GT3.6 Guidance on mapping National Occupational Standards

All CIfA learning opportunities go through an evaluation process, set and reviewed by the CIfA Professional Practice and Development committee, which will ensure that each opportunity will include

- identified learning outcomes that are linked to National Occupation Standards (see below)
- trainers who are competent and qualified
- the right trainer to trainee ratio
- certification (we can provide certificates for approved CPD workshops if required)
- clear CPD hours (eg how many hours CPD should attendees expect to receive)

In order for CIfA to approve proposed CPD workshops, we need training providers/ proposers to ensure that the above details are included in the outline.

The following provides guidance on mapping learning outcomes against NOS. Please get in touch if you require any further information.

Guidance on mapping short courses to National Occupational Standards (NOS)

Generally speaking, the most relevant NOS will be the suite of standards for archaeological practice but be aware that NOS exist for a much wider range of cultural and built heritage practice. There may also be relevant standards in other, non-archaeological suites. This guide is however based on the National Occupational Standards for Archaeological Practice.

1. Using the Functional Map (see Appendix), compare against the course outlines for each short course/CPD event and list the units which appear to be most relevant.

2. The detailed Performance and Knowledge requirements for each unit can be found on the NOS website at http://nos.ukces.org.uk/Pages/index.aspx. Note that the unit codes listed in the Functional Map are preceded by the code for the appropriate Sector Skills Council - in our case Creative and Cultural Skills (CCSAP) - on the NOS website so, when searching, AA1 (Develop policies and guidance for archaeology) becomes CCSAPAA1, AC1 (Research and analyse information to achieve objectives) becomes CCSAPAC1 and so on.

3. Use the documented learning outcomes for each course to further refine the specific units the course relates to. Unless they are very practical or hands-on, CPD events may not deliver many (or indeed any) of the performance requirements, rather they may support or contribute to the requirements for knowledge and understanding.

4. Again, by comparing the learning outcomes to the NOS requirements, decide whether the course delivers, contributes to or supports the performance and/or knowledge requirements of each of the NOS units you have identified as follows

- *Delivers* – having undertaken the course (including any preparation and/or follow up) the participant will have gained the necessary skills/knowledge to meet <u>all</u> of the performance or knowledge requirements of that NOS unit
- *Contributes to* - having undertaken the course (including any preparation and/or follow up) the participant will have gained the necessary skills/knowledge to meet <u>some</u> of the performance or knowledge requirements of that NOS unit
- *Supports* – the course is not designed to deliver the specific performance or knowledge requirements but provides underpinning knowledge which will help the participant achieve the requirements in the future.

5. Include the details, along with relevant links, in the course documentation, for example

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National Occupational Standards

This course *contributes* to the Knowledge Requirements for
AD1   Characterise the archaeological resource and recommend action
        http://nos.ukces.org.uk/PublishedNos/CCSAPAD1.pdf

And *supports* the Performance Requirements for
AD2   Assess options for conserving the archaeological resource in situ
        http://nos.ukces.org.uk/PublishedNos/CCSAPAD2.pdf
AJ1   Maintain compliance with archaeological requirements
        http://nos.ukces.org.uk/PublishedNos/CCSAPAJ1.pdf

Appendix 1 – Functional Map

Key Purpose

Provide and manage archaeological services to recognised and appropriate standards. Services cover the recording, research, interpretation, conservation and presentation of the material remains and intangible heritage of past communities. Promote understanding and lasting benefit for local people, the wider community, economic, cultural, professional and educational interests, and future generations.

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

	AA1	**Develop policies and guidance for archaeology**
	AA1.1	Identify and apply existing ethical and technical standards

AA1.2	Establish emerging trends and priorities
AA1.3	Identify and assess community requirements and expectations
AA1.4	Identify and evaluate constraints and opportunities
AA1.5	Prepare and consult on drafts of new policy and guidance
AA1.6	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 **Establish plans and monitor policy implementation**

AA3.1	Establish plans for the implementation of policies and proposals
AA3.2	Promote policy implementation
AA3.3	Develop support arrangements for implementation
AA3.4	Monitor and evaluate the effects of policies and operations

AA4 **Provide guidance on and process applications for resource support**

AA4.1	Provide guidance and advice on applications for resource support
AA4.2	Process applications for resource support

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

AB1 **Propose and plan a research project**

AB1.1	Propose a research project
AB1.2	Develop and plan a research project

AB2 **Develop and agree objectives for projects**

AB2.1	Define aims and initial objectives for the project.
AB2.2	Identify and assess factors affecting the achievement of objectives for the project
AB2.3	Develop and agree objectives for the project

AB3 **Propose and agree project methods**

AB3.1	Identify project requirements
AB3.2	Agree project methods

AB4 **Agree a brief**

AB4.1	Assess and present a proposal for a brief
AB4.2	Agree a brief

AB5 **Estimate resources and develop programmes**

AB5.1	Specify and estimate resources required for the project
AB5.2	Develop programme and schedules for the project

