

## **Unit AA1          Develop policies and guidance for archaeology**

### **Elements**

**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**

### **Unit Commentary**

This unit is for archaeologists who are responsible for the development of policy or guidance in any occupational context within the profession including collections. In order to develop policies or guidance, it is necessary first to establish the requirements and expectations of interested parties within archaeology and in the wider community. Constraints and opportunities for the development of policies or guidance should be assessed and draft proposals prepared for consultation. Final proposals can then be recommended with appropriate justifications.

## AA1 Develop policies and guidance for archaeology

### AA1.1 Establish emerging trends and priorities

#### Performance Required

*This will involve:*

- a) identifying trends and priorities which appear significantly to be influencing the development of archaeological policy and practice
- (b) canvassing reliable **sources** of information and opinion to inform judgements about significant trends and priorities
- (c) taking account of current debates
- (d) assessing the potential impact of emerging trends and priorities on current policies and practice
- (e) **presenting** an assessment of trends and priorities which are likely to influence archaeology policy and practice in a suitable format and justifying to **decision-makers**

#### Occupational Context

##### 1 Sources may include:

- technical and academic journals, books and websites.
- expert opinion
- official policies, guidelines, legal requirements, planning procedures
- records of sites and excavations
- collections
- records of planned developments

##### 2 Presentation:

- oral
- written
- graphic
- digital/electronic

##### 3 Decision-makers:

- internal
- external

#### Knowledge Requirements

*You need to know and understand how to:*

- Access data sources
- Identify and rank areas of priority against agreed criteria
- Make presentations to facilitate decision making

*You need to know about:*

- Sources of opinion and data
- Current and anticipated policy and legislation

## **AA1 Develop policies and guidance for archaeology**

### **AA1.1 Establish emerging trends and priorities**

#### **Required Skills**

*You should demonstrate:*

- how to make verbal presentations with visual aids
- how to use of the internet and search engines
- your ability to network with professional colleagues, other opinion formers and influential people
- how to monitor the mass media

#### **Evidence Required**

*You should provide evidence that you can establish emerging trends and priorities*

- This will include documentary evidence that includes
- records of trends in needs, demands and imperatives
  - records of opinion canvassed and data sources accessed
  - presentations of trends and priorities,

Questioning the candidate, based upon the documentation provided, to explore

- their understanding of current trends and debates in archaeology including needs, demands and imperatives
- their ability to canvas various relevant sources of opinion
- their understanding of current technology
- their ability to justify a course of action to decision-makers

#### **Evidence Rules**

- The candidate should have been involved in at least 2 substantive areas of policy development

## AA1 Develop policies and guidance for archaeology

### AA1.2 Identify and assess community requirements and expectations

#### Performance Required

*This will involve:*

- (a) identifying critical and relevant **community requirements** for the preservation of their archaeological heritage in the context of contemporary needs and pressures on land use and development
- (b) identifying critical and relevant **community requirements** for the description, recording and conservation of archaeological remains in the context of enhancing public information and as a resource for future research
- (c) identifying community reactions to programmes for archaeological investigation and collections and their social and economic impact
- (d) investigating and challenging community preferences for the investigation, recording, protection and conservation of archaeological sites and collections
- (e) identifying, evaluating and **presenting** options for the investigation, recording, protection and conservation of archaeological sites and collections that best meet community requirements and expectations

#### Occupational Context

##### 1 Sources of data about community requirements:

- relevant documentation and advisory notes
- results of comparative field research
- consultation programmes with interested parties

##### 2 Presentation of data:

- oral
- written
- graphical

#### Knowledge Requirements

*You need to know and understand how to:*

- Identify, investigate, evaluate and challenge community requirements, preferences and reactions
- Identify and evaluate potential conceptual solutions which match key aspects of community requirements

*You need to know about:*

- Sources of data about community requirements
- Presentation methods appropriate to the information to be presented and the audience for whom intended

## AA1 Develop policies and guidance for archaeology

### AA1.2 Identify and assess community requirements and expectations

#### Required Skills

*You should demonstrate:*

- How to use questionnaires to assess community preferences
- How to use audio-visual aids to create presentations comprehensible to the non-specialist

#### Evidence Required

*You should provide evidence that you can identify and assess community requirements and expectations*

