



HLF/IFA Workplace Learning Bursary funded training placement

In Historic Building Survey and Interpretation

With the Royal Commission on the Ancient and Historical Monuments of Wales

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.

Although this placement is primarily concerned with skills relating to the survey and interpretation of Historic Buildings and Structures, the placement will also provide many transferable skills for use in the wider archaeological, heritage and professional sectors. The successful candidate will work across Wales and be trained in a range of survey and illustrative techniques and in the skills of analysis and research. There will be opportunities to work in-depth on a wide variety and period of building, highlighted as either outstanding heritage assets or at risk, as well as working on more extensive thematic projects such as urban characterisation and nonconformist chapels.

Equally important, the placement will offer the trainee the ability to develop skills in report writing and archiving; learn about themes and topics such as the planning process, health & safety, performance management and conduct in the workplace, together with opportunities of work shadowing and involvement with the Commission's active training and outreach programme.

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

- An understanding of Wales' built heritage
- The ability to undertake on-site recording and interpretation of historic buildings, structures and townscapes to the appropriate level and using the appropriate technology.
- The ability to process and manipulate survey data using AutoCAD to produce finished interpretative drawings.
- The ability to carry out research and analysis using a variety of sources and methods, such as local, national and on-line archives, access databases and GIS.
- The ability to present, describe, analysis and synthesis information in written form through publication in a number of different formats.



- The ability to catalogue and archive survey work to the standards set out by the Royal Commission and National Monuments Record of Wales.
- Experience of carrying out and partaking in a variety of training and outreach activities.

Supporting staff

The trainee will work under the line management and supervision of the , team leader for the Recording and Investigation Team at the Royal Commission. They will also receive supervision and training from historic building investigators and Community Archaeologists. Other Royal Commission staff from the archive and library team, data services team, public engagement team and strategy and resources team will also provide training in some of the wider aspects of the placement.

Outcomes

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

1. Carry out survey and record of historic buildings and structures to an appropriate level and using the appropriate technology.
2. Process and manipulate survey data in AutoCAD to produce finished interpretative plans
3. Undertake research and analysis using local, national and on-line archives.
4. Analyse extensive survey data using Access databases and GIS.
5. Publish through various mediums the description, analysis and synthesis of historic buildings and structures.
6. Catalogue and archive survey and research material
7. Understand the planning process in Wales in relation to historic buildings and structures

Activities

| Proposed learning goals | National Occupational Standards (NOSs) to be met | Learning activities and tasks | Who will support the bursary holder with this goal? |
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| 1. Learn how to carry out survey of historic buildings and structures | AC3 | The post holder will be trained in the study of a number of individual buildings using non-intrusive means. This will include arranging site visits, devising an appropriate survey strategy, carrying out survey using a variety of methods, both traditional and digital. | Team leader for the Recording and Investigation Team Historic building investigators & community archaeologists |
| 2. Learn how to research and analyse information on historic buildings and structures | AC1 | Receive key reference materials; receive training in undertaking buildings analysis using the physical evidence, tree-ring dating, documentary research, secondary information and typological comparisons; receive training in (and subsequently undertake) the use and manipulation of Access databases and GIS for analysis of extensive survey data. | Historic building investigators & community archaeologists |
| 3. Learn how to present surveys of historic buildings and structures through illustration | AC1, AC3 | The post holder will receive training in the process and manipulation of survey data (principally using AutoCAD) to produce finished interpretative plans; review current published examples and produce draft illustrations | Team leader for the Recording and Investigation Team and Historic building investigators |
| 4. Ability to prepare written reports on historic buildings and structures to publication standard. | AC2, AD1 | Review range of examples and best practice; receive current standards and guidance in producing Royal Commission Research Reports and providing information for <i>Coflein</i> , the Royal Commission's public database; complete drafts for review. | |
| 5. Learn how to compile, catalogue, and archive survey and research data/information on historic buildings and structures | AF3 | Receive copies of relevant guidelines and standards; receive training in current standards and requirements for deposition of material into the NMRW; carry out appropriate database work to | ??Team leader for the Recording and Investigation Team and Historic building investigators |

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| | | archive data. | |
| 6. Understand the planning process in relation to Historic buildings and structures and learn how to respond to planning consultations. | AK1 | Receive copies of relevant guidelines and standards; spend a period working with planning consultations sent to the Royal Commission from local authorities and Cadw regarding Listed Building Consent and Scheduled Monument Consent; receive training in how to identify the appropriate response to each case and draft responses including nil returns, recommending levels of survey; monitor the deposit and quality of records made by others. | Historic building investigators and ?? |
| 7. Learn how to publicise and communicate to the public and other professionals work and advances made through the survey and interpretation of historic buildings and structures. | AK2 | Receive training and guidance in preparing and delivering presentations; produce draft presentation for review; receive guidance and examples of website, blog and other social media posts produced by the Royal Commission; produce website, blog and other social media posts on work undertaken; contribute to Royal Commission outreach and community activities. | Team leader for the Recording and Investigation Team and Historic building investigators & Community Archaeologist |
| 8. 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 | Receive copies of, and training in, RCAHMs health and safety procedures; complete Health and Safety checklists and risk assessments. | ?? |
| 9. Learn what is expected of an employee of the Royal Commission and as a public | AK3 | Receive induction training in all aspects of the Commissions employment policies and procedures; in consultation with their line manager set | Team leader for the Recording and Investigation Team?? |



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| servant with regards to performance and conduct. | | clear performance objectives and compile a portfolio of evidence showing how the objectives have been met; | |
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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, 31 days annual leave, 8 bank holidays and 2 privilege days, and 5 other days (to allow for sickness).

