

Accredited degree applicants

Statement of competence (Education and/or Employed or Voluntary work) and references

How to complete the statement

This document forms a basic template to put together a statement of competence, as requested in section 2.2 of the *Application Guide*. This is a **compulsory** element of any application for Practitioner (PCIfA), Associate (ACIfA) or Member (MCIfA) grades. You can complete the form to upload or write into the online form; please note new applicants cannot save and return to it.

The **statement of competence** is the most important part of your application, as it is the main way to describe to the Validation committee how your skills and experience **demonstrate** the criteria in the competence matrix (Section 2.1 *Application Guide*) for the grade you are applying for.

Remember the committee members do not know you or the experience you have, so please take time to write it carefully.

Referring to **section 2.2 of the Guide** and the **competence matrix for accredited degrees** please give as much information as possible under each heading and ensure you specify what you have done on the course, placement or outside of your degree, like extra research, training courses or volunteering. Provide some information about what you know, but mainly need to show what **you can do** as a result of taking the accredited degree.

The Validation committee will benchmark your application against the same competence matrix, so please refer to it in your statement; this is **the key** to ensuring you have **demonstrated** the different skills, levels of responsibility and depth of knowledge for the grade you are applying for to the committee. Undertaking and completing the degree is not enough on its own.

Reflecting on your work and placements is a good way to assess if you have covered these four areas and to see any gaps in your knowledge.

The competence matrix covers four areas:

- **Knowledge** – good working knowledge in the area you are working in and applying this – Describe how you use your knowledge to carry out tasks, what do you base your work/approach to a task on
- **Autonomy** – some responsibility for own work while under supervision and collaboration with others – Describe your level of responsibility for tasks and who you refer to when you need help
- **Coping with complexity** – can see complex situations within your work and carry out some resolution alone – Describe one or more complex tasks/situations where you were able to resolve at least part of it and how you did this; include tasks that were not part of your everyday coursework
- **Perception of context** – can see actions as a series of steps and processes, recognising each role in the team – Describe how you see your role fits into a project as a whole and your awareness of the team's roles; can include your awareness of guidance and policies.





Where to start

The boxes in the statement template should expand and boxes will appear in the online form as you type. Please add more sections in the template as required. Start with your **most recent** role/qualification using specific examples of your work and how these demonstrate the criteria. Read the **competence matrix for accredited degrees** to assist.

Areas that you should provide information on include

- **higher education** - explain how your accredited degree experience **demonstrates** the four areas of the competence matrix relevant to your application.
- **employment or voluntary work experience** - for each post give the job title, the name of the organisation, start and end dates, and a description of the role and the responsibilities held. This should cover how you **demonstrate** the four areas.
- **list of publications or grey literature** – include this if you have any. Where a piece of work is jointly authored or the authors not defined, please indicate which part(s) you were responsible for.
- **examples to support your application** - It is not compulsory to submit examples of your work or studies for PCIfA grade, however in order to demonstrate the work you have done to the committee, and to support your statement more fully, it is a good idea to include some, e.g. at least one example for each of the four areas.

Copies of your CV may also be submitted but you **must** include a statement of competence.

References

- Need two from people who know your work e.g. Course lecturer/teacher, placement supervisor, volunteer supervisor.
- They comment on the four areas of the competence matrix to tie in with your application.
- They also answer a question about your ethical suitability; this means if they think you are an appropriate person to belong to the Institute and that you will abide by the Institute's *Code of Conduct*, other regulations and *Standards and guidance* (www.archaeologists.net/codes/ifa), which you sign up to when you become accredited.