

# ARCHAEOLOGY

Live!

SKILLS CHECKLIST (Post Excavation Course)

Archaeology Live! has been at the forefront of delivering excellent and high quality training opportunities to a wide audience of people for 15 years. There is a continuing commitment to high standards of recording with efforts to drive, innovate, develop and maintain best practise at all times. This has meant that the training received on Archaeology Live! is of a very high standard; something that is being increasingly recognised by many academic, commercial and other archaeological institutions. The professional and personal development offered by Archaeology Live! is hugely beneficial, not just to trainees and placements, but also to the staff employed to deliver the training.

This Archaeology Live! Skills checklist has been developed (predominantly for those trainees who are looking to start or develop a career in Archaeology) with references to the National Occupational Standards (currently under revision) set out by the ClfA (Chartered Institute for Archaeology).

<http://www.archaeologists.net/development/nos/updating>

NOS are agreed statements of competence which describe the work outcomes required for an individual to achieve the standard expected of them in work. They are the building blocks of S/NVQs but can be used in a number of other ways. They describe good practice in particular areas of work, provide managers with a tool for workforce management and quality control and can be used to write job descriptions or to identify skills gaps and plan training.

## CHECK INTEGRITY AND COMPLETENESS OF A SITE ARCHIVE

This is the first task that you will undertake as a trainee on an Archaeology Live! post excavation course. This task needs to be completed before any of the cards/plans/photos that make up the site archive are digitised and uploaded to form the digital archive. You will be taught how to;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
Check that context cards are completed.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Check that the stratigraphy on the context card matches the running matrices.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Check that the references on the card are correct (filled by, fill of, plan zones etc.).		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Check that drawing sheets are completed correctly.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Check that the references on the drawing sheets are correct.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Check that the reduced levels have been calculated correctly.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 7 (Knowledge and Understanding).	
Amend/enhance the site archive where necessary.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 7 (Knowledge and Understanding).	

## SCANNING AND UPLOADING CONTEXT CARDS/PHOTOS TO IADB

This is a task that you may repeat numerous times as a trainee on an Archaeology Live! post excavation course. Scanning the context cards, uploading the images on to the IADB (Integrated Archaeological Database) and inputting context specific metadata forms the first stage of creating a digital archive. You will be taught how to;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
Scan context cards.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
Upload a batch of context cards to IADB.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
Input the metadata for each context card on IADB.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
Upload context photograph/s on to IADB		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	

As part of this process you will also be taught about;

Task	Completed	National Occupational Standards	Supervisor Approved
Other means of storing digital data.		CCSAPAC8 - 12 (Knowledge and Understanding).	
The importance of digital archives.		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	

## SCANNING AND UPLOADING DRAWINGS TO IADB

This is a task that you may repeat numerous times as a trainee on an Archaeology Live! post excavation course. Scanning the context plans/sections and digitising the images on to the IADB (Integrated Archaeological Database) is part of creating a digital archive. You will be taught how to;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
Scan context plans/sections.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
Stitch together drawings that extend on to multiple sheets in illustrator.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
Digitise the plans/sections on IADB.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	

As part of this process you will also be taught about;

Task	Completed	National Occupational Standards	Supervisor Approved
Other means of storing drawings in digital form (CAD, Illustrator, GIS etc.)		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding). CCSAPAC8 - 12 (Knowledge and Understanding).	
The importance of storing this data in a digital format.		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	

## DRAWING THE STRATIGRAPHIC MATRIX ON IADB

This is a task that you will undertake as a trainee on the Archaeology Live! post excavation course. It is the process by which we produce the stratigraphic matrix for the site by digitally inputting and linking each of the numerous running matrices. You will be taught how to;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
Check the running matrices for errors.		CCSAPAC8 - 2 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding).	
Use the matrix builder on the IADB.		CCSAPAC8 - 13 (Confirm requirements). CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	

As part of this process you will also learn about;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
The importance of annotation and notes.		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding).	
The next stage of stratigraphic analysis (sets/groups/phases etc.)		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding). CCSAPAC8 - 12 (Knowledge and Understanding).	

As part of this process you will also be taught about;

Task	Completed	National Occupational Standards	Supervisor Approved
Other means/ requirements of digitally storing stratigraphic information.		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 9 (Knowledge and Understanding). CCSAPAC8 - 12 (Knowledge and Understanding).	

## BASIC POTTERY ASSESSMENT

There will be a day dedicated to this on the Archaeology Live! post excavation course. Using a reference collection you will carry out a basic finds assessment of the pottery from one or more contexts. You will be taught how to;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
Distinguish between broad date range groups of pottery.		CCSAPAC5 - 5 (Performance criteria).	
Identify and group pottery from context by broad date range.		CCSAPAC5 - 5 (Performance criteria). CCSAPAC8 - 2 (Knowledge and Understanding).	
Produce an excel spreadsheet with the data inputted.		CCSAPAC8 - 2 (Knowledge and Understanding). CCSAPAC8 - 13 (Confirm requirements).	

You will also be learn about;

Task	Completed (tally)	National Occupational Standards	Supervisor Approved
The varying requirements for pottery assessment.		CCSAPAC8 - 12 (Knowledge and Understanding).	
The next stage in assessing the pottery from this site.		CCSAPAC5 - 21 (Know and Understand). CCSAPAC5 - 22 (Know and Understand).	
What we can learn from pottery.		CCSAPAC5 - 21 (Know and Understand). CCSAPAC5 - 22 (Know and Understand).	

## ADDITIONAL TASKS/SESSIONS

There are many additional tasks or sessions that we may undertake during an Archaeology Live! post excavation course.

Task	Completed (tally)	National Occupational Standards	Supervisor Approved

Supervisors name and role:

Signature:

Date: