



Project to define professional functions and standards in archaeological practice

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Introduction

This portfolio contains the following materials:

1 Final Report on the Occupational & Functional Mapping of the Archaeology Profession

This report sets out the analysis of the occupations and work functions in archaeological practice on which the subsequent development of National Occupational Standards was based.

2 Final Report - to the Archaeology Training Forum

This report to the ATF summarises the project outcomes and incorporates commentary relating to the wider use of the occupational standards within the profession

3 Final Report – to PSAG – representing the National Accreditation Bodies

This report, for the most part, duplicates that to ATF, but includes specific recommendations for the development of National Vocational Qualifications at Levels 3, 4 and 5

4 Schedule of National Occupational Standards for Archaeological Practice

The enclosed schedule of National Occupational Standards for Archaeological Practice was approved by the Archaeology Training Forum in May 2002 on behalf of participating member organisations.

The Standards were submitted to and approved by PSAG in November 2002 on behalf of QCA, SQA, ACCAC and CCEA for inclusion in qualifications in the National Qualifications Framework (NQF).

PSAG approval relates to:

The scope, structure and content of Units and Elements.

Within each Element approval relates to:

- Required Performance
- Occupational Context
- Knowledge Requirements

PSAG approval does not at this stage cover the specifications of evidence requirements:

- Required Skills
- Evidence requirements
- Evidence Rules

The material relating to evidence requirements has been endorsed by the ATF but is presented in indicative form for the guidance of Awarding Bodies wishing to submit qualifications for National Accreditation. Although the development of this guidance for assessment has been a very important part of the standards, development process, it is the Awarding Body that has the final responsibility for preparing and submitting the requirements for assessment.

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General enquiries regarding the use of the standards materials and associated documentation should be addressed to:

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Archaeological Practice - Summary of Units and Elements

Section A

Provide guidance and set policies for the investigation, recording, management and conservation of the historic environment

Ref	Unit & Element titles
AA1	Develop policies and guidance for archaeology
AA1.1	Establish emerging trends and priorities
AA1.2	Identify and assess community requirements and expectations
AA1.3	Identify and evaluate constraints and opportunities
AA1.4	Prepare and consult on drafts of new policy and guidance
AA1.5	Recommend and justify new policy and guidance
AA2	Commission research
AA2.1	Specify research requirements
AA2.2	Commission and brief researcher(s)
AA2.3	Monitor the progress of the research programme
AA2.4	Verify research outcomes against the brief
AA3	Propose and plan a research project
AA3.1	Propose a research project
AA3.2	Develop and plan a research project
AA4	Establish plans and monitor policy implementation
AA4.1	Establish plans for the implementation of policies and proposals
AA4.2	Promote policy implementation
AA4.3	Develop support arrangements for implementation
AA4.4	Monitor and evaluate the effects of policies and operations
AA5	Provide guidance on and process applications for resource support
AA5.1	Provide guidance and advice on applications for resource support
AA5.2	Process applications for resource support

Section B

Plan, specify and agree requirements for the investigation, recording, management, conservation and presentation of the historic environment

AB1	Develop and agree objectives for projects
AB1.1	Define aims and initial objectives for the project.
AB1.2	Identify and assess factors affecting the achievement of objectives for the project
AB1.3	Develop and agree objectives for the project
AB2	Propose and agree project methods
AB2.1	Identify project requirements
AB2.2	Agree project methods
AB3	Agree a brief
AB3.1	Assess and present a proposal for a brief
AB3.2	Agree a brief
AB4	Estimate resources and develop programmes
AB4.1	Specify and estimate resources required for the project
AB4.2	Develop programme and schedules for the project
AB5	Co-ordinate the procurement process
AB5.1	Agree a procurement procedure
AB5.2	Evaluate and select potential suppliers
AB5.3	Obtain tenders
AB5.4	Select suppliers
AB6	Prepare and agree the contract
AB6.1	Recommend and agree a form of contract
AB6.2	Prepare contract
AB6.3	Negotiate and conclude a contract

