



UNIVERSITY OF
LEICESTER



UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Work Placement Training Plan: Archaeological Internship with University of Leicester Archaeological Services (ULAS)

1. Introduction

- 1.1. Title: Archaeological Internship hosted by ULAS
- 1.2. Duration: 21 hours
- 1.3. Start Date: **INSERT DATE**
- 1.4. Internship holder: **INSERT NAME**
- 1.5. The aim of this internship is to give a student at 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 Internship

- 2.1. The training in commercial archaeology will provide the internship holder with training in key skills relevant to post-excavation analysis for both finds and environmental samples. These skills will be broad based, encompassing the processing and recording of artefacts and ecofacts, and will begin to prepare the internship holder for work in the sector.
- 2.2. All project work carried out by the internship 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. Internship 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 internship will be based at ULAS’s facilities at the University of Leicester.

4. Supporting Staff

- 4.1. All archaeological work carried out by the internship 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 internship holders:

Name	Position	Support role
Nick Cooper	Post-excavation Project Manager	Line Manager
Heidi Addison Rachel Small	Senior Finds Supervisor Environmental Officer	Supervisor
Ffion Rogers Phil Hartley Adam Santer	Archaeological Assistant/Volunteer Coordinator Archaeological Assistant Environmental Assistant	Mentor
Georgina Clipstone Will Johnson	Archaeological Assistant 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 overseeing the internship holder will be a professionally accredited member of CIfA at Associate (ACIfA) or Member (MCIfA) level.

5. Training Programme

- 5.1. The internship holder will be provided with a programme of practical training in multiple aspects of post-excavation analysis relevant to the processing and recording of artefacts and ecofacts. Taken as a whole, the programme will provide skills enabling the internship holder to:
 - 5.1.1. Work safely as a member of the team within a laboratory setting.
 - 5.1.2. Work ethically and responsibly as a member of a registered organisation of CIfA.

- 5.1.3. Carry out routine artefact processing with supervision, including washing, basic identification and marking.
- 5.1.4. Carry out routine ecofact processing with supervision, including flotation and residue sorting.
- 5.1.5. Carry out basic recording and data entry with supervision, to submit to relevant specialists and support archive completion.
- 5.1.6. In addition, the internship holder will gain a broad understanding of how these processes contribute to the overall project results and what makes a successful commercial post-excavation project.
- 5.2. Training progress will be monitored internally within ULAS via the CIfA supported Archaeology Skills Passport (www.archaeologyskills.co.uk).
- 5.3. At the end of the training programme, an evaluation of the internship 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 internship will be for 8 weeks, providing at least 21 hours, after allowing for bank holidays, University closure days, leave and sickness.
- 6.2. The suggested time spent in each training area will be:

Component	Training Days
Induction and introduction to the workplace/role	1 (4%)
Artefact processing	10 (48%)
Ecofact processing	10 (48%)
Total	21

7. Outcomes

- 7.1. As a result of the training programme, the internship holder will have gained sufficient understanding of archaeological post-excavation analysis 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 a degree-level course in archaeology.
 - 7.1.2. Working towards CIfA Practitioner level employee within any commercial archaeology unit.
 - 7.1.3. Many types of trainee and assistant roles within the heritage sector.
- 7.2. The training will start developing the internship 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
Handle material evidence of past communities	
<p>AC6 Store items 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>AC7 Transfer items AC7.1 Identify the handling requirements of an item</p>	<p>The internship holder will receive training in how to process and store diverse materials retrieved during archaeological excavation. The internship holder will package and store materials according to best practice.</p>
Categorise material evidence of past communities	
<p>AE1 Characterise the archaeological resource and recommend action AE1.1 Describe the archaeological resource AE1.2 Describe what data the resource has the potential to reveal</p> <p>AE3 Identify and describe items (archaeology) AE3.1 Provide a description of an item AE3.2 Identify and classify an item AE3.3 Describe the potential significance of an item as an archaeological resource</p>	<p>The internship holder will receive practical training in basic identification for finds and environmental material. The internship holder will identify different types of artefacts and ecofacts and process them accordingly.</p>
Manage information on the material remains of past communities	
<p>AF3 Classify, compile and maintain data on the material remains of past communities AF3.2 Maintain data and records on the material remains of past communities</p>	<p>The internship holder will receive practical training in the methods of classification and recording at ULAS. The internship holder will use the standard methods of processing and recording artefacts and ecofacts.</p>
Manage the archaeological organisation	
<p>AJ10 Contribute to health and safety in the workplace AJ10.1 Operate safely in the workplace AJ10.3 Assist in the security of the workplace</p>	<p>The internship holder will receive training in ULAS's Health and Safety procedures, and operate safely during the course of the internship.</p>
Define and control quality and professional standards	
<p>AK2 Contribute to advances in the body of knowledge and archaeological practice AK2.3 Enable others to learn and benefit from one's experience</p> <p>AK3 Develop your own resources and protect the interests of others AK3.1 Develop yourself to improve your performance AK3.2 Manage your own time and resources to meet your objectives</p>	<p>The internship 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. Cifa, 2014a, *Cifa Professional Practice Paper: An Introduction to providing career entry training in your organisation*. Reading: Chartered Institute for Archaeologists.
- 9.3. Cifa, 2014b, *Code of Conduct*. Reading: Chartered Institute for Archaeologists.
- 9.4. Cifa, 2018, *Cifa 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

T: 0116 252 2848
E: vp23@le.ac.uk

Mathew Morris MA ACifA

Project Officer
Archaeological Services (ULAS)
University of Leicester
University Road
Leicester
LE1 7RH

T: 0116 252 5665
E: mlm9@le.ac.uk

Heidi Addison

Senior Finds Supervisor
Archaeological Services (ULAS)
University of Leicester
University Road
Leicester
LE1 7RH

T: 0116 252 2497
E: ha28@le.ac.uk

Ffion Rogers MA

Archaeological Assistant
Archaeological Services (ULAS)
University of Leicester
University Road
Leicester
LE1 7RH

T: 0116 252 2618
E: fr87@le.ac.uk

v1 created 19/10/2018
v2 updated 28/11/2018
v3 updated 12/02/2019