

# Graduate Trainee Programme 2021

**ARCHAEOLOGY WARWICKSHIRE**



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**SEPTEMBER 2021**



*Working for  
Warwickshire*

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“CIfA’s Registered Organisation scheme is a unique quality assurance scheme. There is no equivalent in the historic environment. It is a ‘kite mark’ of commitment to professional standards and competence. When you employ a Registered Organisation you can be confident that it has been assessed and found to be professional and accountable.”

<https://www.archaeologists.net/regulation/organisations>

Our site team have all passed the CITB Health, safety and environment test and hold valid CSCS Cards and in addition the CITB SMSTS or SSSTS



Archaeology Warwickshire has CHAS (Contractors Health and Safety Assessment Scheme) accreditation to enable clients to have full confidence in our safety procedures and obligations

<https://www.chas.co.uk>

**We are members of the Federation of Archaeological Managers and Employers.**



FAME’s aims include:

Promoting safe and healthy working practices within the profession

Promoting best professional practice in employment, fieldwork, publication and archiving

Promoting training and professional development to improve standards within the profession

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**Project:** Trainee programme initiation  
**Commissioned by:** Internal  
**Project No:** 20/001  
**Project Manager:** Stuart C Palmer MCI fA  
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## 1 INTRODUCTION

- 1.1 Archaeology Warwickshire (AW) recognises that a robust and fit for purpose commercial offer is dependent on its ability to attract and retain archaeological talent and expertise. To this end, the team has been restructured into 10 distinct tiers to allow progression and career development for talented individuals and to ensure future compliance with the Chartered Institute for Archaeologists minimum salary guidelines.
- 1.2 Concomitant with the restructure is the implementation of a Chartered Institute for Archaeologists approved training programme which has been designed to enable graduates to obtain the requisite experience and skills to qualify for Practitioner grade member of the Chartered Institute for Archaeologists (PCIfA). This will enable successful candidates to obtain Professionally Qualified Card status CSCS registration and provide a firm footing for a career in commercial archaeology.

## 2 THE TRAINING PROGRAMME

- 2.1 It is anticipated that Trainees will complete the scheme with the skills and knowledge necessary to undertake the role of Level 1 - Senior Field Technician with PCIfA grade responsibilities and remuneration. Mandatory learning goals will be in the key skills of proficient excavation, data collection, accurate recording and health and safety, though these can be supplemented with post-excavation skills including environmental and finds processing. All trainees will be encouraged to undertake a formal programme of Continued Professional Development (CPD) which will include a mandatory CIfA e learning module and An Introduction to Professional Ethics (Wait 2017).
- 2.2 Each Trainee will have an individual Trainee Covenant (iTC) with the expected learning outcomes and goals alongside the prescribed learning activities and tasks required to achieve the goals. Trainees will be supported by members of staff as part of a work based mentoring and training programme
- 2.3 *For the duration of their training, each Trainee will be under the direct supervision of an Archaeological Officer (Level 3, 4 or 5) – a designated Mentor. The Mentor will provide the Trainee with support to achieve the goals listed on their iTC whilst undertaking specific tasks; this will include ensuring that the Trainee is shown how to carry out tasks safely and effectively. The Mentor and the Trainee will together use a Trainee Record Log to record and monitor the Trainee's progress.*

- 2.4 The Trainee Record Log should be completed by the Mentor at six and then twelve weeks from the start of the programme (Milestone 1). At the six week point the Log will be used *to give the Graduate Trainee feedback and will provide an opportunity to identify individual skills or knowledge which may need further work or improvement* and this information will be shared with the Mentor and the Level 10 - Principal Archaeologist & Business Manager. At the twelve week point the Trainee will be eligible for an incremental pay rise assuming they have progressed satisfactorily to Milestone 1. If not, they may be eligible for a discretionary extension of up to a further six weeks, to allow them to attain Milestone 1.
- 2.5 Each of the goals set out in the iTC will be assessed and scored on a scale of 0 to 5. The scores will be documented on the Trainee Record Log. To achieve Milestone 1 the Trainee needs to achieve a minimum total score of 27 for the 9 mandatory learning goals with no mandatory learning goal being scored at less than 2. Achievement of Milestone 2 will follow the same timescales as described for Milestone 1 (above). The Trainee will need to achieve a minimum total score of 43 for the 9 mandatory learning goals with no mandatory learning goal being scored at less than 3.

