

**Application for Degree Accreditation**

|  |  |
| --- | --- |
| **Institution** |  |
| **Department** |  |
| **Key Contact for Accreditation**(name, position, contact details) |  |
| **Date of Application** |  |

|  |  |
| --- | --- |
| **Programme or pathway through programme title** | **NOS accrediting against** |
| 1. | AC1, AH10, AJ3 (Mandatory) |

|  |  |
| --- | --- |
| **Supporting Documents**  | **Location (e.g. via email or weblink)** |
| Programme Specification |  |
| Module Descriptors |  |
| Module Handbooks |  |
| Approach to Personal and Professional Development |  |
| Departmental Resources Summary |  |
| External Examiners Report |  |

|  |  |
| --- | --- |
| **Key Staff** | **MCIfA/MIAI?**If yes please provide the membership number |
|  |  |
|  |  |
|  |  |

**Staff Summary CVs**

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |

|  |
| --- |
| **Name** |
|  |
| **Role** |
|  |
| **Contribution to Courses being accredited and relevant experience** |
|  |



**Degree Accreditation Mapping Matrices**

|  |  |
| --- | --- |
| **Institution** |  |
| **Department** |  |
| **Programme**  |  |

|  |  |
| --- | --- |
| **Mapping document** | **Included** |
| The ability to research and analyse (NOS AC1) | Mandatory |
| An awareness of health and safety (NOS AH10) | Mandatory |
| An understanding of an ethical framework and personal development (NOS AJ3) | Mandatory |
| *Please choose at least 2 more from the list below. Templates have been provided for the most commonly (in bold)* |
| **Contribute to non-intrusive archaeological investigations** (AC3) |  |
| **Contribute to intrusive archaeological investigations** (AC5) |  |
| **The analysis and interpretation of archaeological material and data** (AC8) |  |
| **Routine interventive conservation procedures** (AD8) |  |
| **The identification and evaluation of the requirements of users of exhibitions or interpretative activities** (AG3) |  |
| Storing archaeological items (AC6) |  |
| Transferring archaeological items (AC7) |  |
| Identify and describe archaeological items (AD3) |  |
| Apply preventative care procedures for archaeological items (AD6) |  |
| Classify, compile and maintain data on the material remains and intangible heritage of past communities (AE3) |  |
| Disseminate, deposit and archive data on the material remains and intangible heritage of past communities (AE5) |  |
| Contribute to advances in the body of knowledge of archaeological practice (AJ2) |  |



**AC1 Research and analyse**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Identify sources and availability of information**Identify clearly the type and range of information required to achieve the research outcomesIdentify and evaluate sources of information (including primary and secondary sources) for their potential contribution to the researchAscertain clearly the procedures that are required to access information and ensure these are complied withProvide a clear explanation of the purpose of the research and the data that is likely to be relevantRespect confidentiality and intellectual copyright and comply with organisational and legal and ethical constraints on the use and disclosure of information obtainedIdentify and apply technical and ethical standards relevant to your research |  |  |
| **Collect information to achieve research objectives**Collect information in line with the research aimsApply information collection methods correctly and consistentlyValidate the authenticity and source of the information Comply with organisational and legal requirements in the collection of dataRecord and reference information accurately and clearly in an appropriate formatObserve appropriate procedures regarding the confidentially of data, intellectual property rights and relevant codes of conduct |  |  |
| **Analyse research information**Ensure the methods are appropriate to the type of data and the research aimsAnalyse information accurately according to the appropriate methodologyInterpret and synthesise the results carefully, and draw justifiable conclusionsIdentify any unexpected results and reviewing reasons for them with relevant peopleRecord the results accurately and clearly in an appropriate format |  |  |
| **Report results**Present the results of the work clearly in a manner appropriate to its audienceQualify research findings where data are insufficient or potentially unreliableAcknowledge appropriately all sources of informationSubmit the results of the work to relevant people for peer review and respond to suggestionsProtect confidential information in accordance with agreements and procedures |  |  |



