

# Archaeological Technician Apprenticeship Standard



## Role/Occupation: Archaeological Technician Level 3

**Overview:** Providing support during archaeological investigations, which may comprise surveys, excavations and post-excavation analysis.

Generic Job titles in the field of Archaeological Investigation include: Archaeologist; Site Assistant; Archaeological Fieldwork Technician; Finds Processor; Finds Technician; Finds Assistant; Environmental Processor; Environmental Technician.

Archaeological Technicians provide support to Archaeologists undertaking (usually commercially funded) Archaeological Investigation, which may comprise surveys, excavations and post-excavation analysis. Those working within Archaeological Investigation are responsible for the safe undertaking of surveys, excavations, analyses, publications and archiving, in accordance with industry standards and guidelines including, but not exclusive to, those of the Chartered Institute for Archaeologists (CIfA). An Archaeological Technician may work on site or in a laboratory. Their work could involve contributing to intrusive and non-intrusive Archaeological Investigation by: assisting with manual excavation of archaeological deposits; assisting with recovery of artefacts and environmental samples; assisting with data gathering tasks and site surveys; undertaking the processing of artefacts and soil samples; washing, labelling, bagging and cataloguing artefacts; processing and sorting environmental samples; data entry; archiving of materials, records and digital data. An Archaeological Technician could work in the private, public or charitable sector, and for organisations of all sizes.

### DURATION

The apprenticeship will typically take 18 months to complete.

### ENTRY REQUIREMENTS

Whilst any entry requirements will be decided by individual employers, typically an apprentice might be expected to have already achieved five GCSEs (or equivalent qualifications) on entry.

### ENGLISH & MATHS

Apprentices without Level 2 English or Maths will need to achieve this prior to taking their End Point Assessment.

For those with an education, health and care plan or a legacy statement, the minimum English and Maths requirement is Entry Level 3. For those whose primary language is British Sign Language, BSL qualifications are an alternative to English qualifications.

### QUALIFICATIONS

There are no mandatory qualifications for this apprenticeship standard.

### LINK TO PROFESSIONAL REGISTRATION

Completion of this standard will enable apprentices to register with the **Chartered Institute for Archaeologists (CIfA)** at Practitioner Level.

## COMPETENCIES

Knowledge	What is required
Judgement & Ethics	The limits of their own understanding, abilities and responsibilities, and how to practice within them
Research & Analyse	<p>The role and purpose of project specific Written Schemes of Investigations (WSIs) and Project or Research Designs</p> <p>Sources and types of existing data, including records and collections held at museums, Historic England (HE) the National Monuments Record (NMR), local authority Historic Environment Records (HERs), the Archaeology Data Service (ADS), local and national libraries, the Environment Agency</p> <p>The role and purpose of project specific finds and environmental specialist reports and typescript archaeological investigation reports</p> <p>The fundamentals of British archaeological practice and chronology, including a broad understanding and recognition of archaeological site types, periods, artefacts and ecofacts</p>
Maintain Compliance	<p>The fundamentals of the relevant Health and Safety legislation and construction site Health &amp; Safety. For example, this may include gaining a relevant Construction Skills Certification Scheme (CSCS) qualification</p> <p>How to recognise and report risks</p> <p>Their Employer's Health and Safety Policy and Procedures and operational procedures, including risk assessment, technical manuals and recording systems, and how those relate to industry Chartered Institute for Archaeologists (CIfA) standards, including their Employer's technical manuals, procedures and guidance for: fieldwork recording, survey, artefact and environmental sample collection and artefact/ environmental sample processing and archiving</p>
Plan & Prepare for Work	<p>How their work programme is determined and to whom they report to</p> <p>How to select the appropriate tools and equipment for the job</p> <p>How to identify milestones and targets</p>
Carry Out Work	<p>Archaeological site formation processes and stratigraphy (analysis of the order and position of layers of archaeological remains)</p> <p>How to identify and collect (and protect) appropriate artefacts and environmental samples</p> <p>How to adapt procedures and practices to suit different ground/soil/weather conditions, archaeological materials, logistical and Client requirements</p> <p>How to record and store data recovered from archaeological works, including contextual data, plan and digital data, artefactual and ecofactual data in accordance with the manuals, procedures and guidance of the Employer</p> <p>Basic short-term artefact protection, stabilisation and storage principles, such as the safe recovery and bagging of fragile artefacts, correct labelling of artefacts and samples, and ensuring appropriate short-term storage and safe/secure transportation</p> <p>How to present and report results, including basic use of spreadsheets and databases</p> <p>How to prepare themselves appropriately for work in a range of environments and weather conditions</p>
Personal / Professional Development	<p>How to develop a personal action plan for learning and self-development with realistic but challenging objectives</p> <p>How to select and apply appropriate learning techniques and methods</p> <p>How to identify personal goals, expectations and priorities</p>

