

Membership regulations

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

Power Steele Building, Wessex Hall, Whiteknights Road, Earley, Reading, RG6 6DE

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Membership regulations

1 Introduction

These regulations underpin those parts of the Charter (clause 9) and the by-laws (5.1-8.7) relating to members.

2 Definitions

- 2.1** A member of the Institute shall be a person whose name appears on the Register of the Institute and shall include a person whose name appeared on the register of the former Institute immediately prior to the grant of Charter provided that such name has not since been removed from the Register.
- 2.2** The by-laws provide for accredited, voting members (Practitioner, Associate and Member) and non-accredited, non-voting members (Affiliate and Student) (clauses 5.3 and 5.5 respectively). The Institute may for most purposes refer to them as accredited members and non-accredited members respectively to reflect the differing entry requirements set out below.

3 Qualifications for membership

- 3.1** Members (MClfA) shall have satisfactorily exercised personal responsibility for a substantial portfolio of archaeological/historic environment practice and shall substantiate an appropriate track record of competence demonstrated by sustained performance and achievement as prescribed in these regulations and the competence matrix below.
- 3.2** Associate members (AClFfA) shall have satisfactorily exercised personal or delegated responsibility for archaeological/historic environment practice and shall substantiate an appropriate track record of competence demonstrated by sustained performance and achievement as prescribed in these regulations and the competence matrix below.
- 3.3** Practitioner members (PClFfA) shall have satisfactorily discharged archaeological/historic environment responsibilities and shall substantiate an appropriate track record of competence as prescribed in these regulations and the competence matrix below.
- 3.4** Member, Associate and Practitioner applicants shall provide at least two referees as evidence of their competence, referring to the competence matrix below.
- 3.5** Student members shall be undertaking a full or part-time course (normally half or greater than a working week) of study in subjects relevant to archaeology and the historic environment or undertaking an unrelated course of study but with an aspiration to pursue a career in archaeology and the historic environment or undertaking a programme of vocational training approved by ClfA.

- 3.6** Student members shall support the aims of the Code of conduct and shall aspire to gain the competence for accreditation.
- 3.7** Affiliate members shall have an interest in archaeology and the historic environment.
- 3.8** Affiliate members shall support the aims of the Code of conduct.

4 Applications for accredited membership

Candidates wishing to be considered for accredited membership of the Institute shall submit the following

- 4.1** a completed, signed application for membership and any necessary supporting information in the form for the time being prescribed by the Board of Directors
- 4.2** payment of such non-returnable application fees as may be prescribed by the Board of Directors
- 4.3** a commitment
 - 4.3.1** to observe the provisions of the Institute's Charter, by-law, and regulations
 - 4.3.2** to pay the Institute such subscription as may apply
- 4.4** Other than as set out in clause 4.6, the competence of an applicant shall be assessed against the competence matrix (clause 11), with decisions on the level of competence based on the documentation submitted and the professional review interview where applicable, supported by the evidence from references.
- 4.5** Except where otherwise provided for, ethical competence and on occasion aspects of technical competence of applicants for MCI fA shall be assessed by a professional review interview.
- 4.6** The following vocational qualifications shall be accepted as evidence of competence, having been mapped against the competence matrix and formally approved by the Institute.
 - 4.6.1** At Practitioner Grade: Level 3 Certificate in Archaeological Practice, Level 3 Archaeological Technician Apprenticeship, Level 4 Historic Environment Advice Assistant Apprenticeship
 - 4.6.2** At Member Grade: Level 7 Archaeological Specialist Apprenticeship, Level 7 Historic Environment Advisor Apprenticeship
- 4.7** Applicants who hold a Level 3 or Level 4 qualification but wish to apply for Associate or Member must apply in accordance with clauses 4.4 – 4.5 of these regulations.
- 4.8** Copies of qualification certificates must be supplied by all new applicants where relevant.
- 4.9** The Institute shall publish guidance to applicants. relevant.

5 Validation committee

- 5.1** The Validation committee shall have delegated authority from the Board of Directors to determine applications for accreditation in accordance with these regulations.
- 5.2** The Validation committee may also consider general matters relating to membership and make proposals for revisions to the application process and regulations to the Board of Directors.
- 5.3** The Validation committee shall consist of accredited members appointed to the committee by the Board of Directors. The Board of Directors may also invite any other person to assess applications and to advise the Validation committee on the determination of applications.
- 5.4** The Validation committee shall elect a Chair and may elect one or more Vice-chairs as deemed appropriate.
- 5.5** The quorum for meetings of the Validation committee is five: the Validation committee may, for a single meeting, appoint any other person who is an accredited member to step in to ensure a quorum.
- 5.6** Without prejudice to clauses 6.9 – 6.11, all documents and information reviewed or discussed as part of the application process shall be treated as confidential.
- 5.7** The Validation committee shall meet as required and at a frequency sufficient to ensure that applications are processed on a reasonable timescale; the timetable shall be decided and agreed by the committee each year.

