

# Applicants' Guide

For non-accredited member grades

Student and Affiliate

Revised December 2015

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If you have any queries regarding this guide or the application process please contact ClfA's office and speak to our membership team

Phone: 0118 378 6446

Email: [membership@archaeologists.net](mailto:membership@archaeologists.net)

All the relevant documentation can be found online at

[www.archaeologists.net/join/individual](http://www.archaeologists.net/join/individual)

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## 1 What is the Chartered Institute for Archaeologists?

The Chartered Institute for Archaeologists is the leading professional body for archaeologists working in the UK and overseas. ClfA was created in 1983 (as the Institute for Field Archaeologists) and achieved a Royal Charter in 2014, at which time it had over 3200 individual members. The Institute administers a Register of Organisations, which are run by accredited members and adhere to the same professional standards as individual members. In 2015 there were nearly 75 registered organisations with ClfA.

### 1.1 What does ClfA do?

ClfA champions professionalism in archaeology, promoting high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society. Members of ClfA are professionally accredited and skilled in the study and care of the historic environment. They are committed to offering high quality service to clients and to the public. ClfA's *Code of conduct* provides a framework which underpins the professional lives of archaeologists. If an accredited archaeologist does not meet the standards set, ClfA can take action against them.

To achieve this we

- develop standards and guidance for professional practice and encourages their use
- represents the interests of the historic environment and disseminates authoritative views on professional matters
- promotes the benefits and need for Continuing Professional Development for professional archaeologists
- facilitate the exchange of information and ideas about professional practice
- provide a wide range of services for members
- regulates the profession
- promotes a unique quality assurance 'kite mark' through our Registered Organisations (RO) scheme

## 2 Membership benefits

Non accredited membership benefits include:

- a membership card and certificate
- free eBulletin, providing updates on your profession, ClfA and training opportunities
- free weekly Jobs Information Service and Training (JIST) bulletin by e-mail
- free publications
- *The Archaeologist* magazine (three times a year)
- *Yearbook and directory of members* (annually)
- ClfA Professional Practice Papers
- ClfA Standards and guidance
- Discounted rate for the peer reviewed journal *The Historic Environment, Policy and Practice*
- free fortnightly e-newsletter, *Heritage Update*
- discounted entry to the annual ClfA conference, the premier archaeological conference in the UK, and events run by our Area and Special Interest Groups

- free membership to any (or all) of our Area and Special Interest Groups providing access to specialist professional networks
- discounts on a range of services and products, including insurance, legal advice, arbitration, health insurance, aerial photography, and a 15% discount at Cotswold Outdoor
- use of the Society of Antiquaries of London library

### 3 What grade should I apply for?

Applying to become a Student or Affiliate member is straightforward, and unlike the other grades you do not need to have worked in the historic environment.

For details on how to join at an accredited grade, please refer the *Applicant's Guide for accredited member grades*.

#### 3.1 Student

You can apply for Student membership during a period of relevant study. To be eligible you must be enrolled on and started a course which is

- full- or part-time, constituting at least half the working week ('half-time') or the equivalent
- in archaeology, heritage/historic environment or a closely related subject studied in greater or equal
- at undergraduate or postgraduate level

Those employed within the historic environment at the same time as they study may be able to join at the appropriate accredited grade.

Please include your graduation date in section 8 of the application form or any online correspondence, as you will be transferred to Affiliate grade 12 months after graduation (unless you are eligible to remain at Student grade or choose to upgrade).

If you have recently graduated, or you are enrolled on a course which does not meet these requirements (for example A-Level students or those on part-time courses that involve studying less than half the working week) you can apply at Affiliate level instead. Once you are confident that you can demonstrate sufficient competence you can apply to upgrade your membership to an accredited grade.

#### 3.2 Affiliate

Affiliate membership is open to you if you have an interest in archaeology and the historic environment, or if you are active in the sector but do not yet qualify for an accredited grade. If you are involved with the voluntary sector (eg as a member of an archaeological society) you can apply at this grade, although we encourage you to apply for accredited membership if you fulfil the criteria.

### 4 Referees and portfolio of work

You do not need to submit examples of work with your application and we don't take up references for non-accredited grades, as they are not a professional accreditation in the same way that the other

grades are. We therefore do not assess your technical competence and, as a result, your name will not be included in the *CIfA Yearbook and directory*.

## 5 Declaration and CIfA's Code of conduct

All CIfA members must sign a declaration that they will abide by the Institute's Codes, Standards and Regulations ([www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa)). However, we don't expect non-accredited members to adhere to the *Code of conduct*, but we do expect you to support it and work towards adhering to it.

The provision of false information in relation to an application may lead to rejection, rescission of membership and/or disciplinary action.

## 6 Fees

Please see <http://www.archaeologists.net/membership> for current rates.

Affiliates pay an administration fee to process their applications, but Students apply with no charge. When applying online you have the option to pay for the application fee only or a year's subscription (including Journal option) plus the application processing fee.

For applications by post, please complete an application form. You can pay your subscription fees with your application or you can wait until it has been accepted. If your application fee is being paid by your employer, please ensure the cheque or purchase order has been enclosed with your application.

## 7 Submitting your application

Please send your completed application with any relevant application fee (Affiliate only) to the address below or email [membership@archaeologists.net](mailto:membership@archaeologists.net)

Chartered Institute for Archaeologists  
Miller Building,  
University of Reading,  
Reading,  
RG6 6AB

Alternatively you can apply online at [www.archaeologists.net/join/individual/onlineapp](http://www.archaeologists.net/join/individual/onlineapp)

If you have any queries please contact us on 0118 378 6446 or at [admin@archaeologists.net](mailto:admin@archaeologists.net)

All the relevant documentation can also be found online at [www.archaeologists.net](http://www.archaeologists.net).