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

1. Introduction, Familiarisation and Training 15 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 (LG9). 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 (LG9).

During the first month of employment the successful candidate will also be provided with an introduction into the full range of work undertaken by the Commission through its Strategy and Resources Team, Archive and Library Team, Data Services Team, Recording and Investigation Team, Reconnaissance Team and Public Engagement Team. Through the rest of the year there will also be opportunities to work shadow specific aspects of Royal Commission work such as archaeological field survey, maritime archaeology and aerial survey, and if appropriate with other heritage bodies in Wales, England and Scotland.

Aside from the job specific training the successful candidate will also be expected to partake in organisational training sessions and if appropriate be able to participate in either in-house or external Welsh Language courses.

2. LG1: Historic Building and Structure Survey 50 days

Intensive training will be provided in the survey of a wide variety and period of buildings across Wales, principally outstanding heritage assets or those at risk. This will develop an understanding of different building types together with the different levels of survey (as outlined English Heritage in their 2006 publication Understanding Historic Buildings) and technologies used. Training will be provided by various members of Royal Commission staff together with some external partners and experience will be gained in carrying out traditional sketch and measured survey, digital survey using Total Station and TheoLT, GPS; laser scanning, dendrochronology and photography.



3. LG 2: Research and Analysis of Historic Buildings and Structures 45 days

The training supervisors will provide key reference materials and will also provide on-site training in recording and understanding buildings using the physical evidence. Guidance will be given and experience gained in carrying out research using local, national and on-line archives.

The successful candidate will also be trained in the use and analysis of extensive building data sets, through Access databases and the GIS. Work here will focus on Amlwch town, Anglesey and on the Royal Commissions thematic project on nonconformist chapels.

4. LG3: Historic Buildings and Structures Illustration 40 days

Intensive training will be provided in the process and manipulation of survey data, to produce finished interpretative drawings either as stand-alone pieces of work or for inclusion in reports and publications. This will principally involve training in and the use of AutoCAD.

Opportunities will also be made available to explore other ways of presenting historic buildings and structures, for example from drawn or computer generated reconstructions and cutaways, through to interpretative computer generated animations.

5. LG4: Report writing to publication standard. 30 days

Training will be provided to enable the placement holder to prepare reports to publication standard. This will include writing up two key survey projects as Royal Commission Research Reports and for a number of other sites, creating entries and descriptions on the Royal Commission database, the result of which is made available to the public via *Coflein*, the Royal Commission's on-line database for the Historic Environment of Wales.

6. LG5: Catalogue and Archiving Survey and Research Material 15 days

Training will be provided in the current standards and requirements for deposition of material into the National Monuments Record of Wales (NMRW) held at the Royal Commission.

The successful candidate will prepare material for archive that relates to work they have undertaken on a specific site. This will include using databases to catalogue and caption digital photography and organise and save digital files in an appropriate format with clear metadata for transfer to the archive.

7. LG6: Planning Consultations 3 days

A training supervisor will talk through the national policy and guidance documents to ensure a full understanding of how the Historic Environment is conserved through Planning Policy Wales together with the role of the Royal Commission in providing impartial, expert advice to decision makers in the historic environment.



The successful candidate will then spend a period of time working with planning consultations sent to the Royal Commission and will receive training in how to identify the appropriate response. They will then draft responses including nil returns, recommend the appropriate levels of survey and will monitor the deposit and quality of records made by others to the NMRW.

8. LG7: Outreach and Community Activities 10 days

The successful candidate will gain experience in range of social media used at the Royal Commission and will actively take part in writing blogs on their work for the Commission's Heritage of Wales News blog. They will receive training in the preparation and delivery of presentations and will be expected to attend/work shadow professional meetings such as the Built Heritage Forum and also help at a number Royal Commission events and training days, such as Digital Past, The Royal Welsh Show and National Eisteddfod.

9. LG8: Health and Safety 3 days

The successful candidate will receive copies of, and training in, the Royal Commissions health and safety procedures (both in-house and on-site); and will be expected to complete Health and Safety checklists and risk assessments prior to undertaking any fieldwork. First Aid training will also be provided.

10. LG9: Performance and Conduct 3 days

Training will be given in all aspects of the Commission's employment policies and procedures. In consultation with the line manager clear performance objectives will be set and the successful candidate will be expected to compile a portfolio of evidence showing how objectives have been met. They will also be required to maintain and submit up to date annual leave, working time and travel and subsistence claim forms.