



Chartered  
Institute for  
Archaeologists



University  
Archaeology  
UK

## Information on Accreditation

### Introduction

Accreditation is offered jointly by the Chartered Institute for Archaeologists (CifA) and the University Archaeology UK group (UAUK). The accreditation procedure is jointly overseen, managed, and endorsed by CifA and UAUK.

### The aims of accreditation

CifA wishes to ensure that the sector has access to sufficient skilled, accredited professionals to meet the demand for historic environment services. To this end, CifA is keen to see the development of a range of flexible entry routes into the profession, which not only provide the skills the sector needs, but also encourage a greater diversity amongst those entering the profession. In this regard, CifA wants to ensure that academic study is providing appropriate skills that are relevant to a career in the historic environment, and that students have the opportunity and are encouraged to achieve professional accreditation of those skills at the appropriate level.

UAUK wishes to ensure that graduates are equipped for the workplace should they wish to pursue a career in archaeology. The group recognise that accreditation is one way of demonstrating the quality of a degree in this field.

Through this joint initiative, CifA and UAUK together hope to:

- Foster continued strong relations between the commercial and university sectors
- Encourage graduates to seek a career in archaeology if they so wish
- Further embed professional standards into archaeology degrees in the UK
- Encourage academics to be more involved in the work and advocacy of the CifA
- Encourage commercial archaeologists to be more involved with university provision

## **Application procedure**

Accreditation is only open to paid members of UAUK, and it is only available to institutions based in the UK. The process of accreditation is either for entire degree programmes, or for defined pathways within these degrees (sets of modules or units). Undergraduate (single and joint honours) and Masters' programmes may be accredited. In practice, this will mean that the degree or the pathway through a degree is accredited not the individual doing the degree. However, upon graduating from an accredited degree/pathway a graduate should meet the criteria for PCIfA (Practitioner) grade. 'Practitioner' is one of CIfA's three professionally accredited member grades – the others being Associate (ACIfA) and Member (MCIfA). You can find out more information about this on the CIfA website.

## **The application process**

Application documents should be submitted by email to [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net). Supporting files can also be made available via a Dropbox or Google Drive link or by using file transfer programmes.

There is a basic application form which needs to be accompanied by the completion of a minimum of five mapping exercises.

In addition, we also require the following from you:

- 1 page summary CVs for all staff who contribute significantly to the delivery of the degree or pathway being accredited
- module descriptors for all of the modules delivered as part of the archaeology degree or pathway through the degree
- Module handbooks for any modules being mapped to National Occupational Standards
- programme specifications, including details on pathways through degrees if this is appropriate to the application
- 1 page summary of approach to PDP and CPD within the degree or defined pathway
- 2 page summary of the resources available to archaeology departments (e.g. labs, equipment, teaching collections and so on)
- the most up-to-date external examiners report

### *The application form*

Please include the names of all degrees, or pathways through degrees, that you wish to be accredited. Please also list all staff who make a significant contribution to the delivery of these degrees. We do not wish to be overly prescriptive here, but please try to include those staff who

deliver multiple lectures, practicals or fieldwork training to students. You may include demonstrators and post-docs alongside lecturing staff. We have also requested information on which staff are Members of the CfA or IAI (Institute of Archaeologists of Ireland) – this is simply to collect this information and, while we would encourage staff to consider professional accreditation, there is no expectation that all staff are MCfA/MIAI grade.

### *The mapping exercises*

Three of the mapping exercises are mandatory and cover core skills. Another two must be chosen for each degree or pathway as appropriate. These mapping exercises are based on the National Occupation Standards in Archaeological Practice (NOS for short). These NOS were developed by the Archaeological Training Forum of which CfA is a member. Please note that the precise wording is not our own; the NOS were designed for generic purposes.

There are three mandatory areas of competency which degree programmes must demonstrate.

