

# CCSAPAA1

## Develop policies and guidance for archaeology



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### Overview

This unit is for archaeologists who are responsible for the development of policy or guidance in any occupational context within the profession including collections. In order to develop policies or guidance, it is necessary first to establish the requirements and expectations of interested parties within archaeology and in the wider community. Constraints and opportunities for the development of policies or guidance should be assessed and draft proposals prepared for consultation. Final proposals can then be recommended with appropriate justifications.

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### Performance criteria

#### Establish emerging trends and priorities

*You must be able to:*

- P1 identifying trends and priorities which appear significantly to be influencing the development of archaeological policy and practice
- P2 canvassing reliable **sources** of information and opinion to inform judgements about significant trends and priorities
- P3 taking account of current debates
- P4 assessing the potential impact of emerging trends and priorities on current policies and practice
- P5 **presenting** an assessment of trends and priorities which are likely to influence archaeology policy and practice in a suitable format and justifying to **decision-makers**

#### Identify and assess community requirements and expectations

*You must be able to:*

- P6 identifying critical and relevant **community requirements** for the preservation of their archaeological heritage in the context of contemporary needs and pressures on land use and development
- P7 identifying critical and relevant **community requirements** for the description, recording and conservation of archaeological remains in the context of enhancing public information and as a resource for future research
- P8 identifying community reactions to programmes for archaeological investigation and collections and their social and economic impact
- P9 investigating and challenging community preferences for the investigation, recording, protection and conservation of archaeological sites and collections
- P10 identifying, evaluating and **presenting** options for the investigation, recording, protection and conservation of archaeological sites and collections that best meet community requirements and expectations

#### Identify and evaluate constraints and opportunities

*You must be able to:*

- P11 identifying known and potential **constraints and opportunities** relevant to the investigation and preservation of the historic environment
- P12 acquiring data required to evaluate **constraints and opportunities** from **appropriate data sources**
- P13 using appropriate **methods and techniques** to evaluate **constraints and opportunities**
- P14 assessing **constraints and opportunities** against valid **criteria** to indicate their relative significance and effect on objectives and programme

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- P15 ensuring that **constraints and opportunities** which are likely to have the most significant impact on objectives and programme are identified, prioritised, summarised accurately and assumptions qualified
- P16 ensuring that potential risks and benefits to objectives and programme arising from the analysis of **constraints and opportunities** are identified, evaluated and incorporated in advice to interested parties

### **Prepare and consult on drafts of new policy and guidance**

*You must be able to:*

- P17 ensuring the **policy** is explicitly consistent with the organisation's aims, objectives and priorities
- P18 ensuring policy is based on the evaluation of identified and prioritised needs of the community
- P19 ensuring policy conforms to legislative requirements and guidance and is informed by a review of best current practice as identified by competent authorities
- P20 ensuring policy conforms to related priorities, purposes and values within the organisation and the wider community
- P21 ensuring that policy recommendations are based on consideration of a range of potentially viable options and their implications
- P22 agreeing a process and timescale for **consultation** and ensuring that appropriate documentation is distributed to all interested parties
- P23 analysing and prioritising responses, evaluating the implications of any proposed changes and incorporating justifiable amendments in a final policy draft
- P24 presenting final policy recommendations with supporting justification to decision makers

### **Recommend and justify new policy and guidance**

*You must be able to:*

- P25 preparing appropriate documentation, which clearly and accurately explains policy intentions, timetable for implementation, monitoring arrangements and procedures to achieve compliance
- P26 comparing and contrasting old and new proposals and their impacts upon **interested parties**
- P27 ensuring the effective **dissemination** of information on new and changed policies to interested parties
- P28 providing advice and guidance on policy, regulatory requirements and related procedures to interested parties
- P29 monitoring the effectiveness of policy advice and guidance and taking effective corrective action to clarify areas of misunderstanding

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### Knowledge and understanding

*You need to know and understand:*

#### Establish emerging trends and priorities

- K1 access data sources
- K2 identify and rank areas of priority against agreed criteria
- K3 make presentations to facilitate decision making
- K4 sources of opinion and data
- K5 current and anticipated policy and legislation

#### Identify and assess community requirements and expectations

*You need to know and understand:*

- K6 identify, investigate, evaluate and challenge community requirements, preferences and reactions
- K7 identify and evaluate potential conceptual solutions which match key aspects of community requirements
- K8 sources of data about community requirements
- K9 presentation methods appropriate to the information to be presented and the audience for whom intended

#### Identify and evaluate constraints and opportunities

*You need to know and understand:*

- K10 access data sources
- K11 apply criteria to establish significance
- K12 assess risks and benefits
- K13 sources of data and opinion
- K14 types of constraint and opportunity to be identified
- K15 types of survey methods and techniques
- K16 criteria used to assess significance