**AH10 Health and safety**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Operate safely in the workplace** Ensure that work activities are carried out safely to avoid creating hazardous situations that may endanger yourself and other personnel Ensure that hazards and potential hazards identified in the workplace are dealt with appropriately within the limits of your responsibility and capability and reported promptly to the appropriate person(s) Ensure that communications are clear and information or instruction is confirmed as understood Ensure that all tools and equipment are used safely in accordance with organisational procedures, manufacturers' instructions and relevant statutory regulations Ensure that work materials and components are handled and stored in accordance with approved procedures and practices Ensure that manual handling is carried out safely using appropriate handling techniques Ensure that accidents and incidents are reported promptly to an authorised person in accordance with approved procedures and practices Use appropriate personal protective equipment in compliance with safe working practices Ensure that work is carried out to approved procedures and practices and in compliance with statutory requirements  |  |  |
| **Respond to emergencies** Ensure that procedures are implemented promptly and correctly in accordance with recognised safe practice and organisational policy, in the event of an emergency Ensure that accidents and incidents are responded to within the limits of your responsibility and capability and promptly reported to an authorised person Ensure that use of emergency appliances is carried out in accordance with approved procedures and practices Record details of accidents and incidents in accordance with approved procedures and practices Refer problems and conditions outside your responsibility to an authorised person   |  |  |
| **Assist in the security of the workplace**  Ensure that unauthorised personnel in the workplace are dealt with in accordance with organisational procedures and the appropriate person(s) advised Ensure that arrangements for security are observed and maintained in accordance with approved procedures and practices Ensure that potential risks to security are reported promptly to the appropriate person(s) and remedial action taken as necessary in accordance with organisational procedures Report breaches of security immediately to an authorised person Ensure that problems and conditions outside your responsibility are referred to an authorised person   |  |  |



**AJ3 Ethical framework and personal development** including PDP and CPD

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Develop yourself to improve your performance**Assess your performance and identify your development needs at appropriate intervalsBase your assessment on your current objectives and likely future requirementsEnsure that your assessment takes account of the skills you need to work effectively with othersEnsure that your plans for personal development are consistent with the needs you have identified and the resources availableEnsure that your plans for personal development contain specific, measurable, realistic and challenging objectivesObtain support from relevant people to help you create learning opportunitiesUndertake development activities which are consistent with your plans for personal developmentObtain feedback from relevant people and use it to enhance your performance in the futureUpdate your plans for personal development at appropriate intervals |  |  |
| **Manage your own time and resources to meet your objectives**Ensure that your objectives are specific, measurable and achievable within organisational constraintsPrioritise your objectives in line with organisational objectives and policiesPlan your work activities so that they are consistent with your objectives and your personal resourcesEnsure that your estimates of the time you need for activities are realistic and allow for unforeseen circumstancesDelegate work to others, if appropriate, in a way which makes the most efficient use of available time and resourcesTake decisions as soon as you have sufficient informationTake prompt and efficient measures to obtain further information to take decisions as necessaryMinimise unhelpful interruptions to, and digressions from, planned workRegularly review progress and reschedule activities to help achieve your planned objectives |  |  |
| **Contribute to the protection of individual and community interests****Identify and apply relevant technical and ethical standards to your work**Comply with best practice and legal and ethical standards in the planning and conduct of archaeological activitiesEnsure that agreements and transactions for services conform to legal requirements, ethical standards and recognised good practiceEnsure that the needs of parties collaborating in archaeological activities are balanced against the interests and preferences of the wider communityEnsure that the interests and well being of yourself and others directly or indirectly affected by activities are properly protectedEnsure that sources of information and opinion used to inform research and analysis are investigated criticallyEnsure that judgements and advice are sound and justifiable and based on current information and valid and reliable criteriaTake clear and unequivocal responsibility for personal decisionsComply with legal requirements and ethical standards relating to intellectual property and in obtaining, using and passing on information of a sensitive personal or confidential commercial natureConduct interactions in a manner which avoids conflicts of interest and maintains your own independence and maximises the goodwill and trust of others in yourself and those you represent |  |  |



**AC3 Non-intrusive archaeological investigations**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Prepare for operations**clarify the investigation method statement and your role in the investigation prior to commencementclarify the nature of the site, the investigation methods and safety arrangementsbring suitable equipment, clothing and materials to site and make safe and secureapply relevant technical and ethical standards to your role in the investigation |  |  |
| **Observe and record measurements**contribute to the investigation efficiently and systematically and in accordance with the method statementadapt work procedures and practices if instructed to allow for different circumstances and conditionsmaintain the integrity of the site, observing safe working practices and ensure disruption to other activities on the site is kept to a minimummake observations and measurements that are accurate and fully meet specified data requirementsconsult with senior manager when uncertain about any aspect of the investigation or own responsibilities for actionrecord investigation data clearly and accurately and store them securely for later analysismaintain equipment in operational order and store it securely |  |  |