These are:

- **The ability to research and analyse** (based on NOS AC1)
- **An awareness of health and safety** (based on NOS AH10)
- **An understanding of an ethical framework and personal development** (based on NOS AJ3)

In addition, a degree programme or pathway must show competency in at least two other areas. To help you make your selection, we have chosen to highlight the five NOS listed below as possible choices because many Archaeology degree courses cover these topics.

- **Non-intrusive archaeological investigations** (based on NOS AC3)
- **The analysis and interpretation of archaeological material and data** (based on NOS AC8)
- **Intrusive archaeological investigations** (based on NOS AC5)
- **Routine interventive conservation procedures** (based on NOS AD8)
- **The identification and evaluation of the requirements of users of exhibitions or interpretative activities** (based on NOS AG3)

Please remember, however, that you are not restricted to our list of five when making your choices.

A full list of NOS can be found at <http://www.ukstandards.org.uk>

If you do wish to use one of the other NOS then please make sure that there are no significant overlaps between the NOS in your application. If you are unsure about this, please contact Anna Welch at [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net) for advice prior to submission.

It is important to note that competency will typically be demonstrated via credited modules, but there is some scope for the inclusion of non-credited modules. Please make sure this aspect is clear in your application.

### *Summary on the approach to Professional Development Plans (PDP) and Continued Professional Development (CPD)*

A one-page summary of the approach to PDP and CPD is also required as part of the application process. This is because these two elements are an essential part of a professional archaeologists' career. As such students require an understanding of both PDP and CPD prior to entering the profession.

### **Accreditation timeline**

There are two deadlines a year for accreditation. In 2021 these are:

1 June 2021

1 December 2021

All paperwork is required by these dates. Application documents will be subject to initial review to confirm that all relevant information has been submitted. If further documentation is required, you will be contacted at this stage. Following the initial review, the application will be assessed by a review panel consisting of UAUK and Cifa members and this will inform a visit which will take place later in the year. Feedback from the panel assessment and visit will be provided before a decision is taken. There are three potential decisions: 1) that the degree meets the criteria for accreditation and is accepted, 2) that further information is required and 3) that the degree does not meet the criteria for accreditation and is rejected.

### **Details on the standards to be achieved**

#### *1. Research and analyse information to achieve objectives (NOS AC1)*

This standard is for archaeologists who undertake research. It covers both researchers conducting research they have proposed, either alone or as principal investigators at the head of research teams, and researchers working as members of those teams. A research project involves the

collection and analysis of information and the timely reporting of the results. This standard includes identifying sources of information, what problems may be encountered, collecting the information to meet the needs of the research, ensuring that the information is recorded and stored correctly, recording, storing and analysing information using appropriate methods, and identifying and communicating the results of the research. Within the University context this is likely to be fulfilled by the teaching of research methods and the completion of a dissertation.

*2. Contribute to health and safety in the workplace (NOS AH10)*

This standard is designed for the archaeologist to demonstrate competence to contribute to health and safety in the workplace. It asks them to be on the look out for hazards and, when identified, deal with them if appropriate, ensuring they are reported for others to become aware of. They must be aware of their responsibilities in respect of Health and Safety at Work and the practices and procedures that help to maintain H&S for themselves and others. They would be expected to have a basic understanding of emergency services and procedures and be able to respond appropriately. Similarly, there would be a requirement to assist with security procedures with regard to trespassing and breaches of security involving damage or theft of plant, equipment, materials and property. Within the University context this is likely to be fulfilled by Professional Practice and fieldwork modules, but could easily be integrated into other modules.

*3. Ethical framework and personal development (NOS AJ3)*

This standard is about developing a student's own knowledge and skills and managing your time and other resources so that you can meet your objectives. In order to develop yourself to improve your performance, you need to assess your current performance, identify, plan and take action to meet your development needs. You also need to update your development plans in the light of your improved performance and changing circumstances. To manage your own time and resources to meet your objectives, you need to agree and prioritise your objectives, plan your time, delegate responsibilities to others, take decisions, and review and reschedule your activities as appropriate. To protect the interests of others you need to be fully aware of the legal and ethical standards that apply to archaeological practice and of your own responsibilities as a professional practitioner. This standard is likely to be achieved via a range of modules, including, but not limited to, study and research skills. PDP and CPD are a key component of this standard.

