



**Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

## **Archaeological Specialist degree apprenticeship**

### **Employer guide**



## Introduction

The Archaeological Specialist degree apprenticeship was developed by a Trailblazer group of sector employers, ClfA and training providers to address a skills gap – the lack of vocationally-relevant courses for early career professionals with first degrees and sector work experience, to equip them for roles where they are responsible for the planning, implementation and reporting on projects generating archaeological data (for example, finds analysts, palaeoenvironmental analysts, geophysicists, and fieldwork project managers).

Apprenticeships are described in a Standard<sup>1</sup> issued by IFATE (Institute For Apprenticeships and Technical Education), which sets out the Knowledge, Skills and Behaviours required. The Archaeological Specialist standard comprises an MA followed by an End Point Assessment based on a work-based project. The cost of the programme is 100% or 95% subsidised (see below).

Apprentices can be any age, working part time or full time, and existing or new employees. There are basic entry requirements although these can be waived in some cases. The training provider is required to show that the apprentice will be achieving new learning, so staff who already hold relevant higher qualifications may not be eligible. Apprentices are employees throughout and should be paid at the same rate of their equivalents.

UWTSD has participated in the Trailblazer process and is currently the only training provider offering the apprenticeship. It has validated a new **MA in Archaeological Practice** that covers the required Knowledge, Skills and Behaviours. The MA is taught by UWTSD staff from Yr Athro: the Institute for Education and the Humanities and administered by the Apprenticeship Unit.

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<sup>1</sup> <https://www.instituteforapprenticeships.org/apprenticeship-standards/archaeological-specialist-degree/>

## Programme

The apprenticeship runs for 36 months from enrolment to gateway/graduation.

Each module will be studied for 6 months (1 semester), apart from the work-based dissertation (12 months).

Semester 1	Archaeological Research Methods
Semester 2	Archaeological Project Planning and Delivery
Semester 3	Archaeological Project Reporting
Semester 4	Archaeological Specialist Practice
Semesters 5 and 6	Work based dissertation

For each semester, there will be 2 x 5-day study blocks and distance learning.

Apprentices are required to spend 20% of their working hours engaged in Off The Job learning (taught sessions, and individual or group study).

Throughout the course the apprentice will be developing a portfolio of evidence to show that they meet the Knowledge, Skills and Behaviours required. After completion of the MA, the End Point Assessment will include a further work-based Project, with Questions and Answers, and a Professional Discussion supported by portfolio.

## Funding and eligibility

Employers with an annual England payroll of £3 million or more pay the Apprenticeship Levy, an employment tax of 0.5% of the payroll bill. The employer can use this Levy fund to pay for apprenticeships, so that there is no additional cost to employer or employee.

Smaller employers can also access apprenticeships but the costs are subsidised at 95%; the employer must pay 5% (that is, £750).

There are eligibility requirements that must be met (those marked \* have exceptions):

- Not on another apprenticeship
- Contracted for the length of the apprenticeship
- Contracted to work 50% or more in England
- Right to work in the UK
- Resident in the UK for the last 3 years\*
- Paid the Minimum Living Wage
- Meets the minimum entry requirements (GCSE A\*-C in England, Maths and Science)

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## Prior Learning, initial assessment and support

UWTSD is required to review the suitability of the programme for the apprentice and to assess their prior learning to ensure that there is sufficient new learning to merit participation. This may be certificated learning (previous qualification) or prior experience in the role. It also asks apprentices to undertake a WEST Assessment in Communication and Application of Number to determine their current working level and as a screening for possible support needs. Apprentices declaring a Specific Learning Difficulty (dyslexia/dyscalculia) will be assessed for Compensatory Measures and/or support.

## **Employer commitments**

An apprentice is an employee, paid at the normal rate for their role, who will spend 20% of their work hours in Off The Job training and 80% of their work hours undertaking their normal role or receiving on the job training (induction, staff development, at-desk training, mentoring).<sup>2</sup>

The employer must commit to supporting the apprentice and to allow them to study in work time.

The employer will participate in regular progress review meetings with the apprentice and the UWTSD Apprentice Liaison Officer and will approve that the apprentice has met the gateway requirement.

The employer should cover travel and accommodation costs associated with the apprentice's attendance at study blocks.

The employer must not ask the apprentice to contribute to the cost of the apprenticeship or to study outside of their work hours.

The employer should inform UWTSD of any change in circumstance that affects the apprentice's study or employment.

The employer must set up an account on the Digital Apprenticeship Service and deal promptly with any request to add or amend data.

## **Cost**

*For companies paying the Apprenticeship Levy<sup>3</sup>*

The cost of the course (£15,000) will be drawn from the employer's Digital Apprenticeship Service account. The employer will need to make no additional contribution.

*For companies not paying the Apprenticeship Levy*

ESFA will pay 95% of the cost through its Non Levy Payer subsidy. The employer will pay £750 as their contribution.

## **End Point Assessment**

This is a non-integrated standard so a separate End Point Assessment must be appointed to assess the apprentice. Technically the employer selects the EPAO from the Register of those approved for this standard. The EPAO is managed by the main provider.

