

Specialist competence matrix – to support applicants who work with finds
PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant’s Guide) with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Practitioner (PCIfA)	<ul style="list-style-type: none"> Understands the principles of characterisation and recording of at least one finds type (artefacts, ecofacts, and/or environmental remains) Knows how to handle and store different types of finds or samples appropriately Understands the principles of recovery and sample processing 	<ul style="list-style-type: none"> Able to record finds under supervision Knows how to pack finds appropriately Collaboration with others is expected Takes responsibility for following health and safety advice 	<ul style="list-style-type: none"> Able to use reference resources to inform analysis and interpretation. Understanding of approaches to sampling for further analysis. Understand the principles of excavation and stratigraphic recording 	<ul style="list-style-type: none"> Awareness of the aims of specialist finds analysis and reporting Understands data management procedures Awareness of appropriate learned societies/finds groups Knowledge of national regional and object specific research frameworks. Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Associate (ACIfA)	<ul style="list-style-type: none"> Able to compile catalogues for archive and publication Competent in the identification, quantification, analysis and reporting of at least one artefact or ecofact type. Able to write specialist finds report under supervision. 	<ul style="list-style-type: none"> Able to sort and record finds without supervision Able to supervise unskilled personnel in basic sorting, recording and packing or sample processing Mentoring by appropriate specialist Ability to work within agreed budgets or timeframes 	<ul style="list-style-type: none"> Able to use reference resources and keys to inform analysis and interpretation Use of recognised thesauri and terminology Knowledge of stratigraphy and stratigraphic grouping (phases/groups etc) Broad knowledge of excavation methodologies and deposit formation processes 	<ul style="list-style-type: none"> Correct documentation of digital products (e.g. codes used in coding) Use of appropriate Information Technology Understanding requirements for and of other specialists Active participation within relevant learned societies/finds groups Up to date knowledge of published reference sources and research frameworks

			<ul style="list-style-type: none"> • Copes with complex situations through targeted analysis and planning 	<ul style="list-style-type: none"> • Understanding of appropriate digital and material archive and selection policy • Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest
--	--	--	--	--

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Member (MCIFA)	<ul style="list-style-type: none"> • Thorough understanding or a finds or environmental specialism and ability to convey technical data to a peer- and a non-specialist audience • Knows when to use other specialists • Analyse data with respect to identified project outcomes. Add to project research aims. Has own identified research interests. • Knowledge of appropriate digital and conventional methods of recording • Thorough knowledge of 	<ul style="list-style-type: none"> • Able to supervise personnel in recording and reporting • Contribute to project team discussions and project aims and outcomes • Liaises with other specialists • Accurate estimation of time/resources to complete a report at appropriate level • Will advise on and design appropriate sampling and retrieval strategies at project planning stage 	<ul style="list-style-type: none"> • Understands the broader finds and stratigraphic context • Able to plan a fully costed program for assessment and analysis of complex assemblages • Maintains up to date knowledge of reference material and research framework • May contribute to research frameworks within field of specialism 	<ul style="list-style-type: none"> • Provide authoritative advice on finds/environmental material type in a specific project • Ensures suitable finds/environmental evidence consideration at project design and all stages • Through depth of knowledge will contribute significantly to the wider site report, synthesis or research project • Provide advice to other specialists and clients • Able to identify and use other specialists at boundaries of own knowledge and may identify and/or explore new areas of research

	<p>relevant research ethics and key legislation associated with finds/environmental archaeology in the UK</p>	<ul style="list-style-type: none"> • Provide mentoring and training to others • Contribute to development of health and safety policy 		<ul style="list-style-type: none"> • Active member of specialist finds/environmental interest groups • Communicate with members of the public • Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders
--	---	---	--	--