

HLF/IFA Workplace Learning Bursary funded training placement

In Historic Building Recording and Surveying

With Archaeological Services WYAS

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 placement with Archaeological Services WYAS will provide the trainee with a structured training programme and professional experience of all elements of building recording and survey projects. This will include gaining skills in the interpretation and recording of historic buildings, using both traditional drawn recording techniques and modern surveying equipment, together with training in the use of industry standard software. The trainee will gain experience in carrying out photographic surveys, as well as developing skills in documentary and cartographic research, and report writing and illustration. They will also be fully involved at all stages of a building recording project, with the close support of an assigned Mentor, giving the trainee experience of every stage of a project's life cycle, from production of a Project Design through to final reporting and archiving.

All training will be monitored throughout the placement, with formal review points after every two months, during which the progress of the trainee will be discussed and any issues raised. The trainee will also maintain a full CPD log.

Supporting staff

The trainee will work under the line management of the Project Manager (Survey) and be supervised and mentored by the Project Officer (Building Recording). Additional mentoring and guidance will be provided by the Archaeological Illustrator and general support will be given by the wider team within Archaeological Services WYAS.

The trainee will be given additional external training on the use of AutoCAD software and training sessions on documentary sources at the West Yorkshire Archives. They will also be provided with opportunities to shadow local curatorial staff specialising in historic buildings at the West Yorkshire Archaeological Advisory Service and Historic Environment Record.

If required, training and examination as part of the Construction Skills Certification Scheme (CSCS) will be given, to allow the trainee to safely work on construction sites, under the supervision of their mentor.

The trainee will also be encouraged to involve themselves in related local societies, such as the Yorkshire Vernacular Buildings Study Group and the Yorkshire Archaeological Society, and may fund attendance at relevant conferences.

Outcomes

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

- Analyse and interpret a building's form, development, date and features
- Produce measured drawn surveys to English Heritage and IfA standards
- Undertake photographic surveys using a range of film and digital techniques
- Use Total Stations and survey-grade GPS equipment
- Produce plans and drawings in Adobe Illustrator and AutoCAD software
- Analyse and research documentary sources
- Have an understanding of all stages of the management of projects
- To produce professional standard reports

Activities

Learning goals	National Occupational Standards (NOSs) to be met	Learning activities and tasks	Who will support the bursary holder with this goal?
1. To undertake measured building survey using tapes and hand-held EDMs	AC2, AC3	Training in principles and methods of recording. On-site training and experience	Archaeological Illustrator
2. To undertake photographic recording of buildings in various formats	AC2, AC3	Training in use of various photographic equipment On-site training and experience	Project Officer (Building recording)
3. To interpret, analyse and date a building's form, function and development	AC1, AC3, AC8, AD1, AD3	Training in forms of architecture and building styles On-site experience	Project Officer (Building recording), Archaeological Illustrator
4. To undertake Total Station and GPS survey	AC2	Training in use of equipment and associated software On-site use of equipment	Project Manager (Survey) Project Officer (Building recording)

5. To produce industry standard plans, elevation drawings and 3D models	AC3	Training in drawing standards; use of Adobe Illustrator, AutoCAD software and PhotoModeler software	Project Manager (Survey), Project Officer (Building recording) Archaeological Illustrator Outside training provider
6. To produce Project Designs	AB1, AB3	Training in structure of MoRPHE compliant PDs; training in use of EH and other national guideline	Project Manager (Survey)
7. To produce Risk Assessments	AH9, AH10	Training in ASWYAS health and safety procedures Completion of risk assessment check-lists; Completion of full Risk Assessment document	Project Manager (Survey)
8. To obtain and analyse documentary and cartographic evidence	AC1	Trips to local record offices/HERs/local studies libraries Training in utilising sources to analyse historic buildings	Project Manager (Survey) Project Officer (Building recording) Placement partners
9. To produce at least one professional standard report	AC1, AD3, AE5	Training in planning, structuring and writing a descriptive and analytical report – drawing on all previous training and experience	Project Manager (Survey) Project Officer (Building recording) Outside training provider

Training Elements and Allocated Timings

The placement will be hosted for a length of one year, comprising 220 working days. The trainee will be entitled to 25 days annual leave, together with 8 Bank Holidays. A further 7 days have been allowed for any sickness or unforeseen circumstances.

The allocation of time for each of the Learning Goals forming the placement is outlined below.

1. Familiarisation and Induction

5 days

Introductions

Prior to the placement commencing, the successful candidate will be contacted by telephone by one of their mentors to introduce themselves, and answer any questions that the placement holder may have, both about the work but also regarding other considerations such as transport arrangements and local facilities.

The employee handbook will be sent prior to the start date so that the trainee can read it at their leisure and ask informed questions on their first day. A map of the area will also be supplied so that the trainee will be familiar with the area. The trainee will be given details of

our website so that they can familiarise themselves with our services and key staff members. An email will be sent to every member of staff to introduce them and outline their role.

Induction

A full induction will be undertaken with the trainee on commencement of the placement. This will provide an overview of Archaeological Services WYAS systems and processes, including health and safety, company structure and administrative requirements.

The trainee will be introduced to all our office-based staff who will provide additional support and encouragement beyond the key Supporting Staff, and given a full tour of our premises.

