

**Specialist competence matrix – to support applicants who work with finds**  
**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.

	<b>Knowledge</b>	<b>Autonomy</b>	<b>Coping with Complexity</b>	<b>Perception of Context</b>
<b>Practitioner (PCIfA)</b>	<ul style="list-style-type: none"> <li>• Understands the principles of finds characterisation and recording.</li> <li>• Knows how to handle different types of finds appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Able to record finds under supervision.</li> <li>• Knows how to pack finds appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use reference resources to inform analysis and interpretation. Understanding of approaches to sampling for further analysis.</li> <li>• Understand the principles of excavation and stratigraphic recording.</li> <li>• Active participation with appropriate learned societies/finds groups.</li> <li>• Knowledge of national regional and object specific research frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the aims of specialist finds analysis and reporting.</li> <li>• Understands data management procedures.</li> </ul>
<b>Associate (ACIfA)</b>	<ul style="list-style-type: none"> <li>• Able to compile catalogues for archive and publication.</li> <li>• Able to write specialist finds report under supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to sort and record finds with some supervision.</li> <li>• Able to supervise unskilled personnel in basic sorting, recording and packing.</li> <li>• Mentoring by appropriate specialist.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use reference resources to inform analysis and interpretation.</li> <li>• Understanding of approaches to sampling for further analysis.</li> <li>• Up to date knowledge of published reference sources and research frameworks.</li> <li>• Use of recognised thesauri.</li> <li>• Active participation with relevant groups.</li> <li>• Knowledge of stratigraphy and stratigraphic grouping (phases/ groups etc).</li> <li>• Broad knowledge of excavation</li> </ul>	<ul style="list-style-type: none"> <li>• Correct documentation of digital products (e.g. codes used in coding). Use of appropriate Information Technology.</li> <li>• Understanding requirements for and of other specialists</li> </ul>

			process.	
<b>Member (MCIFA)</b>	<ul style="list-style-type: none"> <li>• Able to sort and record finds.</li> <li>• Understanding of complex assemblages and related information.</li> <li>• Able to write specialist finds reports.</li> <li>• Accurate estimation of time to complete a report at appropriate level.</li> <li>• Knows when to use other specialists.</li> <li>• Analyse data with respect to identified project outcomes. Add to project research aims. Has own identified research interests.</li> <li>• Knowledge of appropriate digital and conventional methods of recording</li> </ul>	<ul style="list-style-type: none"> <li>• Able to supervise personnel in recording and reporting.</li> <li>• Contribute to project team discussions and project aims and outcomes.</li> <li>• Liaises with other specialists.</li> <li>• Work to agreed timetables and budgets.</li> <li>• Advise and design appropriate sampling strategies.</li> <li>• Contributing sampling strategies and finds retrieval/processing at project planning stage.</li> <li>• Provide mentoring to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of archaeological and post excavation process.</li> <li>• Has own research interests.</li> <li>• Understands the broader finds and stratigraphic context.</li> <li>• Able to plan a fully costed program for assessment and analysis of complex assemblages.</li> <li>• Maintain up to date knowledge of reference material and research framework.</li> <li>• Contribute to research frameworks within field of specialism.</li> <li>• Membership of specialist study group(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide authoritative advice on finds type in a specific project.</li> <li>• Ensures suitable finds consideration at project design and all stages.</li> <li>• Through depth of knowledge will contribute significantly to the wider site report through thorough regional interpretation and add to the wider discussion.</li> <li>• Provide advise to other specialists.</li> <li>• Able to identify and use other specialists at boundaries of own knowledge.</li> <li>• Provides training for others.</li> <li>• Act as mentor to others.</li> <li>• Active part in specialist finds groups.</li> <li>• Communicate with members of the public.</li> </ul>