

1. Occupational Profile

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.

2. Requirements: Knowledge, Skills and Behaviours

Knowledge	The Archaeological Technician will know and understand:
Judgement and Ethics	The limits of their own understanding, abilities and responsibilities, and how to practice within them
Research and 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 & Safety. For example, this may include gaining a relevant Construction Skills Certification Scheme (CSCS) qualification</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 and Prepare for	<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>

Work	How to identify milestones and targets
Carry out work	Archaeological site formation processes and stratigraphy (analysis of the order and position of layers of archaeological remains)
	How to identify and collect (and protect) appropriate artefacts and environmental samples
	How to adapt procedures and practices to suit different ground/soil/weather conditions, archaeological materials, logistical and Client requirements
	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
	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
	How to present and report results, including basic use of spreadsheets and databases
	How to prepare themselves appropriately for work in a range of environments and weather conditions
Identify and respond to customer/client needs	Where to find, and how to interpret, key project-specific documentation including sampling strategies and research objectives
	How to access their Employer's technical manuals and guidance
	How to maintain honest and constructive colleague relationships
	Their role in the context of the project or material on which they are working
Personal/Professional Development	How to develop a personal action plan for learning and self-development with realistic but challenging objectives
	How to select and apply appropriate learning techniques and methods
	How to identify personal goals, expectations and priorities
Skills	The Archaeological Technician will be able to:
Judgement and Ethics	Apply an awareness of professional judgement and ethical behaviour
Research and Analyse	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
	Catalogue data recovered from archaeological excavations, including environmental and geological samples, artefacts and ecofacts
Maintain Compliance	Maintain their own safety, and that of others, by adhering to all applicable Health and Safety rules, policies and procedures
	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
Plan and Prepare for Work	Establish the requirements upon them for forthcoming projects, including timescales, deadlines, work locations and supervisors
	Estimate resources and select appropriate equipment, including hand tools, survey, recording and measuring equipment, and artefact sampling, collection packaging, labelling and processing equipment
Carry out work	Investigate and understand archaeological sites and heritage assets
	Recognise and be able to appropriately package and preserve fragile material

	evidence of past communities
	Compile catalogues and databases of archaeological context records, samples and finds
	Contribute to the preparation of archaeological site archives and materials for museum deposition
	Carry out work both indoors and outdoors in variable weather conditions, all year round
Identify and respond to customer/client needs	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
	Follow correct procedures to access and use information, including Employer's technical manuals, GIS systems and databases
	Validate/evaluate accuracy of information, including proof reading of data entry and reports
	Categorise and classify data appropriately, including creation of databases and stratigraphic matrices for archaeological excavations
	Present and report data using field records in appropriate form for various audiences, including plans, sections, pro-forma context recording sheets and databases
Personal and Professional Development	Contribute to advances in the body of knowledge and Historic Environment Practice
	Commit to continuous improvement and personal development
Behaviours	Archaeological Technicians will be expected to:
	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
Additional Information	
Level	This is a Level 3 Apprenticeship
Duration	The duration for this apprenticeship is 12-18 months
Entry Requirements	Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved five A* to C GCSEs on entry
Professional registration	Completion of this standard will enable apprentices to register with the Chartered Institute for Archaeologists (CIfA) at Practitioner level
Qualification	Prior to end point assessment there is a requirement to achieve Level 2 in English and Maths. For those with an education, health and care plan or a legacy statement, the apprenticeship English and maths minimum requirement is Entry Level 3, and British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language.
Review	This Apprenticeship Standard will be reviewed after 3 years