The trainee will be provided with a range of support material, including information sheets on basic survey methods and types of buildings, which they will be able to use as reference guides, a reading list of relevant publications and full access to relevant publications in the Archaeological Services WYAS library.

The Planning Process and National Guidelines

The trainee's mentor will provide an introduction to the role of historic building recording and surveying as part of the planning and development process, and familiarise the trainee with relevant English Heritage, IfA and local guidelines for undertaking this work.

2. External courses

5 days

The trainee will be enrolled on a CSCS certification course at the earliest opportunity, and provided with training materials for this course by Archaeological Services WYAS. The trainee will also be given introductory AutoCAD training by an external provider if required, and also enrolled on a First Aid at Work course.

3. Placement partnerships

7 days

The trainee will be provided with the opportunity to shadow staff responsible for the monitoring of building recording projects in the West Yorkshire Archaeology Advisory Service (WYAAS). This will give them an insight into how building recording is dealt with as part of the wider planning process, how specifications for work are determined and produced, and how contractor's work is assessed. They will be introduced to the holdings of the Historic Environment Record (HER), maintained by WYAAS, and how these sources can be used to inform the interpretation of buildings, structures and the wider historic landscape.

The trainee will also be given an introduction to the holdings of the West Yorkshire Archives, including the type of sources held and how to search for and use these.

4. LG1: Measured building survey

40 days

The trainee will be given an office-based introduction into the methods of recording historic buildings. They will subsequently undertake field survey on a range of building types under the close supervision of their Mentor. This will primarily involve the use of traditional measured and drawn survey techniques, to acquaint the trainee with the basic principles of

building recording, although this will be supported by separate training and experience in the use of Total Station and GPS surveying techniques. This will provide the trainee with wide experience of working in a professional environment and the techniques required to produce an accurate measured survey. The trainee will be encouraged to use these skills as part of their own project, which will be organised and monitored by Archaeological Services WYAS and result in them producing a professional standard report.

5. LG2: Photographic recording

18 days

Training will be provided in a range of photographic techniques, processing and archiving. This will include the use of 35mm cameras, together with large and medium format photographic techniques, using both black and white and colour film. Guidance will be given on the best approaches to photographic composition and the various structural elements or features that need to be recorded. The trainee will also be introduced to photographic processing methods in the Archaeological Services WYAS photographic laboratory.

6. LG 3: Interpret, analyse, date and phase buildings

20 days

The trainee will develop skills in the interpretation and analysis of buildings while on site, under the guidance of their Mentor. This will be further developed by separately visiting a range of building types in the Yorkshire area, to highlight key architectural and structural elements, and how these can be dated. Visits will be made to sites where only slight upstanding remains survive, or features are only visible as earthworks, to provide an introduction to how such remains can be interpreted. This will also be supported by office-based research, discussions on previous projects and guidance on how surface remains may relate to buried archaeology.

7. LG 4: Total Station and GPS survey

15 days

Training in the use of Total Station and GPS survey equipment will provide the trainee with an overview of ground survey techniques and data collection, and how this data can be used in both the recording of buildings and other landscape features, including earthworks. The trainee will be given the opportunity to use this equipment on a range of different sites, and will gain an understanding of how these methods can best be applied.

8. LG 5: Produce industry standard plans and drawings

35 days

The trainees will be provided with detailed training and guidance on how to produce final building and site plans from measurements and/or digital survey data collected in the field. This will include the use of line weights and drawing conventions, how structures and sites can best be depicted, and the tools and methods used. This will include traditional ink-based drawing techniques, together with the use of Adobe Illustrator and AutoCAD software, as well as the use and manipulation of 3D models and laser scanned point-cloud data. This will aim to allow the trainee to produce drawings that meet the standards and requirements of national guidelines laid down by English Heritage and the IfA.

9. LG 6: Production of project designs

6 days

The trainee will be provided with an introduction into the production of Project Designs, to allow them to gain an understanding of the various stages of a projects life-cycle, and how projects are managed and monitored. It is envisaged that the trainee will produce a project design to inform the progress of their own piece of work on an historic building, monitored and guided by their Mentor, which will result in them producing at least one professional standard report.

10. LG 7: Production of risk assessments

4 days

Training will be provided in the Health and Safety risks that need addressing when entering potentially hazardous buildings or sites. This will include the trainee producing a detailed Risk Assessment, based on the Archaeological Services WYAS format and following our Health and Safety procedures. This will also be undertaken as a stage in the progress of the trainee's own project.

11. LG 8: Documentary and cartographic research

25 days

The trainee will be given guidance on the use and interpretation of documentary and cartographic sources, and will apply this to the analysis of various historic buildings and possible archaeological sites. This will include the use of Ordnance Survey maps, Tithe Maps, Goad plans and primary and secondary publications including trade directories, and sources such as Victoria County Histories and Pevsner guides.

12. LG 9: Production of a professional standard report

40 days

The trainee will be given guidance in the writing and production of building recording reports, and trained in their structure and the terminology used. It is envisaged that the trainee will produce a report on a project that they have been involved with, and responsible for (under the supervision and guidance of their Mentor) at every stage. This will provide the trainee with the opportunity to apply the full range of skills gained at the earlier stages of the placement, and to gain experience of producing a professional standard report.