

HLF/IFA Workplace Learning Bursary Training Plan: Archaeological Apprentice at Museum of London Archaeology (MOLA)

1 Introduction

Title: Archaeological Apprentice, IFA placement hosted by Museum of London Archaeology

Duration: 24 months: 12 months covered by IFA bursary, 12 months fully funded by MOLA.
Starting Summer 2010

Salary: Affiliate with potential for progression to PIFA - £15,500 for first 12 months

NB: The salary reflects 2010 pay.

The IFA has recognised the value in providing an improved model of training and development for field archaeologists in a commercial unit environment and in extending the intake demographic of the profession. While the placement is not directed at securing a deep or specialist understanding in any particular area, the training will develop skills which broadly support several of the IFA longer term and recession-driven skills gaps.

This document sets out the proposed training programme, with a detailed list of the activities involved (while relative durations of different training components are essentially fixed, the detailed schedule will be determined based on availability of suitable projects). The skills offered through the placement are measured (where possible) against the National Occupational Standards in Archaeological Practice.

2 Aims and scope of the workplace learning bursary

The placement in commercial field archaeology will provide the bursary holder with training in key skills relevant to below ground and built heritage investigation and recording. These skills will be broad based including both intrusive and non-intrusive investigations and prepare the bursary holder for future work in the sector.

3 The host institution

MOLA (and its predecessors) has provided archaeological advice and services to the property and public heritage sector since 1975. The organisation is in a unique position to offer a trainee a broad-based training in field archaeology, possessing an integrated team of multi-disciplinary professionals who deliver commercial archaeology projects from design, through excavation to publication and archive.

The placement will be based at MOLA's offices at Mortimer Wheeler House, London, although significant time will be spent on excavations across the South East and a period of secondment to our parent museum is included within the bursary year.

4 Supporting staff

Name	Position	Support role (line manager, mentor, supervisor, peer support)
	Assistant Field Manager	Line Manager
	Operations Manager	Sponsor, Mentor
	Operations Department Heads	Supervisors at different times
	Archaeologist	Peer support
	Permanent Project Officer	NVQ Assessor, Mentor

5 Training programme

The bursary holder will be provided with a programme of practical training in all aspects of field archaeology. The training programme does not directly address post excavation activities although processing and archive tasks to the extent that they relate directly to field activities are included in the bursary period. Taken as a whole, the programme will provide skills enabling the bursary holder to:

1. Work safely as a member of a the field project team within excavations, larger evaluations and built heritage studies
2. Carry out basic checking and file organisation activities in support of archive completion
3. Complete simple CAD figures to specifications provided
4. Act as a technician accompanying geomatics officers and geoarchaeologists on field assignments
5. Carry out routine finds processing with supervision
6. Source historical documents and maps in support of desk based and standing buildings studies
7. Publicise activities through use of a content management system for web based dissemination
8. Act in an assistant or host role within a museum
9. In addition to these deployment options, the placement holder will have a broad understanding of what makes a successful commercial archaeological project from inception to archive

6 Outcomes

As a result of the training programme the bursary holder will have gained sufficient understanding of archaeological investigations associated with commercial development to allow career progression along any of the following routes:

- Further academic study e.g. admission to a degree level course in archaeology / heritage
- IfA Practitioner level employee within any commercial archaeology unit
- Entry-level recruit to construction sector organisations
- Many types of assistant roles within the heritage / museums sector

The placement will aim to develop the bursary holder to PlfA accreditation

MOLA will also develop its understanding of how to integrate staff from a wider range of academic and socioeconomic backgrounds into the organisation. There will also be learning associated with how to optimise task allocation between graduate and non-graduate staff

7 Detailed schedule of learning outcomes (NVQ core units, NVQ optional units)

Skills training defined by National Occupational Standards in Archaeology	Activities and tasks
C: Recover data from the historic environment	
<p>AC1 Research and analyse information to achieve objectives</p> <p><i>AC3 Contribute to non-intrusive investigations</i></p> <p><i>AC5 Contribute to intrusive investigations</i></p>	<p>The bursary holder will learn the process for accessing and using the historical record to inform current work and create process flow diagrams to illustrate processes used.</p> <p>The bursary holder will develop appropriate practical skills to support the creation of records relating to both intrusive and non-intrusive investigations</p>
E: Conserve material evidence of past communities	
AE6 Apply preventative care procedures	The bursary holder will receive training in how to process and store diverse materials retrieved during excavation.
F: Manage information on the material remains of past communities	
<p>AF3 Classify, compile and maintain data on the material remains</p> <p>AF3.2 Maintain data and records on the material remains of past communities</p>	The bursary holder will receive practical training in the methods of recording at MOLA, using the standard methods of accessioning finds and use the Oracle database
G: Manage archaeological collections	
TBD based on Museum placement	The bursary holder will undertake a 6 week

	placement in the Museum of London working either as a museum host or as an assistant in a curatorial department. The details of this placement will be firmed up as timings are confirmed and will be tailored to active museum programmes at the time of placement
H: Promote an understanding of the historic environment	
AH4 Plan and deliver interpretative activities and materials AH5. Plan marketing activities	In the second year of the programme the trainee will have the opportunity to contribute to web marketing and community involvement activities. A brief will be provided and the trainee will be expected to measure performance against the brief.
J: Manage the archaeological organisation	
AJ10 Contribute to health and safety in the workplace AJ10.1 Operate safely in the workplace AJ10.2 Respond to emergencies AJ10.3 Assist in the security of the workplace	The bursary holder will receive training in organisation's Health and Safety procedures; attendance at relevant H&S courses, including an initial induction session. Operate safely during the course of the placement The bursary holder will receive support to obtain a CSCS card at the appropriate level.
K: Define and control quality and professional standards	
AK3 Develop your own resources and protect the interests of others AK3.1 Develop yourself to improve your performance AK3.2 Manage your own time and resources to meet your objectives	The bursary holder will be encouraged to gain new practical skills, develop team-working and communication skills and work to agreed timetables and budgets. A CPD record will be kept and reviewed with the line manager every 2 weeks and every month with the sponsor.

8 Timetable

The initial bursary post will be a 12 month contract providing 230 working days, after allowing for annual leave, bank holidays and sickness.

The approximate time spent in each training area during the initial 12 months will be:

Component	Year 1 training days	Year 2 training days
Fieldwork – supply and logistics, excavation, collection and recording processes	85	150

Survey techniques and support skills	20	10
Geoarchaeological investigation techniques	15	15
Artefact and ecofact processing	30	30
Archiving requirements	20	0
Museum operations (London Wall / Docklands)	30	0
Report on placement	10	0
Web-based projects dissemination	0	15
Desk based assessments data collection	5	10
Field photography	5	0
Finds assistance	5	0
Drawing office	5	0
TOTAL	230	230