



Volunteering for the Registered Organisation Scheme – Inspectors

Our recent participation survey (2019) highlighted that more CifA accredited members would like an opportunity to make a contribution to their professional Institute, but do not have the flexibility at this stage, to offer a long-term commitment. They want an opportunity for short or single-event participation.

Joining an inspection panel for the Registered Organisation scheme is just such an opportunity. It will take one day and include some reading both beforehand and after the inspection. To join a panel, you must be accredited (PCIfA, ACIfA or MCIfA) and have enough experience to be able to distinguish good practice and areas for improvement throughout an organisation. You absolutely must be prepared to participate fully and to engage in lots of conversation. Each panel consists of between two and four participants.

The inspections require you to read the application form and supporting information as well as four project reports in advance. There is a brief teleconference a day or two before the inspection to plan the day and identify areas for scrutiny. The inspection itself, runs from 10.00 until 16.00, and lunch and reasonable expenses are provided. As the day is very full, it is not unusual for the panel to work through lunch.

During the inspection, the panel will talk in detail with the Responsible Post Holder (RPH), look at publications, discuss a project in detail and will tour the facilities. They will talk to as many other staff as time allows and may conduct a site visit if it is relevant to the organisation. The panel will decide what has impressed and note any concerns or general comments and then feed them back to the RPH. In the following weeks, they will get an opportunity to read through the subsequent report and offer their amendments.

The Registration Committee (RCO) meets four times a year and will consider the panel's findings. After registration, the panel members may be approached once again to check whether they are happy with any evidence provided by the Registered Organisation in fulfilment of any conditions or recommendations suggested by the panel and confirmed by the Registration Committee.

Panel members may be approached more than once through the year (you are a valuable resource), but there is absolutely no requirement to take part in further inspections.

There is overwhelming positive feedback from panel members who agree that this is one of the best CPD opportunities available. Employers are often in favour of allowing the time to do this, because they can see clear benefits in peer review and observing how other organisations tackle problems and function successfully.

It is a great opportunity to network and can be evidence for competencies when considering upgrading ClfA membership or writing an effective CV.

Quotes:

"You probably get more out of it as CPD than virtually any other activity"

"Support for the profession, certainly, but also a valuable opportunity to reflect on your own practice and consider improvements"

"Being on an Inspection Panel is a learning experience. We also have a wealth of experience of our own that can be brought into play to assist other ROs if needed. I always think that we can be of assistance in helping improving standards across the country. Benefits are not just for the RO but also for individual panel members who might pick up tips of how to do things better".

There is a list of organisations coming up for inspection this year available here <https://www.archaeologists.net/regulation/organisations>.

To volunteer as a panel member or for more information or an informal discussion, contact Kerry.wiggins@archaeologists.net