



Chartered
Institute for
Archaeologists

The introduction of a Chartered Archaeologist grade of accreditation



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Foreword



Since it was founded in 1982, the Chartered Institute for Archaeologists (ClfA) has sought to promote high professional standards and strong ethics in archaeological practice. This ambition has remained constant over the decades, but our history has been one of continuous evolution as ClfA has responded to a changing environment and worked to become a more effective organisation. Key landmarks in this evolution include the publication of the first standards and guidance documents in 1993, the creation of the Registered Organisation scheme in 1996, the definition of National Occupational Standards for archaeology in 2003 and the granting of a Royal Charter for the Institute in 2014.

The Board now believes that ClfA is ready to take another important step forward and proposes the creation of a new, high-level accreditation: Chartered Archaeologist. 'Chartered' status is an internationally recognised and externally verified title, which will provide greater recognition for archaeologists and parity with members of other professions that we work alongside.

The creation of Chartered Archaeologist has been a strategic ambition of ClfA's for nearly 20 years and the proposal that you are about to read reflects considerable commitment of time and effort by ClfA staff and members.

This proposal will be debated in the run up to an Extraordinary General Meeting during the April 2019 ClfA Conference in Leeds. Members will have an opportunity to have their say, leading to a vote for or against the proposal. Members who are unable to attend will be able to vote online. I encourage all members to study the proposal carefully and I hope that you will agree with the Board that the creation of Chartered Archaeologist will be an opportunity to send a strong message about the value of our work to society.

Stephen Carter
Hon. Chair ClfA

Executive summary



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1. Introduction

In April 2019, at an Extraordinary General Meeting (EGM), accredited members will vote on whether to change ClfA's by-law to enable the introduction of a Chartered Archaeologist grade.

This document sets out the proposal on which members will base their vote. It has been developed in accordance with Privy Council rules and benchmarked against the requirements for chartered status in other professions.

2. Why is ClfA proposing a Chartered Archaeologist grade?

As archaeology matures as a profession, ClfA wants all stakeholders to be aware that the profession is striving for excellence, raising standards, and working in the public interest, for the benefit of the historic environment.

A Chartered Archaeologist grade is a way for ClfA to bring our accreditations into line with the most trusted and established professional bodies. This will improve the value and meaning of ClfA accreditation and ensure that it is recognised as a benchmark of quality by archaeologists, clients and the public.

A Chartered Archaeologist grade will

1. Focus on raising standards and continual improvement
2. Inspire client and public confidence in our abilities and professionalism
3. Deliver parity of status with other professions
4. Provide greater recognition of the value added by archaeologists
5. Set clear professional career pathways for all archaeologists
6. Attract new people into the profession and retain talent

3. Chartered Archaeologist grade overview

Chartered Archaeologist is a new high-level accreditation which will be recognised across professions.

All other grades will still be available, without change.

To attain Chartered Archaeologist status, you will need to be accredited at Member grade (MClfA) first. If you are not accredited at MClfA grade, you can still apply to become a Chartered Archaeologist as a two-stage process.

The assessment process for Chartered Archaeologist will place additional requirements on individuals over and above our existing validation system, including a professional peer review interview. Candidates will need to demonstrate

- A high level of technical competence appropriate to their role
- Appropriate understanding of the legal and policy framework(s) relevant to their work
- A high level of understanding of professional ethics, standards and regulation
- A commitment to their own development and to the development of the profession/discipline
- Maintenance of these, through Continuing Professional Development (CPD)

Chartered Archaeologist is appropriate for a wide range of archaeologists who can demonstrate a high level of competence and commitment to the profession. It is not reserved for the most senior archaeologists or managers.

Executive summary

continued



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4. Application fees and annual subscriptions (indicative)

The fees to become a Chartered Archaeologist will be made up of

1. An application fee to cover the processing of applications, broadly in line with current application fees
2. A professional peer review fee (likely to be £300 - £350)
3. Annual subscription fees likely to be in line with annual fees for MCIfA, determined by income.
4. An administration fee for any periodic process for the retention of chartered status.

