currently it is not certain what documents will be issued during the period of the Bursary but it is expected that a White Paper on the Heritage Bill will be issued in the late Spring, when IfA Cymru will hold a workshop to discuss it; the trainee will attend.

AK1 element 2.2

## **14. Work shadowing Heritage Conservation Officer and Heritage and Outreach Manager in Glastir agri-environmental scheme**

The trainee will be introduced to the principles behind Glastir, the Welsh agri-environment scheme, and will be taken through one or more cases in each of the main components - entry-level, advanced, woodland creation, woodland management. There may also be the opportunity to attend a pan-Wales meeting between the Welsh Archaeological Trusts and Cadw on the one hand, and Welsh Government Glastir staff on the other.

AE1 element 28.2, 28.3, 28.4, AE2 element 29.1, 29.2, 29.3

## **15. Work shadowing Cadw Regional Inspector of Ancient Monuments**

The trainee will have the opportunity to shadow the Regional Inspector of Ancient Monuments

AE1 element 28.2, 28.3, 28.4, AK1 element 2.1, AK1 element 2.2

## **16. Mini-placement with National Trust archaeological consultant**

This placement will provide the trainee with experience of how heritage management is undertaken within a multi-disciplinary conservation charity. The trainee will work with a property and the NT Archaeologist to learn how the needs of the historic environment, natural environment, our members, and visitors are balanced on a daily basis and in our project work. The trainee will contribute to a specific conservation task at the property and see this mini project through from site work to archive completion. The trainee will attend meetings and site visits with the NT Archaeologist, and will be encouraged to share his/her insights into NT ways of working. The



placement will give the trainee the opportunity to reflect on the role of archaeology within the wider conservation sector, and give him/her a taster of how archaeology is championed in the NT. Perhaps most importantly the placement will give the trainee the opportunity to consider how the historic environment is safeguarded and managed outside of the planning process.

AE1 element 28.2, 28.3, 28.4, AK1 element 2.1, AK1 element 2.2

### **17. Mini-placement with Conservation Officer, Rhondda Cynon Taff**

This placement will give the trainee a great opportunity to experience the planning process through all stages and how management of the historic environment is dealt with through the role of a conservation officer. This mini-placement will be approximately 3 weeks in length. Throughout this placement, the trainee will benefit from work-based training alongside the conservation officer. This could include participation in pre-application advice and meetings/site visits, the processing of applications for Listed Building Consent and providing historic environment advice on general planning applications – this may relate to historic landscapes, historic parks and gardens, archaeology and other matters. The trainee could also participate in higher level strategic work undertaken by the conservation officer, including the development of conservation area appraisals and management plans, a buildings at risk register and strategy, and local grant schemes.

AE1 element 28.2, 28.3, 28.4, AK1 element 2.1, AK1 element 2.2

### **Ongoing Personal Development**

The trainee will have regular opportunities to review and log progress, and compile a portfolio to submit for NVQ validation. This also allows for external training and/or validation if appropriate, eg for obtaining a Construction Skills Certification Scheme Health and Safety Awareness Card (CSCS) if already in possession of one, and for attendance at the IfA conference and/or other appropriate conferences or workshops.

Level 4 AK3 element 4.1 Level 4 AK3 element 4.2