



## UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

### *Work Placement Training Plan: Archaeological Fieldschool with University of Leicester Archaeological Services (ULAS)*

#### 1. Introduction

- 1.1. Title: Archaeological Fieldschool hosted by ULAS
- 1.2. Duration: 2-4 weeks (10-20 days)
- 1.3. Start Date: **INSERT DATE**
- 1.4. Placement holder: **INSERT NAME**
- 1.5. The aim of this short-term fieldwork placement is to give a student of the University of Leicester's School of Archaeology and Ancient History or a ULAS volunteer, training and experience in commercial archaeological practices in a professional working environment.
- 1.6. The Chartered Institute for Archaeologists (Cifa) recognises the value in providing an improved model of training and development for field archaeologists in a commercial work environment, and in extending the intake demographic of the profession. Whilst this placement is not directed at securing a deep or specialist understanding in any particular area, the training will develop skills which broadly support several of Cifa's longer-term skills gaps (Cifa 2014a), and will teach the placement holder to adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs (Cifa 2014b, Cifa 2018).
- 1.7. This document sets out the proposed training programme, with a detailed list of the activities involved (while relative durations of different training components are essentially fixed, the detailed schedule will be determined based on availability of suitable projects). The skills offered through the placement are measured (where possible) against the National Archaeology Occupation Standards Framework (Carter & Robertson 2002).

#### 2. Aims and Scope of the Work Placement

- 2.1. The placement in commercial field archaeology will provide the work placement holder with training in key skills relevant to intrusive archaeological investigation and recording. These skills will be broad based, and will provide the work placement holder with an insight into what it is like to work in the sector.
- 2.2. All project work carried out by the work placement holder will adhere to Cifa's *Code of Conduct* (2014b) and be covered by a written scheme of investigation (WSI) which clearly outlines the scope and significance of the project, the research aims, the methodology for investigation, recording, post-excavation assessment and analysis, and the provisions made for publication, dissemination and archiving of the results.
- 2.3. The University of Leicester believes that equality, diversity and inclusion (EDI) are integral to a successful place of work and study. Work placement holders with specific requirements (e.g. particular learning or access needs) will be assessed on a case by case basis and reasonable adjustments will be put in place to support them, as outlined in the policies and procedures of the University of Leicester (<https://www2.le.ac.uk/offices/equalities-unit>).

### 3. The Host Institution

- 3.1. ULAS is an award-winning commercial archaeological unit that undertakes contracts in England and Wales, with the majority of our work focused in the East and West Midlands. The Unit is embedded within the School of Archaeology and Ancient History at the University of Leicester, and is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA). The unit provides a high quality archaeological consultancy and contracting service offering: consultancy, desk-based assessments, building survey, field survey and evaluation, excavation, post-excavation, publication, display and interpretation, and public outreach. A team of specialists, supported by the academic expertise and facilities of the University, offers a comprehensive service in all areas of post-excavation work, which complements the unit’s proven track record of fieldwork on large-scale, multi-period urban and rural sites.
- 3.2. The Unit also provides supervisory and training staff for the University’s archaeological field schools and regularly offers opportunities for students to get practical archaeological experience. This puts it in a unique position to offer work placements offering a broad-based training in field archaeology.
- 3.3. The work placement will be based at ULAS’s facilities at the University of Leicester, although significant time will be spent on excavations across the East and West Midlands.

### 4. Supporting Staff

- 4.1. All archaeological work carried out by the work placement holder will be adequately supervised to ensure that professional standards are met. The ratio of experienced staff to trainees will take into account the nature and complexity of the work but typically operates at a minimum ratio of 1 ULAS supervisor to 5 untrained staff/students/volunteers.
- 4.2. Management levels for work placement holders:

Name	Position	Support role
INSERT NAME	Project Manager	Line Manager
INSERT NAME	Project Officer	Sponsor/mentor
INSERT NAME	Project Officers and Senior Supervisors	Supervisors at different times
INSERT NAME	Archaeological Assistant	Peer support

- 4.3. Tutors will primarily be staff from ULAS, a CIfA registered organisation, or for some specific tasks staff from the University of Leicester’s School of Archaeology and Ancient History.
- 4.4. To ensure training staff have appropriate levels of competence, the Line Manager and Sponsor/Mentor overseeing the work placement holder will be professionally accredited members of CIfA at Associate (ACIfA) or Member (MCIfA) level.

### 5. Training Programme

- 5.1. The work placement holder will be provided with a programme of practical training in several aspects of field archaeology. The training programme does not directly address post-excavation activities although processing and archive tasks to the extent they relate directly to field activities are included in the placement period. Taken as a whole, the programme will provide skills enabling the work placement holder to:
  - 5.1.1. Work safely as a member of a field project team within excavations, evaluations and built-heritage studies.
  - 5.1.2. Work ethically and responsibly as a member of a registered organisation of CIfA.

- 5.1.3. Carry out routine finds processing with supervision.
- 5.1.4. Act in an assistant or host role within ULAS’s outreach programme (project dependent).
- 5.1.5. In addition, the work placement holder will gain a broad understanding of what makes a successful commercial archaeological project from inception to archive.
- 5.2. Training progress will be monitored internally within ULAS via the CfA supported Archaeology Skills Passport ([www.archaeologyskills.co.uk](http://www.archaeologyskills.co.uk)).
- 5.3. At the end of the training programme, an evaluation of the work placement holder and the training programme will be carried out internally within ULAS via a *Work Placement Performance Appraisal* and a *Training Evaluation Form* in order to ensure the ongoing quality of the training programme and that learning outcomes are being met.