### **3 WHO CAN APPLY**

- 3.1 The programme is designed to allow graduates with no significant commercial experience to progress to PCIfA level. It is not essential to have graduated in Archaeology, but such a degree may weigh in favour of such a candidate, as will post-graduate study in Archaeology.
- 3.2 All other things being equal, candidates coming from or currently living in Warwickshire will be given precedence.

### **4 LENGTH OF PROGRAMME**

- 4.1 Graduate Trainees (usually defined as those with an archaeological degree) will be appointed at Grade F (SCP 7). They will be offered a twelve week contract, and will enter the Training Programme; they will then be assessed at the end of that initial period using the Learning Record. If they have achieved the necessary level of competence, and assuming that the work is available they will undertake the second twelve week phase of the Training Programme. When trainees have demonstrated

sufficient competence in the second phase, they will progress to SP 8. Discretionary extensions of six weeks for each phase may be granted: the process will therefore take a minimum of 24 weeks and up to a maximum of 36 weeks.

- 4.2 It is expected that completion of the programme will generate an application for PCI/A membership, which AW will actively support and fund.
- 4.3 Appointments could be made at SCP 8 for those people who have already undertaken elements of other organisations training programmes and who can demonstrate this with appropriate documentation.
- 4.4 There may be breaks in the training programme when there is insufficient work to ensure continuous employment. However, the programme will be designed to ensure that it can be resumed after a break in employment, or can even be transferred to other employment should the employer have compatible schemes in place.
- 4.5 This is a skills transferable scheme accredited by ClfA. It will allow a Trainee to apply for a Trainee Card from CSCS (although this may only be valid if the new employer is a ClfA Registered Organisation) and subject to successful completion of the CSCS Health, Safety & Environment test at Operative level.
- 4.6 The scheme is future-proofed insofar as the entry level SCP can be raised according to need.

## 5 JOB DESCRIPTION

### Section A: Specific Role Profile

#### Role Details

Job Title:	Trainee Field Technician	JEID	MO576
Salary Grade:	F (SCP 7 – 8)		
Primary Location:	Hawkes Point, Leamington Spa		
Responsible to:	Archaeological Officer / Mentor		

#### Role Purpose

- To participate in the day to day commercial activities of Archaeology Warwickshire;
- To learn and achieve the skills required of a Senior Field Technician;
- To be trained in the compilation of archives and report writing, environmental and finds processing;
- To take responsibility for self-development and to improve performance.

#### Role Responsibilities

- To undergo a work-based training programme with mandatory learning goals in the key skills of proficient excavation, data collection, accurate recording and health and safety;
- To receive work-based mentoring and training with specified learning outcomes;
- To be assessed in the completion of mandatory modules;
- To maintain personal and professional development to meet the changing demands of the position;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with a trainee position;
- To undertake to work in accordance with ClfA standards and guidelines.

### Section B: Person Specification

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed  
By:

A degree, preferably in archaeology, or a post-graduate qualification in archaeology	D
Ability to demonstrate commitment to learning the skills required of an archaeologist	I
Knowledge of archaeological processes	I
Experience of computer and software applications	A
Knowledge of ClfA standards and guidelines	I
Willingness to work outdoors in all weathers	I
A current UK driving licence or commitment to obtain one	D
To be physically fit and able enough to adequately carry out the duties reasonably required of a field archaeologist, with adjustments if necessary in accordance with the Equality Act 2010	A
Ability to demonstrate enthusiasm for archaeological research	I
Ability to work as part of a team	A

## Desirable Criteria

Assessed  
By:

Experience of working within a commercial archaeological environment	A
First Aid certification	D
Knowledge of the UK planning process with regard to archaeology	I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

## Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.