- this will include documentary evidence that includes Records of community requirements, preferences and reactions
- records of potential solutions identified and evaluated

The candidate should be questioned, based upon the documentation provided, to explore:

- their understanding of community requirements in terms of the preservation of the archaeological heritage
- their understanding of the contemporary needs and pressures on archaeological sites
- their ability to respond both to the needs of the community as regards archaeological proposals
- their ability to negotiate solutions to perceived problems between communities and the archaeological heritage

#### Evidence Rules

- The candidate should have been involved in at least 2 substantive areas of policy development

## AA1 Develop policies and guidance for archaeology

### AA1.3 Identify and evaluate constraints and opportunities

#### Performance Required

*This will involve:*

- a) identifying known and potential **constraints and opportunities** relevant to the investigation and preservation of the historic environment
- b) acquiring data required to evaluate **constraints and opportunities** from **appropriate data sources**
- c) using appropriate **methods and techniques** to evaluate **constraints and opportunities**
- d) assessing **constraints and opportunities** against valid **criteria** to indicate their relative significance and effect on objectives and programme
- e) ensuring that **constraints and opportunities** which are likely to have the most significant impact on objectives and programme are identified, prioritised, summarised accurately and assumptions qualified
- f) ensuring that potential risks and benefits to objectives and programme arising from the analysis of **constraints and opportunities** are identified, evaluated and incorporated in advice to interested parties.

#### Occupational Context

- 1 **Constraints and opportunities (arising from):**
  - planning policies and legislation
  - short and long term needs
  - site (location, infrastructure, climate, topography, geophysical)
  - resources (data, finance, human, materials, time)
  - technological capabilities
  - communications
  - demographic, political, environmental, economic considerations
  - cultural significance
  - interest groups
  - synergy with other projects and initiatives

#### 2 Appropriate data sources:

- planning processes
- relevant documentation
- expert opinion
- results of archaeological research
- consultation with interested parties

#### 3 Methods and techniques (may include):

- physical surveys
- excavation
- consultation
- literature review
- artefact analysis
- environmental analyses

#### 4 Criteria (may relate to):

- cultural / historic value
- criticality (e.g. rate of deterioration)
- economic factors
- practical factors (e.g. construction methods, access, facilities)
- environmental impact

#### Knowledge Requirements

*You need to know and understand how to:*

- Access data sources
- Apply criteria to establish significance
- Assess risks and benefits

*You need to know about:*

- Sources of data and opinion
- Types of constraint and opportunity to be identified
- Types of survey methods and techniques
- Criteria used to assess significance

## AA1 Develop policies and guidance for archaeology

### AA1.3 Identify and evaluate constraints and opportunities

#### Required Skills

- N/A

#### Evidence Required

*You should provide evidence that you can identify and evaluate constraints and opportunities*

This will include documentary evidence that includes:

- data acquired for evaluation
- methods and techniques for evaluation used
- constraints and opportunities assessed (
- criteria used to indicate significance
- constraints and opportunities with most significant impact
- potential risks and benefits evaluated
- additional relevant considerations and recommendations

The candidate should be questioned, based upon the documentation provided, to explore:

- their understanding of potential constraints opportunities relevant to the archaeological heritage
- their ability to collect data, to process it and to present it to others in a clear, comprehensible format
- their ability to assess the most significant constraints and opportunities in terms of their affect upon archaeological objectives and programmes and, in particular, the risks they pose

#### Evidence Rules

- The candidate should have been involved in at least 2 substantive areas of policy development

## AA1 Develop policies and guidance for archaeology

### AA1.4 Prepare and consult on drafts of new policy and guidance

#### Performance Required

*This will involve:*

- a) ensuring the **policy** is explicitly consistent with the organisation's aims, objectives and priorities.
- b) ensuring policy is based on the evaluation of identified and prioritised needs of the community
- c) ensuring policy conforms to legislative requirements and guidance and is informed by a review of best current practice as identified by competent authorities
- d) ensuring policy conforms to related priorities, purposes and values within the organisation and the wider community
- e) ensuring that policy recommendations are based on consideration of a range of potentially viable options and their implications
- f) agreeing a process and timescale for **consultation** and ensuring that appropriate documentation is distributed to all interested parties
- g) analysing and prioritising responses, evaluating the implications of any proposed changes and incorporating justifiable amendments in a final policy draft
- h) presenting final policy recommendations with supporting justification to decision makers