Section C

Recover data from the historic environment

Ref	Unit & Element titles
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
AC2	Conduct non-intrusive investigations
AC2.1	Prepare for operations
AC2.2	Observe and record measurements
AC2.3	Analyse and present investigation data
AC3	Contribute to non-intrusive investigations
AC3.1	Prepare for operations
AC3.2	Observe and record measurements
AC3.3	Analyse and present investigation data
AC4	Conduct intrusive investigations
AC4.1	Prepare for operations
AC4.2	Undertake intrusive investigations
AC4.3	Assess and present investigation data
AC5	Contribute to intrusive investigations
AC5.1	Prepare for operations
AC5.2	Undertake intrusive investigations
AC5.3	Prepare records and schedules
AC6	Store items
AC7.1	Identify the appropriate environment in which to maintain and protect items
AC7.2	Control the environment to preserve and protect items
AC7	Transfer items
AC7.1	Identify the handling requirements of an item
AC7.2	Pack an item for transportation to a new location
AC7.3	Monitor the transportation of items
AC7.4	Monitor the installation of items within a new location

Section D

Interpret and test findings from investigations

AD1	Undertake analysis and interpretation
AD1.1	Confirm requirements for analysis and interpretation
AD1.2	Carry out agreed programme of analysis and interpretation
AD1.3	Prepare and submit reports

Section E

Conserve material evidence of past communities

Ref	Unit & Element titles
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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
AE1.3	Describe the potential significance of the archaeological resource
AE1.4	Evaluate options and recommend action
AE2	Assess options for conserving the archaeological resource in situ
AE2.1	Explore and evaluate options for conserving the archaeological resource in situ
AE2.2	Define the risks of conserving the archaeological resource in situ
AE2.3	Recommend strategies for conserving the archaeological resource in situ
AE3	Identify and describe archaeological items
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
AE4	Develop conservation plans for items
AE4.1	Explore conservation options for items
AE4.2	Specify conservation options for items
AE5	Develop and implement preventive conservation procedures for items
AE5.1	Specify the appropriate environment in which to maintain and protect items
AE5.2	Monitor, evaluate and advise on the environmental protection of items
AE6	Apply preventive 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
AE7	Develop and implement remedial conservation procedures for items
AE7.1	Explore, test and develop conservation procedures to solve specific problems
AE7.2	Minimise the deterioration of items
AE7.3	Physically intervene to aid interpretation of items
AE8	Implement routine interventive conservation procedures
AE8.1	Apply routine stabilisation
AE8.2	Implement routine cleaning and repair

Section F

Manage information on the material remains of past communities

AF1	Develop information systems to meet the needs of users
AF1.1	Identify the needs of users of information systems
AF1.2	Identify and recommend improvements to information systems
AF1.3	Implement improvements to information systems
AF2	Develop procedures for the use of information systems
AF2.1	Develop procedures for accessing and amending data
AF2.2	Develop documentation rules
AF2.3	Maintain the security and safety of information
AF3	Classify, compile and maintain data on the material remains of past communities
AF3.1	Agree methods for classifying and compiling data on the material remains of past communities
AF3.2	Maintain data and records on the material remains of past communities
AF4	Provide information on the material remains of past communities to others
AF4.1	Interpret customers' requests for information on the material remains of past communities
AF4.2	Access data sources and compile data on the material remains of past communities
AF4.3	Collate and present data to meet customers' requirements

Section G

Manage archaeological collections

Ref	Unit & Element titles
AG1	Develop strategies for the maintenance and use of a collection
AG1.1	Determine the scope and potential development of a collection
AG1.2	Plan the acquisition and disposal of items and collections
AG1.3	Develop a loan policy
AG2	Prepare the accommodation of items
AG2.1	Identify the accommodation requirements of items
AG2.2	Organise the preparation of facilities to accommodate items
AG3	Acquire and dispose of items and collections
AG3.1	Establish criteria and procedures for acquisition and disposal
AG3.2	Assess items and collections for their contribution to the organisation
AG3.3	Initiate procedures for acquisition and disposal of items and collections
AG3.4	Negotiate the transfer of rights over items and collections
AG4	Lend and borrow items
AG4.1	Establish criteria and procedures for lending items
AG4.2	Evaluate a request for the loan of an item
AG4.3	Agree the loan of an item to a borrower
AG4.4	Agree the loan of an item from a lender