6 Validation of applicants

- 6.1** The Validation committee shall determine the following types of application for accreditation
 - 6.1.1** Practitioner (PCIfA), new application, upgrade from Affiliate or Student (except as provided below)
 - 6.1.2** Associate (ACIfA), new application, upgrade from Affiliate, Student or Practitioner
 - 6.1.3** Member (MCIfA), new application, upgrade from Affiliate, Student, Practitioner or Associate
- 6.2** The Institute's Membership Manager or nominated deputy shall normally determine the following types of application (except as provided for by clause 6.3 below)
 - 6.2.1** Affiliate – new application or transfer from any other grade to Affiliate
 - 6.2.2** Student – new application or transfer from any other grade to Student
 - 6.2.3** Re-joiner – reinstated application (but not self-validated members, or those who have been expelled from the Institute)

- 6.2.4** Practitioner – new application, upgrade from Affiliate or Student
- 6.2.5** NVQ fast track – new application, upgrade from Affiliate or Student
- 6.2.6** Apprenticeship fast track – new application, upgrade from Affiliate, Student, Practitioner or Associate
- 6.3** The Institute’s Membership Manager may refer any application to the Validation Committee for advice or for determination.
- 6.4** Where appropriate, applications may be viewed by an assessor identified as a specialist within the applicant’s field of expertise and appointed under clause 5.3.
- 6.5** Applicants for MCIfA shall be interviewed by a panel of no fewer than two interviewers, who shall be accredited members of the Institute. The interview panel may include a third member who is accredited in another profession.
- 6.6** Delegation of authority: where a determination cannot be made in a meeting due to missing evidence, the committee may delegate the Chair/Vice-chair, Membership Manager or nominated deputy as appropriate, to approve the application upon receipt of the missing documentation. If the additional documentation raises new queries about the application, it shall be referred back to a formal committee meeting.
- 6.7** Given the size and nature of the profession, it is to be expected that a member of the Validation committee may know an applicant personally. Committee members, interviewers and advisors must be able to discuss all applications openly and be free to make positive or negative recommendations. Any close personal or professional relationship must therefore be declared before discussion of an application. In some cases it may be appropriate for the committee member concerned to leave the room during the discussion.
- 6.8** Where a member of the Validation committee has reasonable grounds to question an applicant’s competence, these shall be noted down and treated as formal references. These may be followed up by requesting additional references, documentation or by contacting the original referee again for information
- 6.9** Notwithstanding references to confidentiality elsewhere in these regulations allegations of professional misconduct may be made against an existing member in the light of information received during the application process, and shall be dealt with in accordance with the Institute’s professional conduct regulations
- 6.10** If an applicant is or is about to be subject to professional conduct or criminal proceedings, the application may be deferred until the outcome of the proceedings has been determined.
- 6.11** If evidence supplied in support of an application raises concerns about adherence to professional standards on the part of the applicant’s employer, and their employer is an accredited member or a Registered Organisation, the committee may inform relevant

staff who will, where appropriate, raise through the professional conduct or Registered Organisations inspection process.

- 6.12** For each application the Institute shall maintain a record of all information supplied and requested and shall also document the discussions, actions and decisions made. This record shall form part of the documentation supplied to the Membership Appeals Committee (MAC) should an appeal result from the decision and shall be retained in accordance with the Institute's GDPR policy.

7 References

- 7.1** All accredited grade (Practitioner, Associate, Member) applications must have two references from appropriate persons able to vouch for the competence of the candidate. The Application Guide advises on the types of references to provide in order to assist the committee. The committee reserves the right to request additional references, if required, to reach a decision about the application.
- 7.2** References are confidential to the Validation committee, assessors and ClfA staff. They are requested by the Institute directly from referees, but signed references may also be included with the application.

8 Decisions

The decisions which the Validation committee can make are as follows:

- 8.1** to accept the accreditation grade applied for
- 8.2** to refuse a new application or an upgrade
- 8.3** to offer a different accreditation grade and make recommendations
- 8.4** to defer for an additional reference or information for subsequent validation by the Chair or Vice-Chair
- 8.5** to defer for additional information or references for subsequent validation at the next committee meeting

9 Competence matrix

The competence matrix used to assess the level of competence of an applicant is as follows. This competence matrix may from time to time be updated by the Board of Directors.

