



Members eBulletin, December 2021

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**We'd like to wish you
all a Merry
Christmas and a Happy
New Year!**

CIfA news

Competence assessment changes for CIfA applications – sign up to our Professional Pathways bulletins to learn more

Previously we have told you about the changes we are making to the way we assess applications for CIfA accreditation which will be implemented next year with a target date of April 2022. These include changes to the **criteria** we assess applications against for Practitioner, Associate and Member accredited grades as well as the introduction of a **professional review** for Member applications.



To demonstrate competence against the new criteria, applicants will need to demonstrate that they understand and work in accordance with the Code of conduct and relevant CIfA Standards. More details are in the [news item](#), and for a sneak preview of the new competence matrix, please [click here](#).

CIfA staff are working with the Advisory Council and Special Interest Groups to develop supporting guidance and resources to support the new process and we are planning a series of ethics and accreditation workshops for applicants in the New Year.

If you are thinking about upgrading your accreditation after April next year, we recommend signing up to our Professional pathways bulletins so you will have access to more information about the new assessment process and the resources available to support you with your application over the coming months. Our [professional pathways](#) scheme provides structured resources to support members throughout their careers and to help them understand and meet the competence requirements for professional accreditation at the appropriate grade.

To join professional pathways and receive bulletins relevant to your accreditation, please login to the CIfA website, go to the 'Access members area' Dashboard' and scroll down to the 'Your details and mailings' form and tick the Pro-Pathways box. If you have any queries please email admin@archaeologists.net.

***New project* Toolkit for finds reporting: Roman coinage**

This Historic England funded project will produce a Toolkit for Finds Reporting: Roman Coinage, endorsed by CIfA and Historic England (HE), to provide guidance for the Historic Environment sector to ensure reliable and consistent reporting and analysis of Roman coins.



It is a direct progression from the new CIfA/HE initiative [Toolkit for Specialist Reporting](#), which provides a widely recognised aid to planning, writing, and monitoring finds reporting. The Toolkit for Finds Reporting: Roman Coinage will be hosted on the CIfA website and is aimed at a wide

audience, including coin specialists, project managers, planning/monitoring archaeologists and archive archaeologists. It is envisaged that this Toolkit will be used to support the training of new coin specialists, as well as by students/apprentices, local societies and community groups, and all others engaged in producing Roman coin reports. The project is due to complete, and the Toolkit launched next summer.

Consultation notice

Please keep an eye on your inboxes as a consultation of the Toolkit guidance will open in **February 2022**. We will welcome feedback from across the sector, whether you are a Roman coin specialist, work more widely with coins and finds in general and/or produce or review coin reports. Thank you in advance for any feedback provided. If you have any queries, please email jen.parkerwooding@archaeologists.net

How can individuals, organisations and processes adapt to be more sustainable and release less carbon?

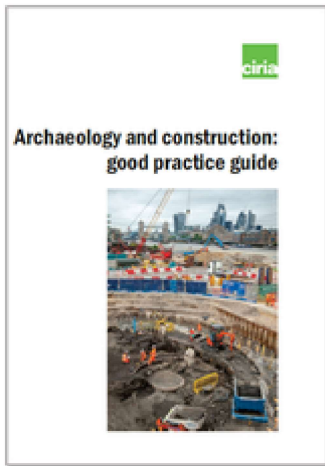
The UK currently ranks in the top 20 CO2-emitting countries. As governments and experts begin to address their future targets for cutting carbon emissions, archaeology – like all disciplines – needs to think about changing its working practices to contribute to net-zero targets.

In recognition of this challenge, last year a small group of CifA members formed a Climate Change working group reporting to CifA's Advisory Council. One of the first actions of the working group has been to develop a Carbon Reduction Guide Table, looking at how CifA and the wider sector can reduce their impact on the environment and respond to the climate, while working within the Institute's Code of conduct and Standards and guidance.

You can download the [Carbon Reduction Guide Table here](#). We welcome your comments on the table and any additional ideas and examples on approaches to carbon saving to add to the website.

