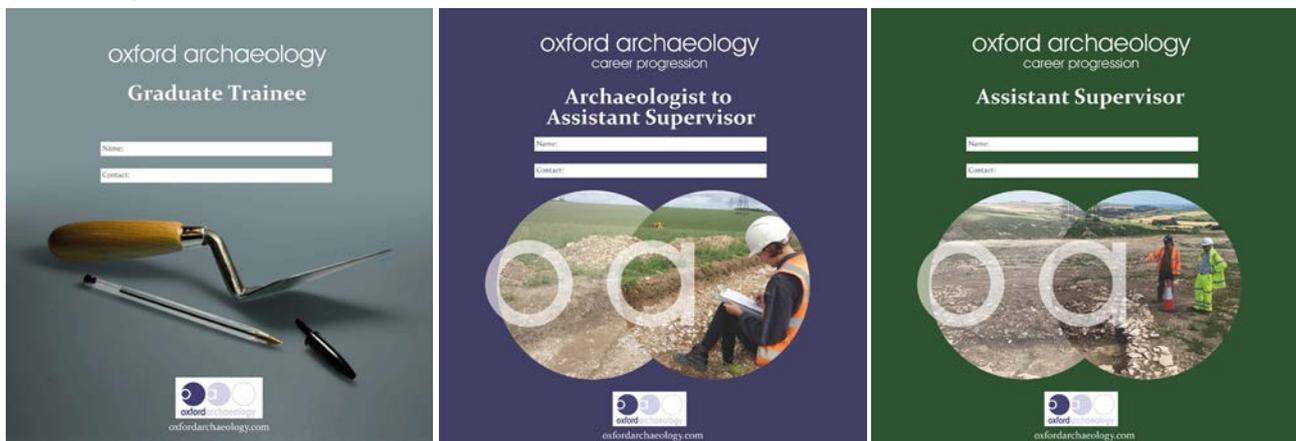


# OA: Starting your career in archaeology

## The OA Graduate Trainee to Supervisor Career Pathway

Oxford Archaeology has three bespoke career progression programmes in place, which together take you from your first steps in commercial field archaeology with our *Graduate Trainee (GT) Programme*, through our *Archaeologist to Assistant Supervisor (A2AS) Programme* and - as you gain experience, knowledge and skills - on to our *Assistant Supervisor Programme (AS)*, which prepares you for a career as a Fieldwork Supervisor.

Each of the programmes is approved by the Chartered Institute for Archaeologists (Cifa - see <https://www.archaeologists.net/approvedcpd>), and comes with a Training Pack in which you document your progress across the specific Learning Goals, which are linked to the National Occupational Standards for Archaeological Practice.



## The Graduate Trainee (GT) Programme

### **Who is the GT programme for?**

If you have a degree in archaeology, or a related discipline - perhaps geology or classics - then this programme provides a great way into the world of commercial field archaeology. The programme has been running since 2014, and during that time over **300** graduates have joined us. The programme presupposes little in the way of archaeological fieldwork skills - you will learn all of this on site under the watchful eye of your experienced mentors, many of whom will once have been through the GT Programme themselves.

### **How long does the programme last?**

The programme lasts for 6-months, with scored milestones every 6-weeks to check on your progress, and halfway point and final reviews. When, after 12 weeks, you earn the scores required to pass onto the second half of the programme, you will also receive a pay rise.

### **What will I learn in the GT programme?**

There are nine core Learning Goals in the programme:

- Health and safety, including manual handling
- Recognition and understanding of context
- Safe use of hand excavation tools
- OA recording systems (including our Digital Recording System and Webmap)
- Producing accurate drawings
- Basic survey methods
- Artefact recognition
- Environmental sampling
- Site photography



You will also be encouraged to maintain a record of any additional learning that you do via a CPD (Continuing Professional Development) log.

### ***What happens when I finish the GT programme?***

When you successfully complete the GT programme (and as long as work is available), you will be promoted to Archaeologist, complete with a further pay rise. We will support you to gain accreditation at PCIfA. You will also be enrolled onto our *Archaeologist to Assistant Supervisor (A2AS) Programme*.

## **The Archaeologist to Assistant Supervisor (A2AS) Programme**

The *A2AS Programme* encourages you to seek out opportunities to enhance your career, and record your ongoing experience in the relevant sections of your training pack. The programme is also ideal for suitably experienced staff who join the company from outside.

### ***How long does the A2AS programme last?***

There are no time limits placed on the programme – everyone can take it at their own pace – but we anticipate perhaps 18 months or two years as an average.

### ***What does the A2AS programme offer?***

As well as the opportunity to record your experiences in a structured way, the programme also offers four training days a year. On each training day you will be taken out of the field and into the ‘classroom’, with sessions led by OA experts in their field. Training day sessions include:

- Health and safety
- Geomatics, survey and photogrammetry
- Site formation processes and stratigraphy
- Team working and mentoring
- Manual handling
- Geoarchaeology
- Environmental archaeology
- Burials archaeology
- The finds process
- The archives process
- Site photography
- Asbestos awareness



### ***How do I pass the A2AS programme?***

Each OA office (Cambridge, Lancaster and Oxford) has a Training Manager who will oversee your progress, provide you with support, and answer any questions that you may have. The programme is not scored, and when you feel that you have gained enough experience to gain promotion to Assistant Supervisor (AS) you can present your A2AS pack to the Training Manager as evidence of your experience. If successful, they will recommend you for promotion to Assistant Supervisor, and you will receive a pay rise. You will also move onto the *Assistant Supervisor Training Programme*.



## The Assistant Supervisor (AS) Training Programme

The *AS Training Programme* builds on the previous schemes and trains our Assistant Supervisors to the point where they have the experience to apply for promotion to Fieldwork Supervisor, although we appreciate that not everyone may wish to follow this route and there may be opportunities in other departments. The programme is also open to suitably experienced new recruits.

### ***What does the programme entail?***

Like the A2AS programme we expect you to seek out opportunities for your career advancement and record your fieldwork and reading experiences, but you will have considerably more responsibility in your day to day site role.

### ***What additional training will I get?***

As with the A2AS Programme there are office based training days. These cover topics such as:

- Health and safety
- Understanding the role of commercial archaeology in the planning process
- Finds recognition sessions by our specialists (pottery, flint, fired clay, worked stone etc.)
- Use of OA report templates
- Site interpretation, spot dating and grouping
- Professionalism and ethics
- Mentoring
- Manual handling



When you first gain promotion to AS we will book you on external courses to train you in safe plant supervision (NPORS) and the use of cable avoidance tools. As you progress through the programme you will be given the opportunity to gain First Aid at Work and Site Supervisors Safety Training Scheme (SSSTS) qualifications.

### ***Will I be promoted to Supervisor on completing the programme?***

During your time on the AS Training Programme you will gain both the experience and training that our Supervisors need to safely undertake the role. This means that when a Supervisor position arises you will be well placed to apply for it.

