



UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

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

1. Introduction

- 1.1. Title: Archaeological work placement hosted by ULAS
- 1.2. Duration: 3-6 months (12-24 weeks)
- 1.3. Start Date: **INSERT DATE**
- 1.4. Placement holder: **INSERT NAME**
- 1.5. The aim of the placement is to give a student or recent graduate 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 2014), 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 below ground and built heritage investigation and recording. These skills will be broad based, including both intrusive and non-intrusive investigations, and will prepare the work placement holder for future 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	Projects 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 all 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 basic checking and file organisation activities in support of archive completion.
 - 5.1.4. Complete simple CAD figures to specifications provided.
 - 5.1.5. Carry out routine finds processing with supervision.
 - 5.1.6. Source historical documents and maps in support of desk-based and standing building studies.
 - 5.1.7. Publicise activities through use of a content management system for web-based dissemination.
 - 5.1.8. Act in an assistant or host role within the outreach programme of the School of Archaeology and Ancient History.
 - 5.1.9. In addition to these deployment options, the work placement holder will gain a broad understanding of what makes a successful commercial archaeological project from inception to archive.
 - 5.1.10. As a member of ULAS the work placement holder will also have access to University Training Courses including Heritage Practice Training <http://www2.le.ac.uk/departments/history/heritage>
- 5.2. Training progress will be monitored internally within ULAS via the CifA supported Archaeology Skills Passport (www.archaeologyskills.co.uk).

6. Timetable

- 6.1. The work placement will be for 3-6 months (12-24 weeks), providing 60-120 working days, 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	30-60 (50%)
Surveying techniques and support skills	3-6 (5%)
Desk-based research and data collection	3-6 (5%)
Finds assistance - artefact and ecofact processing	12-24 (20%)
Historic building recording	3-6 (5%)
Post-excavation analysis and report writing	3-6 (5%)
Archiving requirements	3-6 (5%)
Web-based projects dissemination	0.5-1 (1%)
Outreach (subject to availability)	2-4 (3%)
Report on placement	0.5-1 (1%)
Total	60-120

- 6.3. The training programme will be reviewed and updated after 1 month and 3 months depending on work already carried out and the interests of the work placement holder.
- 6.4. To complete the work placement programme, the work placement holder must complete a minimum of 12 weeks of training with ULAS.
- 6.5. On mutual agreement between the work placement holder and ULAS, should the work placement holder wish to opt out of the training programme following the 1-month review they will still be eligible for ULAS's CifA-accredited *Archaeological Fieldwork Placement (2-4 weeks)*: [https://www2.le.ac.uk/services/ulas/documents/2%20ULAS 2-4 week Fieldschool V3.pdf](https://www2.le.ac.uk/services/ulas/documents/2%20ULAS%202-4%20week%20Fieldschool%20V3.pdf)

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 allow career progression along any of the following routes:
- 7.1.1. Further academic study e.g. admission to a degree-level course in archaeology / heritage
 - 7.1.2. CifA Practitioner level employee within any commercial archaeology unit.
 - 7.1.3. Entry-level recruit to construction sector organisations.
 - 7.1.4. Many types of assistant roles within the heritage sector.
- 7.2. The placement will aim to develop 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>AC1 Research and analyse information to achieve objectives. AC1.1 Identify sources and availability of information AC1.2 Collect information to achieve research objectives AC1.3 Analyse research information AC1.4 Report results</p> <p>AC3 Contribute to non-intrusive investigations AC3.1 Prepare for operations AC3.2 Observe and record measurements AC3.3 Prepare records and schedules</p> <p>AC5 Contribute to intrusive investigations AC5.1 Prepare for operations AC5.2 Undertake intrusive investigations AC5.3 Prepare records and schedules</p> <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>The work placement holder will learn the process for accessing and using the historical records to inform current work.</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>AE6 Apply preventative care procedures to items 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>AF3 Classify, compile and maintain data on the material remains of past communities 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>AH4 Plan and deliver interpretative activities AH4.1 Plan the use of resources AH4.2 Deliver and evaluate an interpretative activity AH4.3 Develop information materials to support an interpretative activity</p> <p>AH5 Plan marketing activities AH5.2 Develop and distribute marketing materials AH5.3 Contribute to evaluating the success of marketing materials</p>	<p>The work placement holder will have the opportunity to contribute to web marketing and community involvement activities, via both ULAS and the School of Archaeology and Ancient History. A brief will be provided and the placement holder will be expected to measure performance against the brief.</p>

Manage the archaeological organisation	
<p>AJ10 Contribute to health and safety in the workplace 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>AK2 Contribute to advances in the body of knowledge and archaeological practice AK2.3 Enable others to learn and benefit from one’s experience 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 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. CIfA, 2014, *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.

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