*4. Non-intrusive archaeological investigations (NOS AC3)*

This standard involves making contributions to non-intrusive archaeological field investigations (primarily various types of surveys). The standard is for archaeology students working under the direction of a more senior archaeologist who will be responsible for carrying out the field investigation. This standard deals with the contributions to preparation for an investigation, the fieldwork and the recording and storing of the data. This would be delivered via a specialist survey or geophysics module.

*5. The analysis and interpretation of archaeological material and data NOS AC8)*

This standard is for archaeologists who undertake the analysis and interpretation of archaeological material and data. This work may be undertaken as part of a research project or be guided by a research framework but it is also relevant to any other circumstances where analysis and interpretation of archaeological material and data are required. It will cover data sets such as primary excavation records or SMR records and materials including historic documents, artefacts, human remains, animal remains and palaeoenvironmental assemblages. In the University setting this standard would typically be achieved via specialist modules which studied primary excavation records, SMR records, historic documents, artefacts, human remains, animal remains or palaeoenvironmental assemblages

*6. Intrusive archaeological investigations (NOS AC5)*

This standard involves making contributions to intrusive archaeological field investigations ranging from surface artefact collection to excavation. The standard is for archaeology students working under the direction of a more senior archaeologist who will be responsible for carrying out the field investigation. This standard deals with the contributions to preparation for an investigation, the fieldwork and the analysis and presentation of the data. This would be delivered via fieldwork modules.

*7. Routine interventive conservation procedures (NOS AD8)*

This standard is for archaeological conservators or conservation technicians, people who are required to have knowledge of a range of items or specific groups of items and the potential conservation problems that may be encountered by such items. Once a conservation option has been selected it has to be implemented. One type of option is for the application of routine interventive conservation. This could involve a range of routine interventive procedures depending on the condition of an item, and type of action being agreed by the owner or keeper. This standard

covers minimising deterioration in the item by implementing routine interventive stabilisation procedures and routine cleaning and repair. This would be delivered via conservation modules.

**8. *The identification and evaluation of the requirements of users of exhibitions or interpretative activities (NOS AG3)***

This standard is for archaeologists who have responsibility for exhibitions and interpretative activities. It is important to identify and evaluate the requirements of users of learning and interpretative activities. This involves identifying current and potential users, both as individuals and in groups, and their learning, educational and social needs. It also involves gathering information through suitable collection methods and from all relevant sources and consulting representative groups of users to determine their current and future needs. This information needs to be analysed and related to the organisation's learning strategy. The impact of interpretative and learning activities on users needs to be evaluated. This involves using information from a variety of sources such as surveys, admissions data and knowledge and observations of staff. This information needs to be analysed and recorded so that the feedback can be used to influence the strategy for interpretation and to revise the evaluation activity. Interpretative Activities - these can take a number of forms and involve creating visual or multi-media scenarios that assist the public in understanding the historic environment. A 'son et lumière' event could be one such interpretive activity. Within the University sector this would be delivered via heritage modules or modules on museum exhibitions.

**The cost of accreditation**

The fee for accreditation is £1600 per degree or pathway though a degree and accreditation lasts for five years. Institutions seeking accreditation for multiple degrees/pathways should contact Anna Welch at [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net) to discuss. There is a non-refundable administration fee of £250 payable on application and the balance of £1,350 will be invoiced for successful applications.

Students on accredited degrees or accredited pathways through degrees will receive student membership to the ClfA during their degree and for one year after graduation.

**The outcome of accreditation**

Once the accreditation paperwork has been reviewed by the accreditation panel, the institution will receive a list of recommendations. Some will be mandatory for accreditation to be awarded, others

will be advisory only. The accreditation panel will also produce a short statement on the unique selling points of each degree which the institution can use for promotional purposes.