Specialist competence matrix – to support applicants who work with archives
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)	• Good technical knowledge of accurate labelling and division of archive components and sub-division of finds by material type. • Good technical knowledge of appropriate storage and cataloguing. • Good understanding of how to implement a digital management plan. • Good understanding of local, national and international standards and guidance.	• Work under supervision to compile/ organise physical and digital archives to recognised standards.	• Work with different counties, varying museums guidelines and digital repositories and understand the differences in the standards. • Appreciation of the composition of the resource and understand how to interrogate it to answer basic questions.	• Understanding individual roles within the archive process and the basic standards of archival information required during their part of the archaeological process. • 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)	• Specific knowledge of material types, storage requirements and digital formats. • Understanding where selection discussions could begin and when specialist knowledge is needed. • Expertise in digital archive management plans.	• Sole working including decision making roles regarding the compilation and general management of physical and digital archives. • Contribution to the development of selection strategies, disaster management plans and store organisation.	• Management of more complex archives and the ability to deal with any issues arising (for both physical and digital archives). • Speaking to museums and local authorities, setting up depositions, ensuring paperwork complete and dealing with queries.	• Understanding the complete chain of archive production from project start to end use within a repository. • Understanding the role of the resource within their own organisation and external organisations. • Understanding of potential of archaeological archives for future research and utilisation.

			• Direct involvement in organisations archaeological archive to allow detailed interrogation of the resource.	• 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)	• Authoritative grasp of standards within field and without. • Full knowledge of local, national and international standards and areas of responsibility. • Detailed understanding of archive transfer procedures including copyright and Title of Transfer (ToT). • Full understanding of selection policies and research framework issues. • Writing/ facilitating discussions of policy documents and standards. • Full understanding of how to compile, use, check and make accessible complex digital	• Has responsibility for budgets; costings for archive materials, staff time and deposition costs. • Oversees the archive work carried out by others and ensures completion of all stages of the process throughout their organisation. • Oversees implementation of selection strategies, disaster management plans, managing collections and store conditions etc. • Provides and promotes access to archaeological archives.	• Understands the interplay between differing repositories (for both physical and digital archives). • Responsible for the compilation and interrogation of the resource and facilitating access.	• Manages and facilitates the resource within their organisation and with external bodies. • Devolvement of potential of archaeological archives for future research and utilisation. • 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.

	archives.			