<b>Knowledge</b>	<b>What is required</b> <i>(Continued)</i>
Identify & Respond to Customer / Client Needs	<p>Where to find, and how to interpret, key project-specific documentation including sampling strategies and research objectives</p> <p>How to access their Employer's technical manuals and guidance</p> <p>How to maintain honest and constructive colleague relationships</p> <p>Their role in the context of the project or material on which they are working</p>

<b>Skills</b>	<b>What is required</b>
Judgement & Ethics	Apply an awareness of professional judgement and ethical behaviour
Research & Analyse	<p>Research and assimilate appropriate background information, including that from project specific Written Schemes of Investigation, archaeological archives and reports, aerial photographic collections, LiDAR data, and geophysical and topographic surveys and local and national listings</p> <p>Catalogue data recovered from archaeological excavations, including environmental and geological samples, artefacts and ecofacts</p>
Maintain Compliance	<p>Maintain their own safety, and that of others, by adhering to all applicable Health and Safety rules, policies and procedures</p> <p>Recognise and report risks in order to reduce the risk of incidents</p> <p>Conduct work in line with Employer's and industry procedures and standards, specifically the ClfA Standards and Guidance for Archaeological Excavation, Watching Brief, Evaluation and Archives</p>
Plan & Prepare for Work	<p>Establish the requirements upon them for forthcoming projects, including timescales, deadlines, work locations and supervisors</p> <p>Estimate resources and select appropriate equipment, including hand tools, survey, recording and measuring equipment, and artefact sampling, collection packaging, labelling and processing equipment</p>
Carry Out Work	<p>Investigate and understand archaeological sites and heritage assets</p> <p>Recognise and be able to appropriately package and preserve fragile material evidence of past communities</p> <p>Compile catalogues and databases of archaeological context records, samples/finds</p> <p>Contribute to the preparation of archaeological site archives and materials for museum deposition</p> <p>Carry out work both indoors and outdoors in variable weather conditions, year round</p>
Identify & Respond to Customer / Client Needs	<p>Identify information required to achieve research objectives, for instance reference to project specific Written Schemes of Investigation for archaeological strategies, and to appropriate published regional, period or subject research agendas</p> <p>Follow correct procedures to access and use information, including Employer's technical manuals, GIS systems and databases</p> <p>Validate/evaluate accuracy of information, including proof reading of data entry and reports</p> <p>Categorise and classify data appropriately, including creation of databases and stratigraphic matrices for archaeological excavations</p> <p>Present and report data using field records in appropriate form for various audiences, including plans, sections, pro-forma context recording sheets and databases</p>
Personal / Professional Development	<p>Contribute to advances in the body of knowledge and Historic Environment Practice</p> <p>Commit to continuous improvement and personal development</p>

## Behaviours: What is required

Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work

Commit to quality and their continuous professional development

Focus and pay attention to detail

Work effectively individually and as part of a team

Be approachable and able to communicate with all levels of their own and other organisations, as well as the general public

Be sensitive to and aware of the cultural, historic and spiritual context of objects and structures

## ON-PROGRAMME DELIVERY

Each apprentice will be allocated a Coach to support ongoing learning and preparation for End Point Assessment. In addition Progress Reviews will take place regularly to ensure the apprentice is on track. All apprentices will be invited to attend relevant workshops to support the development of their Knowledge, Skills and Behaviours.

## END POINT ASSESSMENT

The EPA consists of three assessment methods:

1. Online test of archaeological knowledge
2. Observation of practical skills
3. Professional discussion supported by portfolio

The EPA will be conducted by an Independent External Assessment Organisation (IEAO).

## PROGRESSION

Please talk to us about progression from this apprenticeship.

## REALITY CHECK

- Time and support required from the employer to the apprentice during the apprenticeship to include: regular Performance Reviews, relevant off the job training and preparation for the final EPA
- Expectation of significant amounts of study/work from the apprentice in order to meet the requirements of the apprenticeships
- Employer has to be involved in the EPA and provide support and time to the apprentice in preparation for the EPA

## COSTINGS

### Maximum Funding Band: £9,000

The cost of the apprenticeship will be negotiated with you in line with Government guidelines

Additional Costs:

- o Associated costs for 2 x residential trips - tbc
- o Employer to pay for membership cost for British Archaeological Association - £43

**PLEASE CONTACT APPRENTICESHIPS@CIRENCESTER.AC.UK FOR FURTHER INFORMATION**  
**TELEPHONE: 01285 626259**