

## Professional pathways December 2023 bulletin Pathway to Practitioner

Welcome to this edition of Professional pathways. Previous bulletins can be found on the [Professional pathways page](#).

Professional pathways aims to support members through the CIfA accreditation process by signposting to useful advice, resources and training that will help members to build on their existing knowledge and skills and reach the next stage in their professional career.

This bulletin will focus on the updated Standards and guidance and also looks at what you can do to boost your CPD over the winter months.

In this bulletin:

- CIfA Code of conduct and Standards and guidance – why are they important?
- How to increase your CPD over the winter months.
- New Year's resolutions?
- What can you do next?

### CIfA Code of conduct and Standards and guidance – why are they important?



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#### **Professional accreditation - what does that mean and why is self-regulation so important?**

Professionals are expected to be technically and ethically competent, possess the appropriate knowledge and skills, and work to an agreed Code of conduct and Standards to protect the public interest.

These characteristics are integral to professional institutes like CIfA. The CIfA Code of conduct and Standards and guidance form the regulatory foundation for professional practice helping to shape all the work undertaken by its staff and members (Figure 1). Approaches to the regulation of archaeology varies around the world depending on different laws and government policies. On the Island of Ireland, for example, archaeology is undertaken under licence but in England, Scotland and Wales archaeology is essentially unregulated. Therefore, self-regulation is key and one of the ways to do that is to

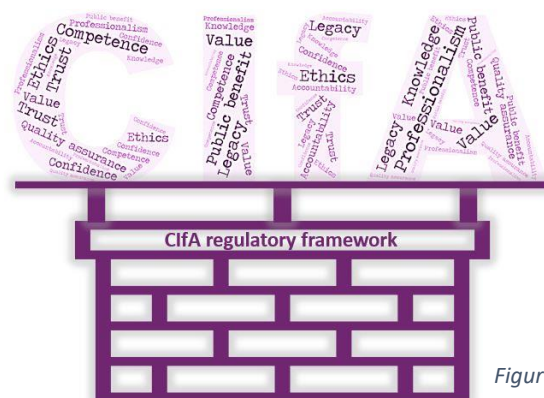


Figure 1

become professionally accredited. This involves demonstrating your ethical and technical competence, making yourself accountable and abiding by a Code of conduct and Standards and guidance. The ClfA Code of conduct provides archaeologists with higher ethical standards than the law, with an emphasis on ethical competence and the Standards and guidance set out higher technical requirements and expectations, emphasising technical competence. These important documents are used to regulate professional practice helping to provide a measurable quality standard whilst providing assurance for those working with ClfA-accredited archaeologists that work is being undertaken to appropriate industry standards and in the public interest.

A commitment to professionalism shown by agreeing to abide by a Code of conduct and working to agreed Standards and guidance demonstrates a range of qualities to colleagues and peers both within your own professional networks and beyond to other professions as well.

Depending on your career path, you may find yourself (or you may already be) liaising with construction managers, engineers, ecologists, designers and architects so the influence you have as a professional and as a ClfA-accredited archaeologist is far reaching and helps to influence not only how our sector views ourselves but also how other sectors and professions view our sector (Figure 2).

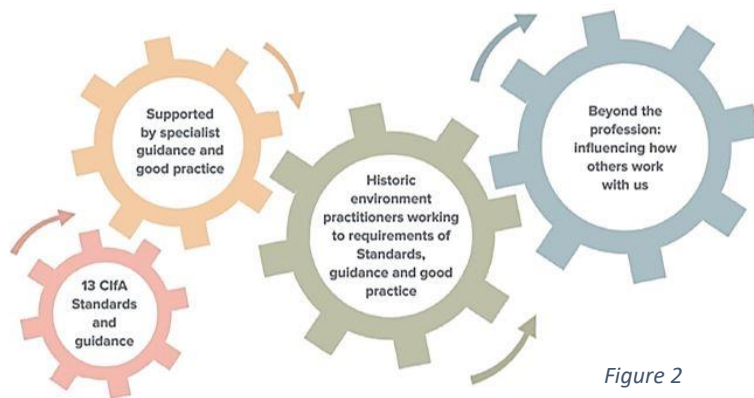


Figure 2

### Introducing the Standards and guidance

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>. These 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, compliance with ClfA Standards and guidance is specifically outlined in project design documentation (often referred to as Written Schemes of Investigation or WSIs).

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 deviation might be unwise or would need justification. If there are breaches of the Standards, accredited members are accountable and 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** (Figure 3). 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](#).