5. The EGM vote and beyond

In April, accredited members will have the opportunity to vote on a resolution to change the Charter by-law to allow a formal petition to the Privy Council.

If the Privy Council grants permission, ClfA will develop detailed processes and guidance required to support the introduction of the grade.

The proposal



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1. Definition of a Chartered Archaeologist

A Chartered Archaeologist is a competent professional who can demonstrate

- A high level of technical competence appropriate to their role
- Appropriate understanding of the legal and policy framework(s) relevant to their work
- A high level of understanding of professional ethics, standards and regulation
- A commitment to their own development and to the development of the profession/discipline
- Maintenance of these, through Continuing Professional Development (CPD)

2. Assessment

Application is via a two-stage process.

Stage 1: Applicants must first demonstrate that they meet the competence criteria for MCIfA grade. If the applicant is already accredited at MCIfA grade, they proceed straight to stage two.

Stage 2: Applicants will be assessed by a peer review process, which includes the assessment of documentary evidence and a formal interview. As in the current validation process, an individual's documentary evidence should include a personal statement and examples of the applicant's work, references and evidence of how they have maintained their competence to practise through appropriate CPD, in line with ClfA's requirements.

Applicants who are not already professionally accredited will need to provide evidence to demonstrate their commitment to maintaining their competence. Further guidance will be provided on this.

3. The accreditation pathway

The accreditation pathway charts an archaeologist's professional development as they progress from initial education and training (Student or Affiliate grades) through to professional accreditation at Practitioner, Associate, Member or Chartered Archaeologist grades.

Archaeologists who are already professionally accredited can apply to become a Chartered Archaeologist by the following routes:

Member grade (MCIfA): have already demonstrated appropriate competence so may proceed to professional peer review by submitting documentary evidence including a personal statement and examples of the applicant's work, references and evidence of CPD.

The personal statement should outline how you meet the criteria for Chartered Archaeologist, including reflection on your learning and professional development since the award of MCIfA, and should give details of a piece of work for discussion at the review. You will need to supply further details of the work to the panel in advance of the review, once a date has been set.

The proposal

continued



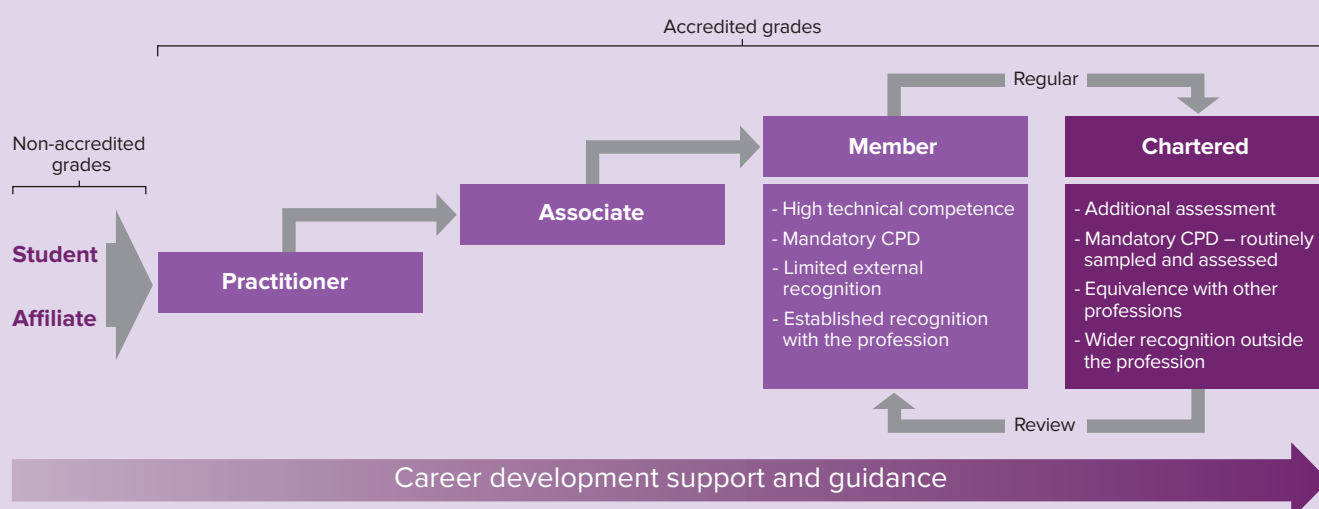
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Associate grade (ACIfA): must demonstrate competence at MCIfA level by submitting a portfolio of work in line with the current upgrade process, along with a personal statement and CPD documentation as for MCIfA (see above). This will be assessed by the Validation Committee to determine whether you are ready to attend a professional peer review.