**6. Timetable**

- 6.1. The work placement will be for 2-4 weeks (10-20 days), providing 75-150 hours of work experience, after allowing for bank holidays, University closure days, leave and sickness.
- 6.2. A suggested time spend in each training area will be:

Component	Training Days
Fieldwork – supply and logistics, excavation, collection and recording processes	6-12 (60%)
Surveying techniques and support skills	1-2 (10%)
Finds assistance - artefact and ecofact processing	1-2 (10%)
Outreach	1.5-3 (15%)
Report on placement	0.5-1 (5%)
<b>Total</b>	

- 6.3. The training programme will be reviewed and updated after 1 week depending on work already carried out and the interests of the work placement holder.

**7. Outcomes**

- 7.1. As a result of the training programme, the work placement holder will have gained sufficient understanding of archaeological investigations associated with commercial development to assist with career progression along any of the following routes:
  - 7.1.1. Continued academic study e.g. completion of / contribution towards fieldwork requirement for a degree programme.
  - 7.1.2. Working towards CfA Practitioner level employee within any commercial archaeology unit.
  - 7.1.3. Entry-level recruit to construction sector organisations.
  - 7.1.4. Many types of trainee and assistant roles within the heritage sector.
- 7.2. The placement will start developing the work placement holder to PCIfA accreditation.
- 7.3. ULAS will further develop its understanding of how to integrate staff from a wider range of academic and socioeconomic backgrounds into the organisation.

**8. Detailed Schedule of Learning Outcomes**

Skills units & elements defined by the National Archaeology Occupation Standards Framework (Carter & Robertson 2002)	Activities & tasks
Recover data from the historic environment	
<p><b>AC3 Contribute to non-intrusive investigations</b>                      AC3.1 Prepare for operations                      AC3.2 Observe and record measurements                      AC3.3 Prepare records and schedules  <b>AC5 Contribute to intrusive investigations</b>                      AC5.1 Prepare for operations                      AC5.2 Undertake intrusive investigations                      AC5.3 Prepare records and schedules  <b>AC6 Store Items</b>                      AC6.1 Identify the appropriate environment in which to maintain and protect items                      AC6.2 Control the environment to preserve and protect items</p>	<p>The work placement holder will develop appropriate practical skills to support the creation of records relating to both intrusive and non-intrusive investigations.</p>
Conserve material evidence of past communities	
<p><b>AE6 Apply preventative care procedures to items</b>                      AE6.1 Control the environment to preserve and protect an item                      AE6.2 Monitor and modify the environment and the condition of an item</p>	<p>The work placement holder will receive training in how to process and store diverse materials retrieved during excavation.</p>
Manage information on the material remains of past communities	
<p><b>AF3 Classify, compile and maintain data on the material remains of past communities</b>                      AF5.2 Maintain data and records on the material remains of past communities</p>	<p>The work placement holder will receive practical training in the methods of recording at ULAS, using the standard methods of accessioning finds and using databases.</p>
Promote an understanding of the historic environment	
<p><b>AH4 Plan and deliver interpretative activities</b>                      AH4.2 Deliver and evaluate an interpretative activity</p>	<p>The work placement holder may have the opportunity to contribute to community involvement activities, via ULAS outreach programme. A brief will be provided and the placement holder will be expected to measure performance against the brief.</p>
Manage the archaeological organisation	
<p><b>AJ10 Contribute to health and safety in the workplace</b>                      AJ10.1 Operate safely in the workplace                      AJ10.2 Respond to emergencies                      AJ10.3 Assist in the security of the workplace</p>	<p>The work placement holder will receive training in ULAS's Health and Safety procedures and attend relevant Health and Safety courses. Operate safely during the course of the placement. Receive support to obtain a CSCS card at the appropriate level.</p>
Define and control quality and professional standards	
<p><b>AK2 Contribute to advances in the body of knowledge and archaeological practice</b>                      AK2.3 Enable others to learn and benefit from one's experience  <b>AK3 Develop your own resources and protect the interests of others</b>                      AK3.1 Develop yourself to improve your performance                      AK3.2 Manage your own time and resources to meet your objectives</p>	<p>The work placement holder will be encouraged to gain new practical skills, behave ethically and responsibly in the conduct of archaeological affairs, develop team-working and communication skills and work to agreed timetables and budgets. A CPD record will be kept, in the form of the Archaeology Skills Passport, and reviewed with the line manager and sponsor/mentor regularly throughout the placement.</p>

## 9. References

- 9.1. Carter, S. & Robertson, A., 2002, *Project to define professional functions and standards in archaeological practice: Final Report*. The Archaeology Training Forum.
- 9.2. ClfA, 2014a, *ClfA Professional Practice Paper: An Introduction to providing career entry training in your organisation*. Reading: Chartered Institute for Archaeologists.
- 9.3. ClfA, 2014b, *Code of Conduct*. Reading: Chartered Institute for Archaeologists.
- 9.4. ClfA, 2018, *ClfA Professional Practice Paper: An introduction to professional ethics*. Reading: Chartered Institute for Archaeologists.

### Document prepared by:

**Vicki Score MSc MCIfA**  
Deputy Director  
Archaeological Services (ULAS)  
University of Leicester  
University Road  
Leicester  
LE1 7RH

**Mathew Morris MA ACIfA**  
Project Officer  
Archaeological Services (ULAS)  
University of Leicester  
University Road  
Leicester  
LE1 7RH

T: 0116 252 3827

E: [vp23@le.ac.uk](mailto:vp23@le.ac.uk)

v1 created 11/10/2018  
v2 updated 28/11/2018  
v3 updated 12/02/2019

T: 0116 252 5665

E: [mlm9@le.ac.uk](mailto:mlm9@le.ac.uk)