#### Occupational Context

##### 1 Policy covers:

- archaeological sites (including related structures, excavation, , artefacts, surveys and environmental data)
- the archaeological landscape
- archaeological collections
- working methods
- health and safety
- personnel
- financial and contractual procedures
- use and maintenance of equipment and materials
- recording and storing information
- collections
- relationships with other organisations
- other legally required procedures

##### 2 Consultation methods

- correspondence
- questionnaire based
- formal and informal meetings
- oral presentations
- circulation of draft policies for comment

#### Knowledge Requirements

*You need to know about:*

- Why the identified needs of the target community have been prioritised as they have
- What are the relevant legislative requirements or how they can be accessed
- Who are competent national or local organisation who may identify current good practice in the formulation of policy
- What are the known priorities, purposes and values of the organisation as a whole
- Why broad agreement should be achieved before final recommendations are made
- The purpose and context of the managerial action
- Relevant archaeological issues
- Relevant legal issues

## AA1 Develop policies and guidance for archaeology

### AA1.4 Prepare and consult on drafts of new policy and guidance

#### Required Skills

*You should demonstrate:*

- How to write policy statements
- How to design, organise and run formal and informal meetings
- How to use audio-visual aids to create presentations comprehensible to the non-specialist
- How to communicate both to relevant professionals and to the wider community

#### Evidence Required

*You should provide evidence that you can prepare and consult on drafts of new policy and guidance*

This will include documentary evidence that includes:

- Policy documentation in which they have played a significant role:

The candidate should be questioned, based upon the documentation provided, to explore how they

- ensure that policy indicates the organisation's view of the service provided, as to its nature, importance, aims and objectives
- ensure that policy is based on an evaluation of the needs of the community
- ensure that policy conforms to legislative requirements and is informed by a review of the best current practice
- ensure that policy conforms to related priorities, purposes and values within the organisation and the wider community
- ensure that policy recommendations are based on consideration of a range of options and their implications
- agree a process and timescale for consultation and that all relevant documentation is distributed to all relevant parties
- analyse and prioritise responses, incorporating justifiable amendments in a final policy draft
- present final policy recommendations to decision makers

#### Evidence Rules

- The candidate should have been involved in at least 2 substantive areas of policy development

## AA1 Develop policies and guidance for archaeology

### AA1.5 Recommend and justify new policy and guidance

#### Performance Required

*This will involve:*

- a) preparing appropriate documentation, which clearly and accurately explains policy intentions, timetable for implementation, monitoring arrangements and procedures to achieve compliance
- b) comparing and contrasting old and new proposals and their impacts upon **interested parties**
- c) ensuring the effective **dissemination** of information on new and changed policies to interested parties
- d) providing advice and guidance on policy, regulatory requirements and related procedures to interested parties
- e) monitoring the effectiveness of policy advice and guidance and taking effective corrective action to clarify areas of misunderstanding

#### Occupational Context

##### 1 Interested parties:

- general public
- those directly affected by new or changed policies
- those responsible for advice, guidance, monitoring and compliance

##### 2 Dissemination

- advertising
- direct communication
- mailshot
- promotional events

#### Knowledge Requirements

*You need to know and understand how to:*

- Organise dissemination of new policies

*You need to know about:*

- Policies already in place
- Old proposals
- Legal constraints
- Characteristics of mailshots and advertising and their appropriate uses

## **AA1 Develop policies and guidance for archaeology**

### **AA1.5 Recommend and justify new policy and guidance**

#### **Required Skills**

*You should demonstrate:*

- Communication skills: oral and written, to provide information and advice
- Organisational skills to disseminate information about new policies
- Your ability to listen to and take account of the concerns of both archaeologists and the wider community

#### **Evidence Required**

*You should provide evidence that you can recommend and justify new policy and guidance*

The candidate should be questioned, based upon the documentation provided, to explore how they

- prepare documentation explaining policy intentions, a timetable for implementation, monitoring arrangements and procedures to achieve compliance
- ensure effective dissemination of information on new and changed policies to interested parties
- provide advice and guidance on policy and regulatory requirements to interested parties
- monitor the effectiveness of policy advice
- clarify areas of misunderstanding

#### **Evidence Rules**

- The candidate should have been involved in at least 2 substantive areas of policy development