**AC5 Intrusive archaeological investigations**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Prepare for operations**clarify the investigation method statement and your role in the investigation prior to commencementclarify the nature of the site, the investigation methods and safety arrangementsbring suitable equipment and clothing to site and kept it safe and secureapply relevant technical and ethical standards to your role in the investigation |  |  |
| **Undertake intrusive investigations**contribute to the investigation efficiently and systematically and in accordance with the method statementidentify, investigate and accurately record relevant featuresmake observations and measurements that are accurate and fully meet specified data requirementsrecord investigation data clearly and accurately and store it securely for later analysisadapt work procedures and practices if instructed to allow for different circumstances and conditionsconsult with senior manager when uncertain about any aspect of the investigation or own responsibilities for actionmaintain the integrity of the site, observing safe working practices and ensuring disruption to other activities on the site is kept to a minimumuse equipment appropriately, maintaining it in operational order and storing it securely |  |  |
| **Prepare records and schedules**check and verify investigation data for accuracy and integrityprocess investigation data accurately and present it in a format that will assist in making a balanced interpretation |  |  |



**AC8 The analysis and interpretation of archaeological material and data**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Confirm requirements for analysis and interpretation**accurately identify requirements for analysis and interpretationidentify and apply relevant technical and ethical standardsanalyse and assess the accuracy, currency and completeness of data and identify any additional data and material requirementsobtain additional data and material from relevant sources as appropriateselect, propose and agree appropriate methods for analysis and interpretationestimate resource requirements for analysis and interpretation using agreed methodspresent proposals for analysis and interpretation to interested parties in a format to assist decision making and in accordance with organisational procedures |  |  |
| **Carry out agreed programme of analysis and interpretation**ensure that analysis and interpretation is conducted efficiently and systematically and in accordance with the method statementadapt procedures and practices appropriately to allow for different circumstances and conditionsensure that observations and measurements are accurate and fully meet data requirementsconsult expert advice in instances where additional, specialist information is required which is relevant to analysis and interpretationadvise interested parties promptly of potentially critical findings and constraints arising during the programmeidentify and record data and material which may require more detailed investigationclearly and accurately record data and store it securely |  |  |
| **Prepare and submit reports**present the results of the work clearly in a manner appropriate to its audiencequalify research findings where data are insufficient or potentially unreliableacknowledge appropriately all sources of informationsubmit the results of the work to relevant people for peer review and respond to suggestionsProtect confidential information in accordance with agreements and procedures |  |  |



**AD8 Implement routine interventive conservation procedures**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Apply routine stabilisation**apply relevant technical and ethical standards appropriate to your workwork to a conservation plan agreed by a conservatortreat the items, without compromising their integrity, in accordance with the agreed conservation planremove, reduce or neutralise potential and active agents of deteriorationminimise further deterioration by the application of the appropriate materialsevaluate what is required in the future to maintain the condition of the treated itemrecord the treatment procedure accurately and correctly in the appropriate format |  |  |
| **Implement routine cleaning and repair**work to a conservation plan agreed by a conservatortreat the item, without compromising its integrity, in accordance with the agreed conservation planremove or reduce material which inhibits the interpretation of the itemsadd materials to effect repairmake only additions that are reversible, appropriate and identifiableassess the application and effect of the intervention, and notify the appropriate person in the event of unforeseen effectsevaluate what is required in the future to maintain the condition of the treated itemrecord the treatment procedure accurately and correctly in the appropriate format |  |  |



**AG3 Identify and evaluate the requirements of users of exhibitions or interpretative activities**

|  |  |  |
| --- | --- | --- |
| **Component Standard** | **Modules and Year of Study**Meets Component StandardFully (F) or Partially (P)(Please also indicate which modules are optional by putting them in italics) | **Examples**Please give at least two examples where the modules meet the component standarde.g. module X = Lecture & Practicalmodule Y = Tutorial & Workshop |
| **Identify current and potential users and their needs**identify the makeup of and characteristics of current usersidentify those in the target group who do not participate and their characteristicsobtain information from all relevant sources to inform an analysis of factors affecting user participationcategorise current and potential users in relation to potential needsconsult groups representative of the target audience to determine their current and future needsassess the feasibility of attracting the specified audiencesrelate the information gathered to the organisation's learning and communications strategyreport the results of the analysis accurately and clearly in an appropriate formatcomply with relevant legislation and guidelines on consumer research |  |  |
| **Evaluate the impact of exhibitions or interpretative activities on users**determine the criteria for successselect the evaluation methods and implement them correctly using suitable and valid information collection methodsaccess all relevant sources of informationanalyse and quantify the results of the evaluation, recording them clearly in an appropriate formatprovide feedback on the evaluation to influence the strategy for learning and to revise the evaluated activityreview the suitability of the evaluation methods and make recommendations for further improvements |  |  |