

Graduate Trainee Programme 2023



Archaeology Warwickshire
Date: June 2023



1 INTRODUCTION

- 1.1 Archaeology Warwickshire (AW hereon) recognise that a robust and fit for purpose commercial offer is increasingly dependent on our ability to retain and attract archaeological talent and expertise. To this end, the team has been restructured into distinct but consecutive tiers which have been designed to enable everyone in the team to progress upwards and develop their careers as they learn new skills and gain experience.
- 1.2 Concomitant with the restructure, this training programme has been designed to attract and retain fresh new talent by enabling graduates to obtain the requisite experience and skills to qualify for Practitioner grade member of the Chartered Institute for Archaeologists (PCIfA). This will enable them to obtain Professionally Qualified Card status CSCS registration and provide a firm footing for a career in commercial archaeology. The training programme is based on the scheme devised by Oxford Archaeology Ltd and has been approved by the Chartered Institute for Archaeologists.

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 environmental and finds processing. All trainees will be encouraged to undertake a formal programme of Continued Professional Development (CPD).
- 2.2 Each Trainee will be supported by a work-based mentoring and training programme with the prescribed learning activities and tasks required to achieve the expected learning outcomes and goals.
- 2.3 For the duration of their training, each Trainee will be under the direct supervision of a senior colleague – a designated Mentor. The Mentor will help the Trainee to achieve the goals listed on their TC 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 Training Log to monitor the Trainee's progress.
- 2.4 The 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 be used as an opportunity to identify areas of skills or knowledge which need further work or improvement and this information will be shared with the Mentor and the Chief Archaeologist. 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 TC will be assessed and scored on a scale of 0 to 5. The scores will be documented on the 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 PCI^fA 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 17). 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 18. Discretionary extensions of six weeks for each phase may be granted: the process will therefore take a minimum of 24 weeks and a maximum of 36 weeks.
- 4.2 It is expected that completion of the programme will generate an application for PCIfA membership, which AW will actively support and fund.
- 4.3 Appointments could be made at SCP 18 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 CIfA and is futureproofed insofar as the entry level SCP can be raised according to need.

5 JOB DESCRIPTION

Role Details

Job Title:	Trainee Field Technician	JEID	M0576
Salary Grade:	F (SCP 7 – 8)		
Primary Location:	Hawkes Point, Warwick		
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 CriteriaAssessed
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 CIfA standards and guidelines	I
Willingness to work outdoors in all weathers	I
The physical abilities to carry out the duties as set out in the job description	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	A
Ability to demonstrate enthusiasm for archaeological research	I
Ability to work as part of a team	A

Desirable CriteriaAssessed
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
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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

TRAINEE LEARNING GOALS

Goal	Learning Activities and Tasks
Understanding of Health and Safety in the work place	Training in H&S procedures, Tool Box Talks, Risk Assessments
Recognise different context types and understand the importance of context	On the job training, area cleaning and pre-ex planning
Learn to recognise archaeological artefacts and become competent in collection and recording methods	Practical training in basic survey, on the job practice, feedback
Understand sampling methods and become competent in their use	Introductory demonstration, practical training in sampling methods, on the job practice, feedback
Gain competence in taking and recording photographs on sites, understand the different end uses	

STRUCTURE CHART