#### Prepare and consult on drafts of new policy and guidance

*You need to know and understand:*

- K17 why the identified needs of the target community have been prioritised as they have
- K18 what are the relevant legislative requirements or how they can be accessed
- K19 who are competent national or local organisation who may identify current good practice in the formulation of policy
- K20 what are the known priorities, purposes and values of the organisation as a whole
- K21 why broad agreement should be achieved before final recommendations are made
- K22 the purpose and context of the managerial action
- K23 relevant archaeological issues
- K24 relevant legal issues

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### Recommend and justify new policy and guidance

*You need to know and understand:*

- K25 organise dissemination of new policies
- K26 policies already in place  
old proposals
- K27 legal constraints
- K28 characteristics of mail shots and advertising and their appropriate uses

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### Additional Information

#### Scope/range related to performance criteria

#### Establish emerging trends and priorities

- 1 **Sources may include:**
  - 1.1 technical and academic journals, books and websites.
  - 1.2 expert opinion
  - 1.3 official policies, guidelines, legal requirements, planning procedures
  - 1.4 records of sites and excavations
  - 1.5 collections
  - 1.6 records of planned developments
- 2 **Presentation:**
  - 2.1 oral
  - 2.2 written
  - 2.3 graphic
  - 2.4 digital/electronic
- 3 **Decision-makers:**
  - 3.1 internal
  - 3.2 external

#### Identify and assess community requirements and expectations

- 4 **Sources of data about community requirements:**
  - 4.1 relevant documentation and advisory notes
  - 4.2 results of comparative field research
  - 4.3 consultation programmes with interested parties
- 5 **Presentation of data:**
  - 5.1 oral
  - 5.2 written
  - 5.3 graphical

#### Identify and evaluate constraints and opportunities

- 6 **Constraints and opportunities (arising from):**
  - 6.1 planning policies and legislation
  - 6.2 short and long term needs
  - 6.3 site (location, infrastructure, climate, topography, geophysical)
  - 6.4 resources (data, finance, human, materials, time)
  - 6.5 technological capabilities
  - 6.6 communications
  - 6.7 demographic, political, environmental, economic considerations

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- 6.8 cultural significance
- 6.9 interest groups
- 6.10 synergy with other projects and initiatives
  
- 7 **Appropriate data sources:**
  - 7.1 planning processes
  - 7.2 relevant documentation
  - 7.3 expert opinion
  - 7.4 results of archaeological research
  - 7.5 consultation with interested parties
  
- 8 **Methods and techniques (may include):**
  - 8.1 physical surveys
  - 8.2 excavation
  - 8.3 consultation
  - 8.4 literature review
  - 8.5 artefact analysis
  - 8.6 environmental analyses
  
- 9 **Criteria (may relate to):**
  - 9.1 cultural / historic value
  - 9.2 criticality (e.g. rate of deterioration)
  - 9.3 economic factors
  - 9.4 practical factors (e.g. construction methods, access, facilities)
  - 9.5 environmental impact

### **Prepare and consult on drafts of new policy and guidance**

- 10 **Policy covers:**
  - 10.1 archaeological sites (including related structures, excavation, , artefacts, surveys and environmental data)
  - 10.2 the archaeological landscape
  - 10.3 archaeological collections
  - 10.4 working methods
  - 10.5 health and safety
  - 10.6 personnel
  - 10.7 financial and contractual procedures
  - 10.8 use and maintenance of equipment and materials
  - 10.9 recording and storing information
  - 10.10 collections
  - 10.11 relationships with other organisations
  - 10.12 other legally required procedures
  
- 11 **Consultation methods**
  - 11.1 correspondence

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- 11.2 questionnaire based
- 11.3 formal and informal meetings
- 11.4 oral presentations
- 11.5 circulation of draft policies for comment

### **Recommend and justify new policy and guidance**

#### **12 Interested parties:**

- 12.1 general public
- 12.2 those directly affected by new or changed policies
- 12.3 those responsible for advice, guidance, monitoring and compliance

#### **13 Dissemination**

- 13.1 advertising
- 13.2 direct communication
- 13.3 mail shot
- 13.4 promotional events



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### Skills

#### **Establish emerging trends and priorities**

1. how to make verbal presentations with visual aids
2. how to use of the internet and search engines
3. your ability to network with professional colleagues,
4. how to monitor the mass media

#### **Identify and assess community requirements and expectations**

5. How to use questionnaires to assess community
6. How to use audio-visual aids to create presentations comprehensible to the non-specialist

#### **Identify and evaluate constraints and opportunities**

7. N/A

#### **Prepare and consult on drafts of new policy and guidance**

8. How to write policy statements
9. How to design, organise and run formal and informal meetings
10. How to use audio-visual aids to create presentations comprehensible to the non-specialist
11. How to communicate both to relevant professionals and to the wider community

#### **Recommend and justify new policy and guidance**

12. Communication skills: oral and written, to provide information and advice
13. Organisational skills to disseminate information about new policies
14. Your ability to listen to and take account of the concerns of both archaeologists and the wider community

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**Developed by** Creative and Cultural Skills

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**Version number** 1

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**Validity** Current

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**Key words**