

Trainees and Training Programmes

What you should expect

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Trainee programmes are a great way to get a start-out job in archaeology, allowing you to develop your knowledge and skills while giving you practical experience. It is vitally important for trainees to know what they should be provided with by an employer and what is expected of them as a trainee.

What you should get:

1: A copy of the company training programme, explaining what the role and responsibilities of a trainee are, and how the company will train their staff. This can be through a [CifA approved programme](#) or through the company's own system. CifA have produced a [guide](#) to help employers develop training plans and you can find out which employers offer CifA approved training programmes [here](#).

2: A personalized training programme- this should identify your skills and abilities at the beginning of your contract, where you need to develop, what you need to achieve to complete the trainee scheme and how the company is planning to help you to meet these. A time frame should also be included in this.

3: A contract for the period of your training programme- trainees should not be on contracts shorter than their training programme length. If you are, then your employer is failing you. How can a company successfully operate a training programme for someone on a rolling week contract?

4: The company should engage with you regularly to check up on your progress and identify areas where you are doing well and areas where you are struggling. Conversations about these should be open and truthful.

5: Mentorship and accessibility- as a trainee you should not be left alone to complete tasks beyond your responsibilities as a trainee, which should be included in your contract. You should be supported by colleagues and mentors throughout your traineeship. For this reason it is important that teams, supervisors and POs know who are trainees on their sites. CifA have produced a [policy statement](#) on how trainees should be working within the team.

6: You may receive a BAJR skills passport as a mechanism to log your development- this is specifically not a training scheme on its own and must be backed up by company and personal training plans. You may also find it useful to look at CifA's [Pathways](#) resources.