Concept	Justification	Level of engagement		Useful links
		Sector	Organisation	
Archiving				
Digital archiving	Reduction in paper usage for all post-excavation documents and reports required by LPAs and their advisors for archival submission to a repository to achieve zero physical paper archive generation. Fact Paper records should be stored between 68°F/20°C and 78°F/24.4°C at a relative humidity of 35–55%. This requirement adds to carbon usage.	Promote the adoption of digital repositories such as the Archaeology Data Service and RCHAWW, so that all paperwork submissions can be stored in a non-physical state. Potential sector partners: CfA HER ALGAO Museums ADS Devolved Administration heritage agencies Archives & Records Association	Seek to ensure that all born-digital data is archived digitally, and work with, eg, the Society for Museum Archaeology to reduce requirements for the printing of born-digital data for the repository of the physical archive.	https://guides.archaeologydataservice.ac.uk/g2/gp/ArchivesList_10 https://www.archaeologists.net/projects/digital-archives-archaeology http://archives.archaeologyuk.org
Rigorous selection of finds for the archaeological archive	Adopting a rigorous selection strategy for the material archive (and documentary archive if not digital), will ensure the most efficient use of space and reduce the use of resources, including carbon.	Promote and deliver training on the CfA and Historic England 'Toolkit for Selecting Archaeological Archives' https://www.archaeologists.net/selection-toolkit	Adopt the practice set out in the CfA and Historic England 'Toolkit for Selecting Archaeological Archives' https://www.archaeologists.net/selection-toolkit for all archive creation. Bring specialists into the field to help with the implementation of effective selection strategies.	Actively seek to engage with appropriate training related to selecting Archaeological Archives. Include this as part of your CPD.
Sustainable offices				
Meetings and conferencing via conference calls/online meeting platform	Reduces the need for physical meetings, which involve travel and carbon emission. Fact Holding meetings via conference calls and online meetings not only saves you money and reduces your carbon emissions, but it also increases productivity, since there is no wasted time travelling to and from meetings.	Promote more remote digital meeting formats. Potential sector partners: ALGAO Museums FAME CfA	Actively seek to adopt and implement a platform for remote digital meetings (to include office to office, office to site, office to archaeological advisor). Seek to have the software capability to achieve this through computers and smart phones. Promote a culture of trust in individuals working from home rather than travelling to offices.	https://blog.luckbooks.com/blog/the-surprising-link-between-climate-change-and-virtual-meetings

Archaeology and construction: good practice guidance



In August we announced the launch of the new Archaeology and construction: good practice guidance from the Construction Industry Research and Information Association (CIRIA).

CIRIA is the go-to resource that construction professionals use for guidance and CPD, and CIfA was pleased to be selected along with MOLA and Heritage Works to rewrite the *Archaeology and construction: good practice guide*.

The guide shows how combined construction and archaeological processes can be managed by an integrated, multi-disciplinary team working to common goals, to generate products and outcomes that deliver significant commercial, sustainability and public value.

[Find out more here](#)

Get accredited for CIfA's Directory!



Need an activity or excuse to escape the seasonal events over the Christmas break, why not grab a mince pie* and start writing your accredited application?! *other snacks are available.

The first deadline to receive applications in 2022 is **31 January** for the **22 February** Validation committee meeting. We have upgraded the CIfA website [application pages](#) to include all guidance in one place which should make it easier to apply and you can [apply online](#) too, which is much quicker.

If you successfully apply or upgrade and pay your [subscription fee](#) you can be listed in the new online [Directory of Accredited Professionals](#). This is available to over 5000 contacts and is a useful tool to make professionals in the Historic Environment sector more accessible to other professionals and the public.

If you have any questions about the application process, please email Lianne at membership@archaeologists.net who will be happy to help.

What are you waiting for? – Apply now!

CSCS PQP card and CIfA professional accreditation

If you are professionally accredited with CIfA (PCIfA, ACIfA, MCIfA) you can use this to apply for a Professionally Qualified Person (PQP) CSCS card. The card lasts for five years, although because its validity is reliant on your professional accreditation, it is important to ensure that your CIfA membership remains current so that you are entitled to hold the PQP card if you have used your CIfA accreditation to obtain it.

If you need a CSCS to access sites you will need to apply to CSCS for a different type of card. You can find information about different types of card on the [CSCS website](#) (type archaeologist into the Card Finder) and you will find more [CSCS information and FAQs](#) here.

You can download a PDF of your membership card by logging into [your dashboard](#). If you need further proof of your accreditation with CIfA please contact us at admin@archaeologists.net

Dell Technologies holiday deal



Dell UK is proud to partner with the Chartered Institute for Archaeologists to provide a range of discounts on selected IT and other benefits to members.