AB6 **Co-ordinate the procurement process**

AB6.1	Agree a procurement procedure
AB6.2	Evaluate and select potential suppliers
AB6.3	Obtain tenders
AB6.4	Select suppliers

AB7	**Prepare and agree the contract**
AB7.1	Recommend and agree a form of contract
AB7.2	Prepare contract
AB7.3	Negotiate and conclude a contract

C. Investigate and understand the historic environment

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

AC8	**Undertake analysis and interpretation**
AC8.1	Confirm requirements for analysis and interpretation
AC8.2	Carry out agreed programme of analysis and interpretation
AC8.3	Prepare and submit reports

D. Conserve material evidence of past communities

AD1	**Characterise the archaeological resource and recommend action**
AD1.1	Assess and describe the archaeological resource

AD1.2	Assess and describe what data the resource has the potential to reveal
AD1.3	Assess and describe the potential significance of the archaeological resource
AD1.4	Evaluate options and recommend action

AD2	**Assess options for conserving the archaeological resource in situ**
AD2.1	Explore and evaluate options for conserving the archaeological resource in situ
AD2.2	Define the risks of conserving the archaeological resource in situ
AD2.3	Recommend strategies for conserving the archaeological resource in situ

AD3	**Identify and describe archaeological items**
AD3.1	Provide a description of an item
AD3.2	Identify and classify an item
AD3.3	Describe the potential significance of an item as an archaeological resource

AD4	**Develop conservation plans for items**
AD4.1	Explore conservation options for items
AD4.2	Specify conservation options for items

AD5	**Develop and implement preventive conservation procedures for items**
AD5.1	Specify the appropriate environment in which to maintain and protect items
AD5.2	Monitor, evaluate and advise on the environmental protection of items

AD6	**Apply preventive care procedures to items**
AD6.1	Control the environment to preserve and protect an item
AD6.2	Monitor and modify the environment and the condition of an item

AD7	**Develop and implement remedial conservation procedures for items**
AD7.1	Explore, test and develop conservation procedures to solve specific problems
AD7.2	Minimise the deterioration of items
AD7.3	Physically intervene to aid interpretation of items

AD8	**Implement routine interventive conservation procedures**
AD8.1	Apply routine stabilisation
AD8.2	Implement routine cleaning and repair

E. Manage information on the material remains and intangible heritage of past communities

AE1	**Develop information resources to meet the needs of users**
AE1.1	Identify the needs of users of information resources
AE1.2	Identify and recommend improvements to information resources
AE1.3	Implement improvements to information resources

AE2 **Develop procedures for the use of information resoures**
AE2.1 Develop procedures for accessing and amending data
AE2.2 Develop documentation rules
AE2.3 Maintain the security and safety of information

AE3 **Classify, compile and maintain data on the material remains and intangible heritage of past communities**
AE3.1 Agree methods for classifying and compiling data on the material remains and intangible heritage of past communities
AE3.2 Maintain data and records on the material remains and intangible heritage of past communities

AE4 **Provide information on the material remains and intangible heritage of past communities to others**
AE4.1 Interpret customers' requests for information on the material remains and intangible heritage of past communities
AE4.2 Access data sources and compile data on the material remains and intangible heritage of past communities
AE4.3 Collate and present data to meet customers' requirements

AE5 **Disseminate, deposit and archive data on the material remains and intangible heritage of past communities.**
AE5.1 Develop procedures for information resource dissemination, deposition and archive
AE5.2 Prepate and transfer information resources for dissemination, deposition and archive

F. Manage archaeological collections

AF1 **Develop strategies for the maintenance and use of a collection**
AF1.1 Determine the scope and potential development of a collection

AF1.2 Plan the acquisition and disposal of items and collections
AF1.3 Develop a loan policy

AF2 **Prepare the accommodation of items**
AF2.1 Identify the accommodation requirements of items
AF2.2 Organise the preparation of facilities to accommodate items

AF3 **Acquire and dispose of items and collections**
AF3.1 Establish criteria and procedures for acquisition and disposal
AF3.2 Assess items and collections for their contribution to the organisation
AF3.3 Initiate procedures for acquisition and disposal of items and collections
AF3.4 Negotiate the transfer of rights over items and collections

AF4 **Lend and borrow items**
AF4.1 Establish criteria and procedures for lending items
AF4.2 Evaluate a request for the loan of an item
AF4.3 Agree the loan of an item to a borrower
AF4.4 Agree the loan of an item from a lender

G. Promote engagement with and understanding of the historic environment

AG1 **Develop the organisation's education and learning strategy**

AG1.1	Develop the organisation's education and learning strategy
AG1.2	Develop a programme to implement the education and learning strategy

AG2	**Commission work on interpretative and educational media**
AG2.1	Prepare a brief for a specialist to produce media
AG2.2	Select a specialist
AG2.3	Evaluate educational and interpretative media

