

## Applying to join the Registered Organisation scheme: Requirements and further information

We are really pleased that you're interested in joining ClfA as a Registered Organisation. The scheme was founded in 1996 and represents a unique demonstration of quality assurance for your organisation as it operates within the historic environment. Further information, in addition to guidance documents and the application form can be found on our [website](#). The additional guidance document for applying organisations is particularly useful and should answer most queries.



### Structure

Registration is based upon the review of a completed application form and supporting documentation, in addition to an inspection meeting. The inspection meeting takes place either at your organisation or remotely via MS Teams. It involves a panel of peers from the heritage sector who will review and discuss the organisation, its policies and procedures, its personnel and its end product (i.e. projects, publications etc.). If the organisation undertakes fieldwork, a site visit will also take place.

Once the inspection is complete, a report is compiled and this is presented at the next available Registration Committee (Organisation) meeting for review.

### Requirements and further information

There are several requirements for membership of the scheme, these are outlined below. Further information can be found in the [Regulations for the registration of organisations](#).

### Resolution

It is a condition of Registration that the organisation applying to join has formally committed itself to abide by ClfA's Code of conduct and regulations. This is demonstrated by adopting a resolution incorporating the wording below and has to be signed by the Board of Directors or equivalent for the overall organisation. It can be in the form of a letter or as a minuted item and should be included with the application.

*All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-law and regulations of the Chartered Institute for Archaeologists*

### Responsible Post-holder

The applying organisation must appoint a Responsible Post - holder (RPH) who will be the liaison with ClfA. In order to qualify as the RPH for a Registered Organisation, the person needs to normally be in overall control of the organisation or department that is applying to register. The RPH also needs to be a Member (MCIfA) of the Institute. This is outlined in section 2.2 of the Registered Organisations guidance below:

*'the position which represents the highest level of specifically historic environment responsibility within the management structure of an organisation, whether or not any other historic environment posts are subordinate to that position, will normally be held by a Member (MCIfA) unless otherwise agreed by the Board of Directors. This position shall be known as the Responsible Post and the person holding this position shall be known as the Responsible Post Holder.'*

**Professional indemnity insurance**

It is a condition of Registration that the applying organisation has professional indemnity insurance.

**Training plans**

Training plans are now a requirement of the scheme and all organisations are asked to have one in place. For sole traders and partnerships, completed CPD records are accepted as a training plan going forwards but for larger organisations, an organisation wide training plan accompanied by a skills audit is requested for review at inspection. Further information and guidance is provided on the [development of training plans](#).

**Application fee and annual subscription**

The application fee is between £225 and £375, depending on turnover. If the organisation is inspected and is successfully registered, there is an [annual subscription fee](#) based on turnover and level of ClfA membership amongst staff members.

**Timeframes**

Once the application form and supporting documentation has been received, it is benchmarked. If any clarification or further information is required, it will be requested by email. You will be contacted to discuss organising the inspection.

After the inspection has been completed, the application and inspection report will be reviewed at the next available Registration committee (Organisations) meeting (this is dependent on there being enough time between the inspection and the next meeting to complete the necessary report and documentation – this can take between 2-4 weeks). The committee meetings are held quarterly to fit with the ClfA Registration year which runs from 1 April – 31 March. Currently meetings are held in July, September, December and March. Please keep these dates in mind when submitting your application.

Once the application has been reviewed by the committee, you will be contacted with the result.

Please get in touch if you have any further queries:

Telephone: 0118 966 2841

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