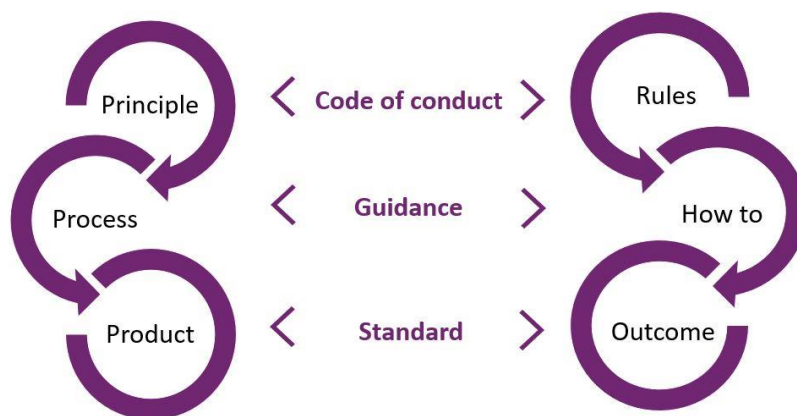


Figure 3

### Current updates to be aware of as we head into 2024

CIfA's *Code of conduct* is now 40 years old and has been undergoing an in-depth review (as outlined by Peter Hinton in [TA118](#)). At the same time, a review has also been ongoing on the CIfA Standards and guidance with a new structure introduced to ensure that the information provided is applicable to archaeologists wherever they are based around the world. These reviews are ongoing but to keep up to date with the changes and to find out more keep an eye on the CIfA news section of the website and your inbox for CIfA mailings!

### How to increase your CPD over the winter months.

There may be less formal training to attend during winter but there's still a wealth of learning opportunities that you can make use of. The really useful thing is that many of these are short bite sized CPD or recordings that you can listen to whilst out walking or cooking. Revisit the [Professional pathways pages](#) to find links to useful online resources.

Recorded talks and workshops. Look at our [event recordings](#) which include links to some of our past conferences and Innovation festivals.

E-learning modules. These don't take up much time and you can download a certificate when you've finished. You can find [CIfA e-learning here](#) including one to help you understand personal development plans and continuing professional development.



### Online publications.



- CIfA website for
- [professional practice papers](#)
  - copies of [The Archaeologist](#)
  - [professional pathways bulletins](#)

- Other useful websites
- [Historic England](#)
  - [Historic Environment Scotland](#)
  - [Cadw](#)
  - [BAJR](#)

Podcasts are the perfect way to learn something new and keep up to date with the wider sector whilst carrying on with everyday tasks. Remember to make a note afterwards of what you learnt and how you can use that in the future. You can find some of the most popular ones on the [Archaeology podcast network](#) which includes links to recordings from current and past podcasts. Many archaeology companies also have YouTube channels or post on their websites.



## New year resolutions?

- If you've not got a [Personal Development Plan](#) (PDP) now is a great time to reflect on what you've achieved and the skills you will need in the coming year. Your PDP is your plan for the future so by making it a priority now you'll be able to plan what learning and training you want to do to achieve your goals. PDPs are live documents driven by you so once you've made one you should plan to revisit it every few months so you can make sure it's still leading you where you want to go. Life isn't static so neither is your PDP. Your plan should be for two or three years and you can change it or rewrite it as you need to. You can look for CPD opportunities to fulfil aims on your plan and it's worth discussing these with your line manager because they may be willing to provide training. At the end of the plan you'll be able to write a new one based on your achievements and new goals.
- Keep your CPD log up to date. It's important to be able to link enough of your CPD to your PDP to be able to make progress in your career. You should also keep in mind the skills and knowledge in [the competence matrix](#) that you will need to provide evidence for in your Practitioner application and think about CPD that relates to this.
- Engage more with ClfA's CPD events. You can find them listed under the [Events tab](#) and you should also get e-mail notifications about them. If they are not in your inbox check your spam and if they aren't there contact our Admin team to check you are being sent mailings. We run regular 'teabreaks' on a variety of topics which are a great first step to getting more involved.
- Why not join a [special interest or area group](#) committee? Group committees often have vacancies and non-accredited ClfA members (Student/Affiliate) can join as a general committee member. Committees are a great way to meet other archaeologists and you can learn useful transferable skills. It's a good way to start volunteering with ClfA and could really benefit your career.
- Consider coming to our annual conference. Our next one is in Chester and you'll find more details on our [conference page](#). Check back as more information is added. There are early bird rates until the end of December but there will also be the opportunity to apply for bursary places nearer the time. You could also ask your employer if they are willing to support your attendance. [ClfA](#)





**Registered Organisations** should be open to allowing staff time to attend conference and training if its relevant to your role.



### Any questions? Please ask

If you've got a question about ClfA or careers please send it to [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net) or for membership enquiries contact [ellen.mcnamara@archaeologists.net](mailto:ellen.mcnamara@archaeologists.net). You'll get a confidential answer but if the information could help others it will be included in an anonymised FAQs section.



### What can you do next?

Practitioner applications are reviewed at the end of each month and details of how to apply, application costs and deadlines are here <https://www.archaeologists.net/join/apply>. To help you prepare look at [the resources on the Practitioner section](#) of the 'Join ClfA' pages, particularly the [recorded guidance on YouTube](#).



We want to encourage every archaeologist to submit a successful application for professional accreditation. But how do you ensure you have included everything in your application, so it is more likely to be successful? Join [Ellen McNamara](#), Membership Services Coordinator, on 12 February for a review of the accreditation process, covering the online application form to the statement of competence and everything in between. She will walk through each step of the application, ensuring you understand what ClfA's Validation committee is looking for and how to best demonstrate your skills and knowledge to them.

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](mailto:membership@archaeologists.net) [Our next is a lunchtime chat on 22 January](#).



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