



Welcome to the latest edition of Professional pathways for people who are working towards [Associate applications](#). [Professional Pathways](#) aims to support members through CIfA accreditation by signposting to useful advice, resources and training that will help you build on your existing knowledge and skills and reach the next stage in your professional career. Previous bulletins can be found on the [professional pathways page](#).

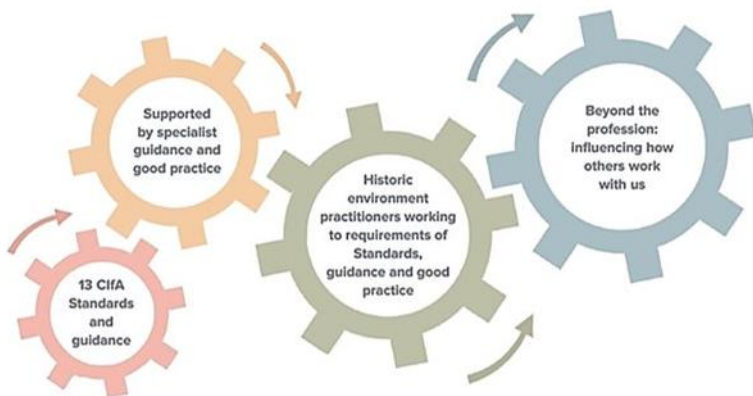
In this bulletin:

- **Focus on CIfA Standards and guidance**
- **Make the most of your membership.**
- **What can you do next?**

Focus on CIfA Standards and guidance

Jen Parker Wooding, MCIfA (7885), Senior Professional Standards and Practice Coordinator, CIfA

The Standards and guidance documents sit beneath the *Code of conduct* and cover different specialist areas of archaeological practice – see <https://www.archaeologists.net/codes/cifa>. They provide a benchmark for the work being undertaken and are supported by guidance, in addition to a wide variety of additional resources, like toolkits, case studies, practice papers etc. The Standards are formulated and consulted on by the sector based on the current understanding of good practice. They are used when commissioning or designing archaeological works as they provide a measurable quality standard, and in the UK where most work is undertaken as part of the planning system,



deviation might be unwise or would need justification. If there are breaches of the Standards, accredited members are accountable and may be subject to a professional conduct process. The *Code of conduct* and Standards and guidance are designed around the following factors that govern their application and relationship to each other - **Principle – Process – Product**.

Together they form the regulatory framework that reflects the rules that need to be followed, the way in which work 'should' be undertaken and the outcomes that are required to ensure that archaeological work is being undertaken to professional standards. To help you further there are [Toolkits and Spotlight articles](#).

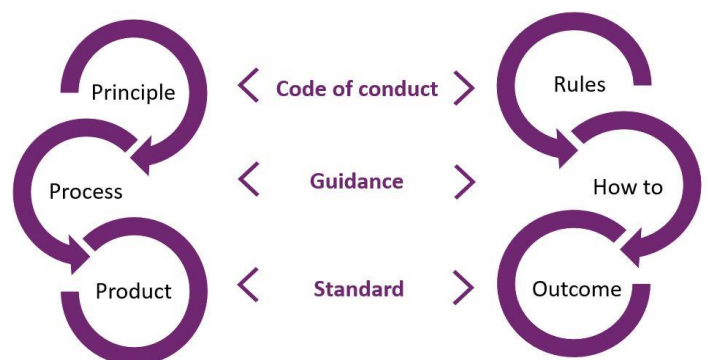
New updates

It has become a strategic plan priority in recent years to ensure the Institute's Standards and guidance are up to date and applicable to ClfA-accredited archaeologists wherever they're based and working. To facilitate this, the suite of documents has been undergoing an in depth review and a new structure introduced involved separating the Standard away from the guidance (so they are standalone) and reorganising the guidance into two tiers focused on universal guidance and jurisdiction-specific guidance. This approach provides the mechanism to deliver Standards and guidance that can be applied anywhere and that are further supported by detailed guidance for different jurisdictions. In December 2023 the newly updated Standards and 'universal' guidance for archaeological excavation, archaeological field evaluation and archaeological monitoring and recording (formerly watching brief) were published on the ClfA website <https://www.archaeologists.net/codes/cifa>. The jurisdiction-specific guidance is still in development, but we are excited to have taken this first step to ensuring our documents are applicable to archaeological activities wherever they take place. As awareness of ClfA continues to grow globally, this work is essential, but so is your input. If you have an opportunity to respond to a consultation in the future, please do! These documents form the regulatory foundation for professional archaeological practice, so your input and feedback are a crucial part of helping to shape your profession.

If you have any queries about the updates or would like to enquire about getting more involved in the review process, please contact Jen (jen.parkerwooding@archaeologists.net).

compliance with ClfA Standards and guidance is specifically outlined in project design documentation.