Practitioner grade (PCIfA): must demonstrate competence at MCIfA level by submitting a portfolio of work in line with the current upgrade process, along with a personal statement and CPD documentation as for MCIfA (see above). This will be assessed by the Validation Committee to determine whether you are ready to attend a professional peer review. You do not need to progress to Associate grade before applying for Chartered Archaeologist status. However, you may choose to do so, or the Validation Committee may recommend you do so, if you have not yet demonstrated MCIfA-level competence.

The accreditation pathway provides a structure and resources to support archaeologists at any stage in their careers to progress toward and achieve their professional goals.

How Chartered Archaeologist would relate to existing accredited grades.



Key Information

- Accreditation pathway starts with (non-accredited) Student and Affiliate grades
- We want to encourage all archaeologists to join the pathway at the appropriate level of accreditation for them
- Resources are in place to support the move from Student/Affiliate to Practitioner (PCIfA), and will be developed to support the transition from Practitioner to Associate (ACIfA) and Associate to Member (MCIfA)
- You must be accredited at Member level to become a Chartered Archaeologist but this can be part of a two stage process where stage 1 is validation at MCIfA and stage 2 is peer review for Chartered Archaeologist. You don't have to have practised at MCIfA level for a defined period of time
- Accreditation at the appropriate grade is highly valued as a mark of professional competence and commitment to ethical behaviour

4. Non-accredited archaeologists

To become a Chartered Archaeologist, applicants are strongly encouraged to join the accreditation pathway at PCIfA, ACIfA or MCIfA level (as appropriate), in order to benefit from the resources and support available to ClfA members. Applicants who are already able to demonstrate competence at MCIfA level may submit their application with a notification to the Validation Committee that they wish to proceed directly to professional peer review following successful validation of their competence.

The proposal

continued



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5. Unsuccessful applications and appeals

Applications for Chartered Archaeologist may be unsuccessful if the Validation Committee and/or Professional Peer Review Panel consider they have failed to demonstrate competence and commitment in accordance with the criteria.

Applicants who have failed to demonstrate MCIfA-level competence will receive feedback on their application in line with current procedures. They may be given the opportunity to provide additional evidence in support of their application or may be offered ClfA accreditation at a lower grade.

Applicants who have successfully demonstrated MCIfA competence but have failed to demonstrate competence against the Chartered Archaeologist criteria at professional peer review will receive feedback on areas of weakness and advice on resubmitting their application. They will retain their MCIfA accreditation.

Unsuccessful applicants may lodge an appeal in accordance with the procedures set out in the Membership regulations.

6. Maintaining Chartered Archaeologist status

It is vital that other professionals, clients and the public are confident that Chartered Archaeologists maintain and develop their skills and competence.

If Chartered Archaeologists fail to demonstrate the maintenance of their skills and competence without good reason, they may be subject to professional conduct proceedings and the ultimate sanction of the removal of their Chartered Archaeologist status¹.

A commitment to ongoing learning and development is central to maintaining Chartered Archaeologist status, and this includes recording CPD and its impact on practise. Each year, ClfA will require a random sample of Chartered Archaeologists to submit their CPD records. This must include evidence of reflection, and the development of ethical competence as well as technical skills as required by the *Code of conduct*. The CPD records will be qualitatively assessed and feedback provided. Chartered Archaeologists may be asked to supply additional evidence or attend a further professional peer review interview as part of this process. If submissions are considered to be inadequate, this may lead to the loss of Chartered Archaeologist status and could lead to Professional Conduct proceedings.