## Potential Hazards & Risks

<p>The potential significant hazard(s) and risk(s) for this job are identified below. The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity.</p>	
Regular manual handling (which includes assisting, manoeuvring, pushing and pulling)	Restricted postural change – prolonged sitting
Work requiring hearing protection (exposure to noise above action levels)	Restricted postural change – prolonged standing
Significant use of computers (display screen equipment)	Regular/repetitive bending/ squatting/ kneeling/crouching
Undertaking repetitive tasks	Manual cleaning/ domestic duties
Work requiring respirators or masks	Regular work outdoors
Working amongst heavy plant and machinery	Working in waterlogged excavations

## 6 TRAINEE LEARNING GOALS

- 6.1 A total of ten learning goals are identified in the iTC. These include both fieldwork and post-excavation skills. The learning goals represent the skills, knowledge or practice that we consider either essential or beneficial to graduates intent on becoming a competent archaeologist. Trainees will be assessed on the first nine only.
- 6.2 All goals are recommended to trainees and will be offered as suitable opportunities arise. The final learning goal is mandatory as we believe it is in the best interest of the trainee and the profession and a CPD log should be started if trainees intend to apply for PCIfA membership as they will be expected to be keeping records of CPD activities. This aspect can be discussed in meetings with mentors.

<b>Learning Goals</b>	<b>Skill area and <i>learning activity</i></b>
<b>LG1</b>	Health & Safety in the workplace <i>The application of AW's H &amp; S Policy</i>
<b>LG2</b>	Hand excavation and competent tool use <i>Recognition of context, definition, and sampling methodology</i>
<b>LG3</b>	Competent understanding and use of context recording system <i>Understanding of basic deposit formation processes</i>
<b>LG4</b>	Ability to produce an accurate, clear and informative drawn record and reproduce in publication format <i>Site plans, sections and elevations and primary techniques of e.g Illustrator</i>
<b>LG5</b>	Competence in site survey <i>Methods and use of hand tapes, laser measuring and GPS</i>
<b>LG6</b>	Competence in site and post-excavation photography <i>The correct use of scales, number boards and lighting</i>
<b>LG7</b>	Ability to recognise archaeological artefacts <i>Competence in collection and recording methods</i>
<b>LG8</b>	Environmental and industrial archaeology <i>Competence in sampling, processing and appropriate storage</i>
<b>LG9</b>	Project archives <i>Competence in collation and deposition</i>
<b>LG10</b>	Maintaining CPD <i>Personal development, ethics and professional practice</i>

## 7 ASSESSMENT

7.1 The graduate trainee's progress will be assessed for each learning goal using the essential criteria (as listed in the iTC learning and support) and the relevant National Occupational Standard performance criteria using the assessment scoring (below). Interim assessments will provide useful guidance to individual trainees to help them gain an insight into their progress and allow the highlighting of any areas or skills that need development and /or further improvement. These interim assessments have been designed to provide individual trainees with the best opportunity to achieve their milestones.

- 7.2 The assessment will be undertaken to provide individual trainees with a record of progress using the performance criteria from the relevant National Occupational Standards in archaeological practice (principally CCSAPAC3, CCSAPAC5, CCSAPAC10) and those criteria set out in the training programme. Assessment will be at 12 weeks (Milestone 1) and 24 weeks (Milestone 2) with interim assessment at halfway intervals.
- 7.3 Graduate Trainees will be expected to achieve a total score of 30 across the 10 learning goals, and a minimum score of 2 for each learning goal in order to reach the first Milestone. On successfully reaching this Milestone they will be eligible for the first incremental progression. Graduate Trainees will be then expected to achieve a total score of 50 across the 10 learning goals, with no learning goal being scored at less than 3. They will then have reached Milestone 2. On successfully achieving Milestone 2 (PCIfA Level) they will be considered to have completed the Graduate Training Scheme.
- 7.4 The final assessment will be carried out by a Senior Archaeological Officer or above in conjunction with Principal Archaeologist. The assessment score is the total of either the 12 or 24 week scores for the 10 learning goals. Comments should take into consideration the general attitude and team working of the individual as well as the specific skills and knowledge that they have acquired.