The Standard and guidance documents are comprised of a Standard (a short paragraph) which defines the *required outcome* for the activity being undertaken and supporting guidance that *advises* on how that outcome may be achieved. The guidance is advisory but includes strongly worded clauses to illustrate where



ClfA's *Code of conduct* and professional standards provide the ethical framework for archaeologists. You can find more information and resources to help you identify ethical issues and work within this professional framework at [Resources for professional ethics | Chartered Institute for Archaeologists](#).

Make the most of your membership.

One of the best things you can do to with your membership is to use all the resources it gives you. If you haven't seen [our 'Member benefits' page](#) lately take a look at all the things that you can read, join and get involved with that will help you gain real momentum in your career progression. Once you start to get an appreciation of all the areas that ClfA members are working in it will broaden your understanding of the wider heritage sector. Understanding how your job role and career planning fits in with the sector contributes to your 'perception of professional context' that the competence matrix.

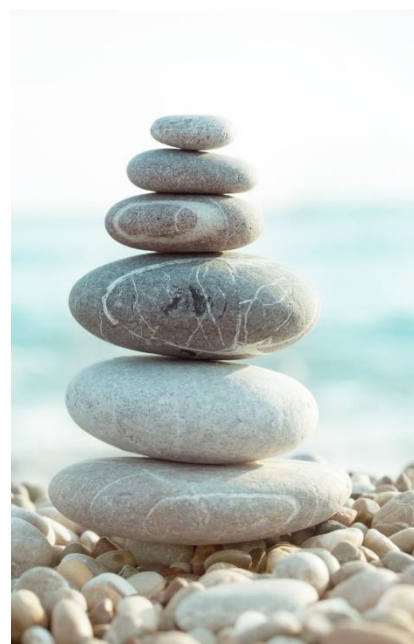
Keeping up to date with what colleagues are concerned about and what issues are being debated can also improve your understanding of the wider sector. Look for the training and information opportunities that show how the historic environment is transforming in reaction to wider political debates. Three events taking place soon are Active bystander training, Heritage carbon literacy training, and an event looking at how to remove barriers and bias in archaeology is being run as a fringe event to the ClfA2024 Conference.

Active bystander training, run by The Active Bystander Training Company. Challenging unacceptable workplace behaviour can be a challenge in itself – the ability to intervene with techniques which are right for you are not always immediately obvious. 'Active bystander' is an innovative and award-winning training session which will support you to develop skills to challenge unacceptable behaviours, including those which may have become normalised over time. [Find out more and register here.](#)



Heritage carbon literacy training is an entry level, action focused, carbon reduction training, developed especially for the heritage sector. The course looks at the science behind the climate emergency, the impacts on heritage, the policy positions national and internationally, and co benefits for heritage in making changes and well as examples of low carbon heritage. The course has been created by Historic England and is accredited by the Carbon Literacy Trust. [There are more details here.](#)

Dismantling legacies and collectively building new ones - breaking barriers and bias in archaeology. This session will look at the recent ClfA commissioned *Qualitative inequalities* report alongside the *BAJR archaeologists in financial crisis*, and ClfA member surveys - and use them to galvanise the profession to take action for change. [More information here.](#)



What can you do next?

If you feel ready to put in your application you can find all the resources you need on [our Join pages](#).

The next application deadlines for Associate (ACIfA) applications are:

- 25 March for 16 April meeting
- 17 June for 9 July meeting
- 5 August for 3 September meeting
- 18 November for 10 December meeting

Find out how to apply here <http://archaeologists.net/join/acifa>.

ACIfA accreditation: a step-by-step guide is a short digital workshop starting at 5pm on 18 March. It is aimed at anyone currently working on an application or upgrade for ACIfA accreditation with CIfA. This session is geared towards those who have questions about the application process and there are [more details and information about how to book here](#) (spaces are limited).

Kerry Wiggins, CIfA's Senior membership services coordinator, wrote *Taking control of your future - making the most of opportunities to expand your career horizons* which you can find [on our CPD page](#). In it she explores ways that you can make the best use of your membership to enhance your career. Attending conferences is one way to expand your career horizons. With sessions to inspire and involve you and lots of opportunities to network and socialise, the conference is full of cpd opportunities and if you can't attend all the sessions you want they will be available online afterwards. If you haven't considered going to the CIfA conference it might worth looking at the various ticket options and the bursaries available.

CIfA2024: bursary options

Bursaries are not only for people at the start of their career. We have several bursary options available to assist with the cost of registering or attending CIfA2024, providing places for over 20 attendees. To find out more about the bursaries that are available as well as how to apply [please see further details here](#).

Look on our [events page](#) for other events such as our digital tea breaks and topical lunch and learn events if you have an idea for a topic e-mail us at membership@archaeologists.net

CIfA2024 – Legacy, 24 - 25 April 2024. Join us in Chester for our annual conference. Look on our [conference web page](#) for more details and to register.



Any questions or suggestions?



If you've got a question about ClfA or careers please send it to anna.welch@archaeologists.net or for membership enquiries contact lianne.birney@archaeologists.net. You'll get a confidential answer but if the information could help others it will be included in an anonymised FAQs section. If you have suggestions for the next bulletin please send them in.

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