AG3	**Identify and evaluate the requirements of users of exhibitions or interpretative activities**
AG3.1	Identify current and potential users and their needs
AG3.2	Evaluate the impact of exhibitions or interpretative activities on users

AG4	**Plan and deliver interpretative activities**
AG4.1	Plan the use of resources
AG4.2	Deliver and evaluate an interpretative activity
AG4.3	Develop information materials to support an interpretative activity

AG5	**Plan marketing activities**
AG5.1	Develop a marketing plan
AG5.2	Develop and distribute marketing materials
AG5.3	Evaluate the success of marketing activities

AG6	**Support community engagement with the historic environment**
AG6.1	Identify potential local user groups
AG6.2	Evaluate the needs and wishes of groups
AG6.3	Develop activities to support groups engagement with the historic environment
AG6.4	Evaluate the effectiveness and impact of work with groups
AG6.5	Integrate work with groups into other work programmes where appropriate

H. Manage the Archaeological organisation

AH1	**Develop a strategy for the development of a cultural heritage organisation**
AH1.1	Specify the aims and objectives of the organisation
AH1.2	Plan the future development of the organisation

AH2	**Represent the interests of a cultural heritage organisation**
AH2.1	Generate external commitment to the future of the organisation
AH2.2	Represent the interests of the organisation to policy makers and the public

AH3	**Develop public relations strategies and monitoring arrangements**
AH3.1	Determine requirements of public relations strategy
AH3.2	Determine public relations strategy
AH3.3	Prepare proposal
AH3.4	Brief staff on requirements of public relations strategy
AH3.5	Confirm strategy and monitoring arrangements

AH4   **Agree professional services**
AH4.1   Obtain the client's requirements, budget and timetable
AH4.2   Agree fees for professional services
AH4.3   Establish and maintain relationships with clients and stakeholders

AH5   **Select personnel for activities**
AH5.1   Identify personnel requirements
AH5.2   Select required personnel

AH6   **Develop teams and individuals**
AH6.1   Identify the development needs of teams and individuals
AH6.2   Develop teams to improve performance

AH7   **Oversee project costs, quality and progress**
AH7.1   Oversee project costs against agreed budgets
AH7.2   Oversee project against agreed quality standards
AH7.3   Oversee project compliance with legal and statutory requirements
AH7.5   Keep stakeholders informed of project progress

AH8   **Prepare for potential disasters**
AH8.1   Conduct a risk assessment
AH8.2   Develop a disaster plan
AH8.3   Implement disaster readiness measures

AH9   **Reduce risks to health and safety in the workplace**
AH9.1   Develop procedures for maintaining a healthy and safe workplace
AH9.2   Identify the hazards and evaluate the risks in your workplace
AH9.3   Reduce the risks to health and safety in your workplace
AH9.4   Review the effectiveness of health and safety procedures in your workplace

AH10   **Contribute to health and safety in the workplace**
AH10.1   Operate safely in the workplace
AH10.2   Respond to emergencies
AH10.3   Assist in the security of the workplace

AH11   **Manage the performance of teams and individuals**
AH11.1   Allocate work to teams and individuals
AH11.2   Agree objectives and work plans with teams and individuals
AH11.3   Assess the performance of teams and individuals
AH11.4   Provide feedback to teams and individuals on their performance

AH12   **Deal with poor performance in your team**
AH12.1   Support team members who have problems affecting their performance
AH12.2   Implement disciplinary and grievance procedures
AH12.3   Dismiss team members whose performance is unsatisfactory

AH13   **Devise and implement methods to resource a cultural heritage organisation**
AH13.1   Identify funding objectives and methods for the organisation
AH13.2   Identify potential contributors to the organisation

AH13.3	Negotiate and secure funding for the organisation
AH14	**Manage finance in the business unit**
AH14.1	Make recommendations for expenditure
AH14.2	Control expenditure against budgets
AH14.3	Maintain the financial viability of the business unit
AH15	**Evaluate archaeological project achievements and secure improvements**
AH15.1	Obtain and evaluate feedback information
AH15.2	Provide advice and support to solve problems, make improvements and maintain progress

J. Define and control quality and professional standards

AJ1	**Maintain compliance with archaeological requirements**
AJ1.1	Identify situations requiring formal action
AJ1.2	Process applications for compliance with statutory and policy requirements
AJ1.3	Control project against agreed quality standards
AJ1.4	Enforce compliance with archaeological requirements
AJ2	**Contribute to advances in the body of knowledge and archaeological practice**
AJ2.1	Contribute to advances in knowledge and theory that underpin archaeological practice
AJ2.2	Exploit opportunities to broaden the public's understanding of the historic environment
AJ2.3	Enable others to learn and benefit from one's experience
AJ3	**Develop your own resources and protect the interests of others**
AJ3.1	Develop yourself to improve your performance
AJ3.2	Manage your own time and resources to meet your objectives
AJ3.3	Contribute to the protection of individual and community interests