	Knowledge	Autonomy complexity	Coping with of context	Perception
Practitioner	Good working knowledge of key aspects relevant to area of historic environment practice, and competence in its application, in accordance with relevant professional standards	Some responsibility for achieving tasks using own judgement and autonomy, whilst working under general supervision. Collaboration with others is expected	Appreciates complex situations within the role held and able to achieve partial resolution alone. Some activities are complex and non-routine	Sees actions as a series of steps and recognises the importance of each role in the team 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
Associate	High level of working and background knowledge relevant to area of historic environment practice. Demonstrates competence in a broad range of activities within that area, in accordance with relevant professional standards	Considerable responsibility for own work using own judgement and autonomy, in a wide variety of contexts, but within an established framework. Where relevant, may take responsibility for the work of others and/or the allocation of resources within an area of practice	Copes with complex situations through deliberate analysis and planning. Most activities are complex and non-routine	Sees actions at least partly in terms of longer-term or wider goals 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 complexity	Coping with of context	Perception
Member	Substantial working and background knowledge relevant to area(s) of historic environment practice. Demonstrates a depth of understanding of sector and competence within a broad range of historic environment practices. Understands, contextualises and applies professional standards to own work and, where appropriate, that of others	Substantial autonomy, takes full responsibility for own work. Where applicable, will also have significant personal accountability for others and/or the allocation of resources, in a wide variety of contexts	Deals with complex situations holistically, demonstrates confident decision-making in a broad range of complex, technical or professional activities	High level of understanding of overall 'picture', sees alternative approaches and how they might be tackled. 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

10 Membership appeals

10.1 Appeals against rejection for accreditation shall be heard according to the provisions below by a Membership Appeals committee (MAC) convened by the Advisory Council. The panel shall consist of six members of the Advisory Council, who are not also members of the Validation committee, of which three shall constitute a quorum.

10.2 No member of the appeals panel who has a relationship with the applicant that might reasonably be considered prejudicial to the case, or any individual previously involved in the application process shall serve on the panel.

10.3 An unsuccessful applicant for accreditation has the right to lodge an appeal by email or in writing within 28 days of being notified of the Institute's decision.

10.4 The Institute's Membership Manager shall acknowledge the receipt of the request for an appeal by email and should keep the applicant informed about the progress of the appeal.

10.5 The documentation supplied to a MAC shall consist of

10.5.1 the original application as supplied, including references

10.5.2 records and correspondence generated by the Validation committee, assessor or interviewers

10.5.3 any subsequent supporting information sent with the letter of appeal

10.6 The role of a MAC is to determine whether the Institute has followed its procedure, and in doing so has not reached a decision that might reasonably be considered perverse. If substantial new evidence is brought before the appeals panel which has not been seen before by the Validation committee, the appeals panel may determine forthwith to return the application to the Validation committee as in 12.9.2 below.

10.7 The panel members shall return all paper copies of documentation to the Membership Manager after the decision is made, and delete any electronic copies.

10.8 The decision will be arrived at by a majority vote of those attending the meeting if a consensus cannot be achieved.

10.9 The decisions that the appeals panel may make are as follows:

10.9.1 to reject the appeal

10.9.2 to refer the application back to the Validation committee, with any observations as to how the application has been considered and the decision reached, and direct the Validation committee to reconsider the application

10.9.3 to make any other recommendations to the Validation committee or Board of Directors relevant to the way in which the Institute determines applications for membership

10.10 The nominated Chair of a MAC will oversee the informing of the decision by email to the applicant.

10.11 Details of the decisions of appeals may be printed in The Archaeologist magazine without any personal information.

11 Use of the Institute's logo

Along with the relevant post-nominals, accredited members of ClfA are permitted to use the Institute's logo to promote their accreditation with the following conditions

- The logo must be accompanied by the following 'Accredited individual of the Chartered

Institute for Archaeologists’, or ‘Practitioner (or appropriate) member of the Chartered Institute for Archaeologists’

- The logo can only be used where it is clear and unambiguous that it relates to the individual who is accredited and not an organisation associated with the individual. In cases where this is not clear, the Institute will request that the logo is removed with immediate effect. Failure to do so may be deemed as a breach of the Code of conduct.
- Ideally, where possible, the logo should include a hyperlink to the ClfA website

The Institute may issue further binding instructions or guidance governing the use of the logo and designations at its discretion.