¹ If there are extenuating circumstances, such as disability as defined under the Equality Act 2010, long-term illness or other compassionate grounds, then exemptions may be made and these will be considered on a case-by-case basis. Similarly, members with caring or parental responsibilities, or who are temporarily unemployed, may also apply for an exemption. ClfA will take into consideration the length of time a member has practised during the year when making its decision.

Criteria

for the assessment of professional competence and commitment



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1. Introduction

In order to become a Chartered Archaeologist, applicants will need to demonstrate that they meet agreed standards of competence and commitment.

By **competence** we mean the demonstrated ability to apply knowledge, skills and behaviours; **professional competence** requires the ability to apply technical and ethical knowledge, skills and behaviours.

By **commitment** we mean the personal and professional commitment archaeologists make to society and to the profession through the adoption of a set of shared values and behaviours.

The assessment of professional competence and commitment will test the applicant across a range of areas including

- technical, subject specific skills, knowledge and understanding
- understanding of the legal and policy framework(s) relevant to their work
- application of professional ethics, standards and behaviours, as required by the *Code of conduct* and relevant *Standards and guidance*

It will also test their commitment to

- maintaining and developing their competence, through CPD
- the development and promotion of the wider discipline/profession

2. Assessment criteria

Applicants for Chartered Archaeologist grade will need to demonstrate that they meet competence and commitment standards across five broad areas covering

1. the competence criteria for MCIfA grade and
2. understanding and applying professional standards and ethics at work
3. understanding and applying relevant legal and policy frameworks
4. working effectively with colleagues, clients and stakeholders
5. commitment to individual development and the development of the profession

The table on the next pages sets out the generic knowledge, skills and behaviours which make up the required standards of competence and commitment. To assist individuals and their advisers, it also includes examples of the kind of evidence that might demonstrate the requirement. The list is not intended to be exhaustive and applicants are encouraged to use examples relevant to their own professional practice. Further guidance for specific areas of practice will be developed.

Criteria

for the assessment of professional competence and commitment
continued

Knowledge, skills and behaviours To become a Chartered Archaeologist you will need to show that you...	Evidence Evidence that you have met the criterion might include...	Assessment method CPD - Documentation P - Portfolio PS - Personal statement PR - Professional peer review R - References
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1. Meet the current requirements for MCIfA grade

Knowledge Have an authoritative knowledge and depth of understanding of the sector and a broad range of historic environment practices	Autonomy Have substantial autonomy, taking full responsibility for own work. Where applicable, you will also have significant personal accountability for others and/or the allocation of resources in a wide variety of contexts	Coping with complexity Deal with complex situations holistically, demonstrating confident decision making in a broad range of complex, technical or professional activities	Perception of context Have a high level of understanding of overall 'picture' and can see alternative approaches and how they might be tackled	P, PS, R, CPD (upgrades only)
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2. Understand and apply professional standards and ethics in your work

Understand what it means to be a professional; the ethical dimension to your actions and responsibilities as a Chartered Archaeologist	Demonstrate an understanding and awareness of <ul style="list-style-type: none"> • What it means to be a professional • What constitutes professional behaviour • Why professionals are required to work in the public interest and how your work delivers public benefit Discuss the ethical obligations of the archaeological professional to the historic environment, society, clients and other professionals Understand and give examples of ethical dilemmas or conflicts of interest you may face in relation to the above and how you have addressed or resolved them Demonstrate that you are able to assess the potential consequences of your decisions for others	PR, R
Understand and act in accordance with ClfA's <i>Code of conduct</i> , acting professionally and responsibly in all your dealings	Give examples of how you apply the <i>Code of conduct</i> in your work Explain how the Code and other ClfA documents (eg <i>Standards and guidance</i>) fit into the hierarchy of legal, specialist sectoral and organisational guidance covering the role of the archaeologist/historic environment professional Explain ClfA members' responsibilities to seek to ensure the <i>Code of conduct</i> is upheld by others	P, PS, PR

