

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

### **in creating and promoting archives for the Star Carr Project**

#### **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.

This bursary will focus on developing skills for the creation, promotion and accession of archives - as part of the Star Carr project ([www.starcarr.com](http://www.starcarr.com)). Star Carr has just been designated as a Scheduled Monument and is recognised internationally as one of the most important Mesolithic sites in Europe. However, one of the major stumbling blocks with studying past work at Star Carr is that the archives either do not exist or are dispersed. It is therefore of paramount importance that the record which is currently being generated is archived according to best practice and made as accessible as possible.

There is a strong demand for information about this site, both from academia and the public, and we strongly believe it is important that the archive can be accessed easily. This placement will not only provide a range of archiving skills to the person carrying out the placement, but we aspire to provide a model of best practice for the future.

The work will involve the management and integration of archives generated for a number of Mesolithic sites which have been excavated around palaeo-Lake Flixton through the years:

- Star Carr project (2004-2010)
- excavations at Flixton Island planned for this summer
- previous projects carried out by the Vale of Pickering Research Trust around palaeo-Lake Flixton (1997-2004)
- The design of an archive for the new project POSTGLACIAL (2012-2017).

This will involve liaising with ADS and The Yorkshire Museum who will host the archives, as well as liaising with the project team who will be producing archival material.

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

- Skills in digital archive preparation: the trainee will work closely with ADS in order to determine best practice

- Skills in archive preparation for museums: the trainee will work closely with the Yorkshire Museum and learn how to best prepare an archaeological collection for museum curation
- Skills in communication: the trainee will be trained to work with a large team (over 20 researchers) in order to gather all the data necessary for the archive
- Skills in computing: the trainee will work with a range of computing packages and will be given training where required by the relevant computing officers
- Skills in dissemination: the trainee will be encouraged to think of ways of disseminating best practice through conference presentations, information on the website etc – training will be provided where necessary
- Skills in networking: the trainee will be encouraged to link with other projects, both academic and commercial, in order to think about best practice

### **Supporting staff**

The trainee will work under the supervision of the ?? and will receive supervision from other specialist staff including a colleague from The Yorkshire Museum and a colleague from ADS. Additional mentoring will be provided by the Head of Department. The trainee will report to the Professor as line manager.

The Star Carr project involves a large team of specialists (see [www.starcarr.com](http://www.starcarr.com)) who analyse material and produce reports which all need to be archived. The team will provide further support and guidance.

The trainee will also be encouraged to engage with the wider community of Mesolithic researchers at York and to attend meetings and talks. In addition, they will be encouraged to attend Departmental seminars but particularly to engage with other researchers who are managing field archives.

### **Outcomes**

At the end of the 12 month bursary the trainee will have:

- Skills in digital archive preparation: the trainee will work closely with ADS in order to determine best practice
- Skills in archive preparation for museums: the trainee will work closely with the Yorkshire Museum and learn how to best prepare an archaeological collection for museum curation
- Skills in communication: the trainee will be trained to work with a large team (over 20 researchers) in order to gather all the data necessary for the archive

- Skills in computing: the trainee will work with a range of computing packages and will be given training where required by the relevant computing officers
- Skills in dissemination: the trainee will be encouraged to think of ways of disseminating best practice through conference presentations, information on the website etc – training will be provided where necessary
- Skills in networking: the trainee will be encouraged to link with other projects, both academic and commercial, in order to think about best practice

### Activities

Proposed learning goals	National Occupational Standards (NOSs) to be met	Learning activities and tasks	Who will support the bursary holder with this goal?
1. Develop and agree objectives for the project	AB1	Consultation with project members	Professor
2. Propose and agree methods	AB2	Consultation with project members	Professor
3. Store items	AC6	Learning how to best store archaeological materials through consultation with project members	Yorkshire Museum colleague and relevant Star Carr specialists
4. Transfer items	AC7	Learning how to best transfer items	Yorkshire Museum colleague
5. Identify and describe items	AE3	Learning how best to describe items and describe their potential significance	??
6. Develop and implement preventive conservation	AE5	Learning how to best protect items	Conservator on the Star Carr project team

procedures for items			
7. Develop information systems to meet the needs of users	AF1	Learning to develop information systems for the dissemination of information regarding the archive	??
8. Develop procedures for the use of information systems	AF2	Learning how to develop documentation rules and maintain the security of the information	??
9. Classify, compile and maintain data on the material remains of past communities	AF3	Learning how to compile data and maintain the records	??
10. Negotiate the transfer of rights over items and collections	AG3.4	Learning how to transfer rights	Yorkshire Museum colleague and ADS colleague
11. Oversee quality and progress	AJ7	Learning how to assess the archive against quality standards, compliance with legal and statutory requirements and keeping stakeholders informed	ADS colleague
12. Develop your own resources	AK3	Learning how to manage their time and resources and develop themselves to improve performance	Head of Department

### Training Elements and Allocated Timings

The post is full-time and the hours of work are 37 per week. The post is available for a period of 12 months from October 2012. The annual holiday entitlement is 38 days, including 8 statutory public holidays.

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

Proposed learning goals	Time breakdown
1. Develop and agree objectives for the project	This will be covered on the first day but reviewed throughout the process
2. Propose and agree methods	This will also be covered in the first couple of days but will be reviewed throughout the process
3. Store items	A week working in the museum and several months then working with items within the labs
4. Transfer items	Several days working with the museum, and a week understanding the processes used in the ADS
5. Identify and describe items	Working alongside the team for several months
6. Develop and implement preventive conservation procedures for items	Working with specialists over a week
7. Develop information systems to meet the needs of users	Training may take up to several weeks depending on competency in computing software such as GIS
8. Develop procedures for the use of information systems	As above
9. Classify, compile and maintain data on the material remains of past communities	This will take up a large proportion of the placement, once the above training has taken place
10. Negotiate the transfer of rights over items and collections	Within the training carried out by the museum and ADS
11. Oversee quality and progress	The initial training with ADS will cover this area and then updates will be carried out throughout the project
12. Develop your own resources	A continuous process that will be monitored through performance review