Section H

Promote an understanding of the historic environment

AH1	Develop the organisation's education and learning strategy
AH1.1	Develop the organisation's education and learning strategy
AH1.2	Develop a programme to implement the education and learning strategy
AH2	Commission work on interpretative and educational media
AH2.1	Prepare a brief for a specialist to produce media
AH2.2	Select a specialist
AH2.3	Evaluate educational and interpretative media
AH3	Identify and evaluate the requirements of users of exhibitions or interpretative activities
AH3.1	Identify current and potential users and their needs
AH3.2	Evaluate the impact of exhibitions or interpretative activities on users
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
AH5	Plan marketing activities
AH5.1	Develop a marketing plan
AH5.2	Develop and distribute marketing materials
AH5.3	Evaluate the success of marketing activities

Section J

Manage the Archaeological organisation

Ref	Unit & Element titles
AJ1	Develop a strategy for the development of a cultural heritage organisation
AJ1.1	Specify the aims and objectives of the organisation
AJ1.2	Plan the future development of the organisation
AJ2	Represent the interests of a cultural heritage organisation
AJ2.1	Generate external commitment to the future of the organisation
AJ2.2	Represent the interests of the organisation to policy makers and the public
AJ3	Develop public relations strategies and monitoring arrangements
AJ3.1	Determine requirements of public relations strategy
AJ3.2	Determine public relations strategy
AJ3.3	Prepare proposal
AJ3.4	Brief staff on requirements of public relations strategy
AJ3.5	Confirm strategy and monitoring arrangements
AJ4	Agree professional services
AJ4.1	Obtain the client's requirements, budget and timetable
AJ4.2	Agree fees for professional services
AJ4.3	Establish and maintain relationships with clients and stakeholders
AJ5	Select personnel for activities
AJ5.1	Identify personnel requirements
AJ5.2	Select required personnel
AJ6	Develop teams and individuals
AJ6.1	Identify the development needs of teams and individuals
AJ6.2	Develop teams to improve performance
AJ7	Oversee project costs, quality and progress
AJ7.1	Oversee project costs against agreed budgets
AJ7.2	Oversee project against agreed quality standards
AJ7.3	Oversee project compliance with legal and statutory requirements
AJ7.5	Keep stakeholders informed of project progress
AJ8	Prepare for potential disasters
AJ8.1	Conduct a risk assessment
AJ8.2	Develop a disaster plan
AJ8.3	Implement disaster readiness measures
AJ9	Reduce risks to health and safety in the workplace
AJ9.1	Develop procedures for maintaining a healthy and safe workplace
AJ9.2	Identify the hazards and evaluate the risks in your workplace
AJ9.3	Reduce the risks to health and safety in your workplace
AJ9.4	Review the effectiveness of health and safety procedures in your workplace
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
AJ11	Manage the performance of teams and individuals
AJ11.1	Allocate work to teams and individuals
AJ11.2	Agree objectives and work plans with teams and individuals
AJ11.3	Assess the performance of teams and individuals
AJ11.4	Provide feedback to teams and individuals on their performance
AJ12	Deal with poor performance in your team
AJ12.1	Support team members who have problems affecting their performance
AJ12.2	Implement disciplinary and grievance procedures
AJ12.3	Dismiss team members whose performance is unsatisfactory

Ref	Unit & Element titles
AJ13	Devise and implement methods to resource a cultural heritage organisation
AJ13.1	Identify funding objectives and methods for the organisation
AJ13.2	Identify potential contributors to the organisation
AJ13.3	Negotiate and secure funding for the organisation
AJ14	Manage finance in the business unit
AJ14.1	Make recommendations for expenditure
AJ14.2	Control expenditure against budgets
AJ14.3	Maintain the financial viability of the business unit
AJ15	Evaluate archaeological project achievements and secure improvements
AJ15.1	Obtain and evaluate feedback information
AJ15.2	Provide advice and support to solve problems, make improvements and maintain progress
AJ15.3	Promote and protect planned work and those who carry it out

Section K

Define and control quality and professional standards

AK1	Maintain compliance with archaeological requirements
AK1.1	Identify situations requiring formal action
AK1.2	Process applications for compliance with statutory and policy requirements
AK1.3	Control project against agreed quality standards
AK1.4	Enforce compliance with archaeological requirements
AK2	Contribute to advances in the body of knowledge and archaeological practice
AK2.1	Contribute to advances in knowledge and theory that underpin archaeological practice
AK2.2	Exploit opportunities to broaden the public's understanding of the historic environment
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
AK3.3	Contribute to the protection of individual and community interests