

Specialist competence matrix – to support applicants who work with archives
PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant’s Guide) with the specialist matrix as an advisory document only.

| | Knowledge | Autonomy | Coping with complexity | Perception of context |
|-----------------------------|---|--|---|---|
| Practitioner (PCifa) | <ul style="list-style-type: none"> • Good technical knowledge of accurate labelling and division of archive components and sub-division of finds by material type. • Good technical knowledge of appropriate storage and cataloguing. • Good understanding of how to implement a digital management plan. • Good understanding of local, national and international standards and guidance. | <ul style="list-style-type: none"> • Work under supervision to compile/ organise physical and digital archives to recognised standards. | <ul style="list-style-type: none"> • Work with different counties, varying museums guidelines and digital repositories and understand the differences in the standards. • Appreciation of the composition of the resource and understand how to interrogate it to answer basic questions. | <ul style="list-style-type: none"> • Understanding individual roles within the archive process and the basic standards of archival information required during their part of the archaeological process. |

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| Associate (ACifa) | <ul style="list-style-type: none"> • Specific knowledge of material types, storage requirements and digital formats. • Understanding where selection discussions could begin and when specialist knowledge is needed. • Expertise in digital archive management plans. | <ul style="list-style-type: none"> • Sole working including decision making roles regarding the compilation and general management of physical and digital archives. • Contribution to the development of selection strategies, disaster management plans and store organisation. | <ul style="list-style-type: none"> • Management of more complex archives and the ability to deal with any issues arising (for both physical and digital archives). • Speaking to museums and local authorities, setting up depositions, ensuring paperwork complete and dealing with queries. • Direct involvement in organisations archaeological | <ul style="list-style-type: none"> • Understanding the complete chain of archive production from project start to end use within a repository. • Understanding the role of the resource within their own organisation and external organisations. • Understanding of potential of archaeological archives for future research and utilisation. |

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| | | | archive to allow detailed interrogation of the resource. | |
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|-----------------------|---|--|--|--|
| Member (MCifA) | <ul style="list-style-type: none"> • Authoritative grasp of standards within field and without. • Full knowledge of local, national and international standards and areas of responsibility. • Detailed understanding of archive transfer procedures including copyright and Title of Transfer (ToT). • Full understanding of selection policies and research framework issues. • Writing/ facilitating discussions of policy documents and standards. • Full understanding of how to compile, use, check and make accessible complex digital archives. | <ul style="list-style-type: none"> • Has responsibility for budgets; costings for archive materials, staff time and deposition costs. • Oversees the archive work carried out by others and ensures completion of all stages of the process throughout their organisation. • Oversees implementation of selection strategies, disaster management plans, managing collections and store conditions etc. • Provides and promotes access to archaeological archives. | <ul style="list-style-type: none"> • Understands the interplay between differing repositories (for both physical and digital archives). • Responsible for the compilation and interrogation of the resource and facilitating access. | <ul style="list-style-type: none"> • Manages and facilitates the resource within their organisation and with external bodies. • Devolvement of potential of archaeological archives for future research and utilisation. |