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<sup>2</sup> There is no requirement that this is a regular 1 day a week, and can be flexible to accommodate work needs, but the apprentice will not be able to pass the gateway until they have logged sufficient OTJ hours.

<sup>3</sup> Companies with an England payroll of more than £3 million annually pay the Levy.

## Course content

*HPAR7004: Archaeological Research Methods*

Credits: 30

### AIM(S)

- § To develop an understanding of current academic research, theoretical knowledge and research agendas to the relevant archaeological specialism
- § To develop the capacity to process, store and prepare archaeological materials/ data

### LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- § Critically review methods of archaeological investigation, how and why archaeological materials/ data are recovered
- § contextualise and synthesise data and results within relevant frameworks
- § maintain and develop reference materials and databases, categorising and classifying data, including electronic data, appropriately.
- § know the limits of their own understanding, abilities and responsibilities, how to practice within them, and when and how to seek expert assistance
- § apply an awareness of professional judgement and ethical behaviour. Be sensitive to and aware of the cultural, historic and spiritual context of objects and structures

### INDICATIVE CONTENT

- § Theorised practice – the role of archaeological theory in professional practice
- § Development of research designs through reference to current research frameworks and agenda
- § Research techniques and approaches relevant to archaeological practice and specific archaeological specialisms

### ASSESSMENT

Portfolio of 7500-9000 words

*HPAR7003: Archaeological Project Design and Delivery*

Credits: 30

AIM(S)

§ To develop a critical understanding of project design and management approaches in the archaeological profession and discipline.

§ To develop the ability to plan, lead and conduct archaeological research and investigation programmes

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

§ Demonstrate an understanding of legal requirements, professional standards, relevant procedures and guidelines relevant to archaeological investigation and the processing, publication and storage of data and materials

§ Evaluate the roles of clients, stakeholders and project team members within an archaeological investigation and how to ensure effective relationships and communications between them

§ work effectively individually and as part of a team including professional collaboration and cross-disciplinary dialogue

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

INDICATIVE CONTENT

§ History of project management with focus on archaeological practice

§ Professional standards and guidance for archaeological practice

§ Current professional norms in project design and delivery

ASSESSMENT

Portfolio of 7500-9000 words

## *HPAR7006: Archaeological Project Reporting*

Credits: 30

### AIM(S)

§ To develop an understanding of modes of archaeological reporting through publication and archive

§ To develop the ability to plan, produce, and supervise the production of archaeological reports, publications and archives

### LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

§ Critically review relevant primary and secondary data and sources relating to archaeology

§ Demonstrate an understanding of the requirements of formal publication, including standards for writing, editing and style

§ employ supervisory techniques effectively

§ be receptive to feedback, commit to quality and continuous professional development, including independent learning.

### INDICATIVE CONTENT

§ History of archaeological reporting, publication and archiving

§ Current best practice in archaeological reporting, publication and archiving

§ Communication of results of research and investigation

### ASSESSMENT

Portfolio of 7500-9000 words

## *HPAR7007: Archaeological Specialist Practice*

Credits: 30

### AIM(S)

- § To develop an understanding of the role of archaeological specialists within the profession
- § To develop the capacity to plan, lead or undertake, and disseminate archaeological specialist practice

### LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- § recognise and understand archaeological site types, periods, artefacts and ecofacts and site formation processes.
- § Demonstrate an awareness of the fundamentals of relevant Health and Safety legislation and their employer's Health and Safety Policy and Procedures and operational procedures.
- § select, secure, check and calibrate suitable equipment and reference resources
- § work accurately and efficiently to conduct work to high standards within defined project objectives
- § be approachable and able to communicate with all levels of their own and other organisations, as well as the general public

### INDICATIVE CONTENT

- § The role of the specialist within archaeological project teams
- § Professional standards and guidance for specialist practice
- § Current professional norms in archaeological specialist practice

### ASSESSMENT

Portfolio of 7500-9000 words



## *HPAR7005: MA Dissertation Archaeological Practice*

Credits: 60

### AIM(S)

§ To enable students to reformulate, use and critique relevant understanding, techniques, methodologies and theories to address a specific topic or complex issue on a chosen topic related to their MA degree scheme and experience.

§ To disseminate research enquiry, methodology, results and interpretation appropriately.

### LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

§ understand how established techniques and methodologies can be practically employed in a specialised research area, and how they are used to create and interpret knowledge.

§ critical awareness of current academic research within a specialism

§ evaluate the relevance of research methodologies, techniques and background information to the investigation in question

§ be capable of conceptual thought, independent decision-making and judgement in order to solve problems, plan complex tasks and clearly complete communicate this effectively through written documentation

### INDICATIVE CONTENT

§ Presenting the research findings in line with academic conventions.

§ Selection and clarification of a rigorous research question sufficient to sustain the level of study

§ Development of a robust and detailed research proposal

§ Ongoing refinement of the design of the study

§ Undertaking the research (may involve theoretical or methodological approaches, quantitative or qualitative data) and critically analysing evidence obtained in line with sector norms

§ Presenting the research methodology, analysis and interpretation in line with academic conventions

### ASSESSMENT

Portfolio of 15000 words or equivalent