

Criteria for ClfA endorsement of fieldschools and training excavation

ClfA is able to offer formal endorsement of field schools and training excavations provided by Registered Organisations if they meet the following criteria

- there is a clear research design in place for fieldwork
- there are systems in place to ensure that all historic environment work is conducted in accordance with the relevant professional codes of practice (eg ClfA Code of conduct)
- learning outcomes are appropriate and achievable, and are expressed in terms of national occupational standards or other nationally recognised benchmarks
- learning outcomes include understanding of relevant ethical issues (where appropriate)
- learning outcomes can lead to professional recognition (where appropriate)
- there is active encouragement of CPD culture
- supervision/tuition is undertaken by appropriately competent and accredited organisations and individuals

For field schools and training excavations delivered by organisations that have not been subject to review through the Registered Organisations scheme, applications should also demonstrate

- Professional standards of relevant staff
- Appropriate levels of competence/skills
- Appropriate use of trainees/volunteers on fieldwork projects, particularly those with a commercial element
- Quality assurance systems
- Record of appropriate archiving and publication
- Appropriate policies including health and safety, equal opportunities, training policies
- Appropriate insurances in place

Fees

For Registered Organisations, endorsement costs are included within the RO applications/subscriptions fees. The fees payable for non-Registered providers are

Single field school	£450 (to include assessment of course documentation and a site visit)
Application for 2-5 field schools submitted together	£650 (to include assessment of course documentation for all events and a site visit to one)

Endorsement is for three years on provision of an annual update confirming that there have been no substantive changes to the training provision.

Field schools and training excavations

- A** Please provide details of current programme
eg course/fieldschool outlines, promotional literature, handbook etc *provided*
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- B** Do all field schools/training excavations have a project design that sets out learning and research aims, and addresses all the obligations normally applying to fieldwork? *provided*
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- C** Do all field schools/training excavations have appropriate learning outcomes linked to National Occupational Standards? *provided*
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- D** How do you support field school/training excavation participants' progression (eg encouragement to register for NVQ, further study, professional institute membership)? *Enter details or indicate whether provided*
 provided
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- E** How do you encourage field school/training excavation participants to record their learning as part of the CPD process? *Enter details or indicate whether provided*
 provided
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- F** How do you monitor learning outcomes? *Enter details or indicate whether provided*
 provided
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- G** How do you ensure tutors have the appropriate level of competence? *Enter details or indicate whether provided*
 provided
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- H** What is the ratio of tutors/supervisors to trainees?
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- I** How do you cater for any specific requirements trainees may have (eg particular learning or assessment needs)? *Enter details or indicate whether provided*
 provided
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- J** Do you have a procedure for the evaluation of field schools/training excavations? If not, how do you ensure quality and that learning outcomes are being met? *provided*
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