### Performance Scores

Score	Performance Descriptors
0	Trainee has no or limited understanding of the learning goal
1	Trainee has been shown how to carry out a particular task and understands why it needs to be done
2	Trainee has demonstrated that they can successfully carry out the task(s) required with direct supervision
3	Trainee has demonstrated that they can successfully carry out the task required in good time with moderate direct supervision
4	Trainee has demonstrated that they can successfully carry out the task required in good time with moderate to little direct supervision
5	Trainee has understood, recognised the need for and carried out task successfully and within good time with little or no direct supervision

## INDIVIDUAL TRAINEE COVENANT

Name of Trainee.....

Name of Mentor.....

Signature.....

Signature.....

Date.....

Date.....

The Archaeology Warwickshire Graduate Training Programme is designed to attract and retain new aspiring archaeologists by enabling graduates to obtain the necessary competence, experience and skills to qualify for Practitioner grade membership of the Chartered Institute for Archaeologists (PCIfA). This will enable them to obtain Professionally Qualified Card status CSCS registration and provide further opportunities for continued personal development in a future career in commercial archaeology.

**This scheme has been mapped against the National Occupational Standards for Archaeological Practice and is formally recognised by the Chartered Institute for Archaeologists as delivering appropriate archaeological skills and competence to Practitioner level**

### **Knowledge, skills and competence to be acquired (Learning Goals)**

LG1: Health & Safety in the work place: *The application of AW's H & S Policy*

LG2: Hand excavation and competent tool use: *Recognition of context, definition, and sampling methodology*

LG3: Competent understanding and use of context recording system: *Understanding of basic deposit formation processes*

LG4: Ability to produce an accurate, clear and informative drawn record and reproduce in publication format: *Site plans, sections and elevations and primary techniques of e.g. Illustrator*

LG5: Competence in site survey: *Methods and use of hand tapes, laser measuring and GPS*

LG6: Competence in site and post-excavation photography: *The correct use of scales, number boards and lighting*

LG7: Ability to recognise archaeological artefacts: *Competence in collection and recording methods*

LG8: Environmental and industrial archaeology: *Competence in sampling, processing and appropriate storage*

LG9: Project archives: *Competence in collation and deposition*

LG10: Maintaining CPD: *Personal development, ethics and professional practice*

**Generic transferable skills:**

Organisational skills, communication skills, team work, ability to work with other teams.

Feedback is provided during the course of the programme by the trainee's mentor or supervisor who will provide assessment and encourage trainees to evaluate their progress as archaeologists.

**Archaeology Warwickshire undertakes to:**

- Define the learning outcomes of the trainee programme in terms of the knowledge, skills and competencies to be acquired
- Select trainees on the basis of clearly defined criteria and procedures
- Record and give full recognition to the trainee for satisfactory completed activities specified in the iTC
- Evaluate with each trainee the personal and professional development achieved through participation in the programme

**The trainee undertakes to:**

- Comply with all arrangements agreed for their trainee position and make their best efforts to make their involvement in the programme a success
- Abide by Archaeology Warwickshire's normal working hours, procedures and rules of confidentiality
- Communicate with their mentor or supervisor about any problem or changes regarding the programme
- Contribute to the record of training maintained during the programme

**Success criteria:**

By the end-of-programme assessment Graduate Trainees will be expected to achieve a total score of 27 across the 9 essential learning goals, and a minimum score of 2 for each essential learning goal in order to reach the first Milestone. On successfully reaching this Milestone they will be eligible for the first incremental progression. Graduate Trainees will be then expected to achieve a total score of 43 across the 9 essential

learning goals, with no mandatory learning goal being scored at less than 3. They will then have reached Milestone 2. On successfully achieving Milestone 2 (CPIfA Level) they will be considered to have completed the Graduate Training Scheme.

**Durability:**

The Training Programme is designed to last for a minimum of 24 weeks. There may be breaks in the Programme if there is insufficient work to enable continuous employment. However, it is designed to ensure that training can be resumed after a break in employment, or can be transferred to other employment should an employer have compatible schemes in place.

**Acknowledgements**

We would like to thank Oxford Archaeology for their permission to use Oxford Archaeology's copyrighted Graduate Training Scheme documents.