These include

- Up to 20% discount on laptops, desktops, servers, and accessories
- Access to our highly trained Small Business Technology Advisors to help members with free advice to grow their business

You can still access exclusive members-only offers, plus Dell's fantastic holiday promotion on Vostro to get:

- 10% off XPS, Vostro, & Alienware paste **SBAXMAS10** at the checkout
- 7% off All Inspirons paste **SBAXMAS7** at the checkout

Offers valid until 20 Dec 2021, can be used offline/online, some exceptions may apply.

Shop [here for business](#) or shop [here for personal](#).

For 20% off accessories and 5% off servers please click here and input the password which can be found on the [CIfA website](#) (CIfA member login required).

If you have any queries, members can contact the team at SBAUK@Dell.com for assistance.

Having problems logging in to our website?

Certain areas of the website require members to log in, including the [members' area](#). If you are having problems logging in, please see our [CIfA website password instructions](#).

Wondering where your membership card is?

Once you have logged in to the members' area you can [access your dashboard](#) and download your most recent membership card from a PC or smart phone/tablet.

If you require a hard copy of your member card, please let us know.

Book reviews



You can find our full list of books available for review [here](#).

If you are interested in sending in a publication to be included in our reviews please send an email to admin@archaeologists.net

If you need any further information please see our [book review guidance](#)

CifA annual conference - call for papers

Our CifA2022 annual conference will incorporate keynote addresses, wide-ranging sessions and training workshops in an integrated live and virtual forum which will run from 25 - 29 April 2022.

We are now calling for papers to contribute to our discussion sessions, seminars, CPD workshops and experiences at CifA2022.



Our aim is to explore how archaeologists make a difference: to people's lives, to the practice of archaeology, to the places where we live, work and socialise and to our profession. We want our sessions to showcase great archaeology, to stimulate debate, and to look at where archaeologists are generating new knowledge, understanding and contributing to the big questions of our time.

Find out more about [how to submit a paper here](#) and to view our draft conference timetable and session abstracts for CifA2022.

The deadline for the submission of papers is 14 January 2022

FORTHCOMING EVENTS

**Inclusion awareness training
12 January | Online**

£15 per person (CifA member discount £10)

Join us on Wednesday 12 January, we will be hosting two interactive Inclusion awareness training workshops run by experts from [Genius Within](#). The morning session is specifically for Scottish Group members; the afternoon session is open to all.

Places are limited, so do make sure you register early. A small number of bursary places are available for CifA members. Please contact conference@archaeologists.net for more information.

Workshop 1

10:00 to 13:00 - this workshop is specifically for Scottish Group members.

This project is supported by funding from Historic Environment Scotland.

[Register here](#)

Workshop 2

14:00 to 17:00 - this workshop is open to all

[Register here](#)

What next for digital archives? Save the date!

In early 2022, the Dig Digital resource and toolkit will be complete and online. The project has been delivered over the past couple of years, focusing on developing everyday guidance for archaeologists collecting and managing data. At the start of the project, we consulted with practitioners across the profession, trying to understand the challenge and explore potential solutions. Now, with the completion of the project in sight, we're keen to reflect on what may have changed over the past couple of years, and what's next for digital archives.

In January, we'll be running two online discussion sessions to explore different aspects of the digital archives process. Session 1 will focus on data collection and management, Session 2 will target data selection and archive. In both sessions, we're keen to include a good mix of practitioners from all areas of the sector, and you'd be welcome to come along to just one or both!

Booking details for the sessions will be circulated with links to further information soon, but for now, please save the date!

Dates, times and topics for each session are:

Wednesday 19 January, 10.30 – 12.00 - Session 1 – Data Management Plans, metadata and monitoring.

Wednesday 26 January, 10.30 – 12.00 - Session 2 – Selection, digital repositories and re-use.

In the meantime, you can take a look at what we've done so far on the [resource webpage](#).

The Dig Digital project is being delivered by DigVentures with CIfA, on behalf of Archaeological Archives Forum. It is funded by Historic England.

Conservation in common: Archaeology: adding value to development and construction

15 February 2022

£18 (RSUA or CIfA member)

Part of Conservation in Common, a cross-disciplinary series of events for professionals working in the built heritage sector, join the RSUA and CIfA for this CPD workshop which will focus on the social, environmental and economic gains to be achieved when archaeology is integrated within construction projects. Based around the newly revised Construction Industry Research and Information Association (CIRIA) Archaeology and construction: good practice guidance, we will be using case studies to illustrate the benefits successful management of archaeology in construction can bring.

[Register here](#)

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