Criteria

for the assessment of professional competence and commitment
continued

Knowledge, skills and behaviours To become a Chartered Archaeologist you will need to show that you...	Evidence Evidence that you have met the criterion might include...	Assessment method CPD - Documentation P - Portfolio PS - Personal statement PR - Professional peer review R - References
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3. Understand and apply relevant legal and policy frameworks

Are aware of and understand the legislation and policy framework relevant to your work	Describe the legislation and policies relevant to archaeology and your area of practice. These may include <ul style="list-style-type: none"> • Legislation, structure and principles of spatial planning or consent systems • Other laws, policies and processes affecting the historic and natural environments • Roles, responsibilities and requirements of other agencies and regulators in relation to archaeology and heritage 	PS, PR
Understand the legal requirements and obligations which impact on individual professionals and/or practices	Describe the legal form of your practice or organisation. Where appropriate, explain the main principles of employment law including the rights and responsibilities of employers and employees In the context of your work, explain <ul style="list-style-type: none"> • the need for professional indemnity insurance and what it covers • the issues that can arise in relation to intellectual property rights and the ClfA <i>Code of conduct</i> • the issues you need to consider in respect of data protection, freedom of information and client confidentiality in the context of the ClfA <i>Code of conduct</i> 	PR
Understand and observe legislation and guidance applying to matters of employment, safety and environmental protection	Demonstrate that you understand your own responsibilities and those of individuals and organisations you work alongside in relation to health and safety law, regulations and guidance	P, PR

Criteria

for the assessment of professional competence and commitment
continued

Knowledge, skills and behaviours To become a Chartered Archaeologist you will need to show that you...	Evidence Evidence that you have met the criterion might include...	Assessment method CPD - Documentation P - Portfolio PS - Personal statement PR - Professional peer review R - References
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4. Work effectively with colleagues, clients and stakeholders

Understand the wider contexts within which archaeological decisions are made	Demonstrate awareness of international conventions relevant to your work Give examples of when and how archaeological priorities might need to be reconciled with economic, ecological, cultural or spiritual concerns	P, PR
Understand how to identify and manage regulator, client or stakeholder requirements and expectations	Through discussion of a specific activity or project show how you <ul style="list-style-type: none"> • identify client or stakeholder requirements and expectations • identify and engage with appropriate stakeholders to communicate the value of archaeology • might deal with unrealistic or inappropriate expectations • maintain good client and/or stakeholder relationships throughout your work Give examples of how you have identified and promoted opportunities for maximising public benefit from your work	PR
Are able to identify options, opportunities and constraints within your area of practice	Through discussion of a specific activity or project show how you have <ul style="list-style-type: none"> • developed proposals, advice or strategies in your work • identified and communicated opportunities and/or constraints Describe and reflect on the success or otherwise of the project and the lessons learned for yourself, colleagues, the organisation and/or client and how these were communicated to enable others to learn from your experience	P, PR
Understand and adhere to good management practice	Identify and explain the quality management system(s) relevant to your work and how they support good practice	PR

Criteria

for the assessment of professional competence and commitment
continued

Knowledge, skills and behaviours To become a Chartered Archaeologist you will need to show that you...	Evidence Evidence that you have met the criterion might include...	Assessment method CPD - Documentation P - Portfolio PS - Personal statement PR - Professional peer review R - References
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5. Are committed to developing yourself and the profession

Keep yourself informed of changes affecting the profession and broader developments relevant to your work	Describe the sources of authoritative information on the changes affecting the profession and your area of practice that are available to you Outline the implications of recent or current developments affecting your area of work Describe the broader developments which impact the profession or are likely to in the future	PR
Ensure your knowledge and skills are kept up to date, reflecting on and learning from your practice to date	Demonstrate how you identify your personal strengths and abilities and areas in which you need to develop Identify resources, activities and opportunities for development relevant to your area of work, the wider profession and your future plans Set objectives for your development and produce a realistic plan for achieving these objectives Describe your approach to reflective practice, giving examples	CPD, PR
Demonstrate commitment to contributing to the development of the profession/discipline	Explain why, as a professional, you are expected to support the development of others Describe how you have approached this in your own career	PR

