



## **CIfA Training workshops on standards and guidance for briefs, specifications and WSIs**

**Supported by Historic England and delivered in association with ALGAO England**

### **Course information**

Course title: Training workshops on standards and guidance for briefs, specifications and WSIs

The maximum number of course participants will be 25.

### **Course tutors**

#### **Andrea Bradley, MCIfA**

*Andrea is an independent consultant specialising in managing projects at site, business and strategic/policy levels within the historic environment sector. Her areas of expertise include project design and evaluation, skills and training strategy, assurance and quality standards, management support and strategic and business management planning. She has over 15 years' experience of managing the historic environment requirements of major infrastructure schemes.*

#### **Dr Stewart Bryant, MCIfA**

*Stewart is an independent consultant and former Head of Historic Environment at Hertfordshire County Council. A former ALGAO Chair and advisor to the All-Party Parliamentary Archaeology Group, he has over 30 years' experience of specifying and managing historic environment requirements in a local government context.*

#### **Kate Geary, MCIfA**

*Kate is the CIfA Standards Development Manager and has responsibility for managing the development of CIfA Standards and guidance and other industry good practice guidance, working closely with sector partners such as ALGAO and FAME. She also oversees CIfAs work on skills, capacity and professional development. With previous roles in HERs, planning and community archaeology, she has over 20 years' experience of developing and delivering to quality standards.*

### **Course aims and objectives**

The 2011 Southport Report *Realising the benefits of planning-led investigation in the historic environment: a framework for delivery* made recommendations that ClfA (then IfA) revise its Standards and guidance to advise that written schemes of investigation (WSIs) should include explicit statements on public benefit, dissemination and community participation, research and the expertise of the project team and on archive creation, care and deposition. It also recommended that guidance be revised on the scope of WSIs to create a more standardised bidding document and promote the weighting of quality criteria in the procurement process. The revision of the guidance was informed by discussions on good practice during the development of the *Standard and guidance for archaeological advice by historic environment services* and the *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* and was incorporated specifically into the Standards and guidance for field evaluation, for excavation and for watching briefs. The revised Standards and guidance were adopted by IfA Council in July 2014.

The recommendations of the Southport Report and subsequent revision of ClfA guidance recognised the instrumental role of the WSI in determining the standard and quality of any archaeological investigation.

The aim of the course is to improve the scope and quality of WSIs and project designs by promoting compliance with revised ClfA guidance. The training will aim to provide participants with a thorough understanding of the revised guidance, its context in relation to the 2011 Southport Report and the outcomes it aims to achieve. Through the workshop format, participants will be encouraged to share examples of good practice and to discuss how the guidance might be implemented in their own areas of operation.

### **Who is the course aimed at?**

The course is aimed at archaeologists and historic environment practitioners who commission, write or approve WSIs, specifications or project designs.

The course is **not** designed to teach delegates with little or no previous experience how to write a WSI.

### **Course structure**

The course will be delivered as an interactive workshop with a combination of presentations, case studies and group discussion/activity. Workshops may be filmed to enable a wider

audience to benefit from the training.

### Learning outcomes

After attending the course, delegates will be able to

1. understand the revised CfA guidance and its purpose in relation to public benefit
2. think about writing a WSI as designing a piece of archaeological research
3. understand the need for compliance with planning requirements and be able to use the planning context to justify a change of approach
4. incorporate clear statements on research aims, public benefit, community engagement and dissemination into their WSIs
5. understand how compliance with the revised guidance may be monitored
6. change the emphasis of archaeological work from the processes involved to potential benefits for society and for the academic community

### National Occupational Standards

Contributes to the Performance and Knowledge requirements for

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|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CCSAPAA2 | Commission Research<br><a href="http://nos.ukces.org.uk/PublishedNos/CCSAPAA2.pdf">http://nos.ukces.org.uk/PublishedNos/CCSAPAA2.pdf</a>                                                         |
| CCSAPAB2 | Develop and agree objectives for archaeological projects<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAB2.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAB2.pdf</a>                    |
| CCSAPAB4 | Agree a brief for an archaeological project<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAB4.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAB4.pdf</a>                                 |
| CCSAPAH7 | Oversee project costs, quality and progress for archaeological practice<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAH7.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAH7.pdf</a>     |
| CCSAPAJ1 | Maintain compliance with archaeological requirements<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAJ1.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAJ1.pdf</a>                        |
| CCSAPAJ2 | Contribute to advances in the body of knowledge and archaeological practice<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAJ2.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAJ2.pdf</a> |

Supports the Knowledge requirements for

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|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CCSAPAB1 | Propose and plan a research project<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAB1.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAB1.pdf</a>              |
| CCSAPAB3 | Propose and agree archaeological project methods<br><a href="http://nos.ukces.org.uk/PublishedNOS/CCSAPAB3.pdf">http://nos.ukces.org.uk/PublishedNOS/CCSAPAB3.pdf</a> |

There will be four workshops held in the autumn of 2016.

**Where and when:**

**September 21 Bristol** - Bristol YHA, Narrow Quay, Bristol, BS1 4QA

<https://www.eventbrite.co.uk/e/workshop-on-cifa-standards-guidance-for-briefs-specifications-and-wsis-tickets-26720981174>

**September 28 Birmingham** - BMI, 9 Margaret Street, Birmingham, B3 3BS

<https://www.eventbrite.co.uk/e/workshop-on-cifa-standards-guidance-for-briefs-specifications-and-wsis-tickets-26723294092>

**October 5 York** - York Medical Society, 23 Stonegate, York YO1 8AW

<https://www.eventbrite.co.uk/e/workshop-on-cifa-standards-guidance-for-briefs-specifications-and-wsis-tickets-26723351263>

**October 12 London** - Space 119, CIHT, 119 Britannia Walk, London, N1 7JE

<https://www.eventbrite.co.uk/e/workshop-on-cifa-standards-guidance-for-briefs-specifications-and-wsis-tickets-26723424482>

**Cost: Cifa members £100, non-members £150, which includes lunch and refreshments.**