

## Proposal for the assessment of a Chartered Archaeologist grade of membership

CIfA became a Chartered Institute in 2014 and we are now proposing to petition the Privy Council to amend our Charter to award a Chartered Archaeologist grade of accreditation, following consultation with members (see [www.archaeologists.net/charter/chartered\\_archaeologists](http://www.archaeologists.net/charter/chartered_archaeologists) for more details).

Being able to confer Chartered Archaeologist status means that archaeology will become a **chartered profession** like architecture, engineering or surveying. Recent research has highlighted the value of chartered status, indicating that the public ranks *Chartered* number one in terms of confidence in professionalism, over other designations like *Fellowship* and *degree*<sup>1</sup>. As such, we believe it will

- Place archaeologists on a par with other chartered professionals
- Increase professionalism
- Add value
- Promote best practice and improve career pathways
- Increase recognition of professional skills and accreditation, and
- Attract new people into the profession

This paper presents the proposed positioning and methodology of the new Chartered grade. It has been benchmarked against similar standards in other professions, while recognising the skills and attributes that make archaeologists unique. The outcomes of the benchmarking show that there are a variety of ways to approach a Chartered standard. However, most have the following aspects in common

- Assessment of a high level of technical competence, demonstrated through relevant qualifications and/or work experience
- Assessment of professional and ethical knowledge and skills and their application to real-world situations
- Commitment to professional development throughout the professional life-cycle

CIfA recognises the need for the standard to be both rigorous and accessible. It is proposed that the Chartered Archaeologist grade will be open to all archaeologists who are directly and actively involved in investigating, managing or conserving the historic environment, whether in a paid or a voluntary capacity.

This is a significant moment in the development of the Chartered Institute and the development of the profession. We want the standard to be a mark of quality and professionalism that is recognised by clients, employers and the wider public so we need members to consider the paper carefully, have their say and vote at the AGM and shape the future direction of the profession and the Institute.

For questions on the detail of the proposal, please contact [kate.geary@archaeologists.net](mailto:kate.geary@archaeologists.net).

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<sup>1</sup> *The Stamp of Quality? The importance of being Chartered*, Paper in Professionalism 5

## Definition

A Chartered Archaeologist is a competent professional who has demonstrated

- A high level of technical competence appropriate to their role
- Appropriate understanding of the legislative and policy framework(s) relevant to their work
- A high-level understanding of professional ethics, standards and regulation
- A commitment to their own development and to the development of the profession/discipline

and continues to demonstrate all of the above through Continuing Professional Development (CPD).

### 1. Assessment

Technical competence will be assessed on the basis of a portfolio of work against the existing competence matrix. The level of technical competence required of a Chartered Archaeologist will be that expected of a Member of the Institute (MCIfA).

Ethical competence, including an appropriate understanding of relevant legislative and policy frameworks, understanding of professional regulation and professional standards and commitment to CPD and the development of the profession will be assessed via a professional review, conducted by a panel of peers. Detailed assessment criteria will be developed but an outline is included in Appendix 1.

Assessment will be a two-stage process: the applicant will need to satisfy the Validation committee that they have demonstrated appropriate technical competence before they are deemed ready to attend a professional review.

### 2. Revalidation

In order to retain their chartered status, Chartered Archaeologists must be revalidated on a regular basis. A commitment to ongoing learning and development is central to maintaining Chartered Archaeologist status and so the revalidation process is based on the submission of CPD documentation which must include evidence of reflection and the development of ethical competence as well as technical skills. A sample of CPD records will be qualitatively assessed annually and feedback provided. CPD records will be expected to show ongoing development of technical and/or ethical competence as required by the *Code of conduct*. Chartered Archaeologists may be asked to supply additional evidence, or to attend a further professional review interview as part of this process. If submissions for revalidation are considered to be inadequate, this may lead to the loss of Chartered Archaeologist status and could lead to Professional Conduct proceedings.

### 3. The Accreditation pathway

The Accreditation pathway charts an archaeologist's professional development as they progress from initial education and training (Student or Affiliate grades) through to professional accreditation at Practitioner, Associate or Member level. Archaeologists who are already professionally accredited can apply to become Chartered by the following routes

Members: have already demonstrated appropriate technical competence so may proceed to professional review on submission of a personal statement and CPD documentation.

The personal statement should outline how they meet the criteria for Chartered Archaeologist grade, including reflection on their learning and professional development since the award of Member status, and should give details of a piece of work for discussion at the review. Further details of the work must be supplied to the panel in advance of the review once a date has been given.

**Associates:** must demonstrate technical competence at Member level through submission of a portfolio of work, in line with the current upgrade process, along with a personal statement and CPD documentation as for Member (see above). This will be assessed by the Validation committee to determine whether they are ready to attend a professional review.

**Practitioners:** must demonstrate technical competence at Member level through submission of a portfolio of work, in line with the current upgrade process, along with a personal statement and CPD documentation as for Member (see above). This will be assessed by the Validation committee to determine whether they are ready to attend a professional review. There is no requirement to progress to Associate grade before an application for chartered status is made although applicants may choose to do so if they wish, or if the Validation committee determines that they have not yet demonstrated sufficient technical competence for Member grade.

**Unaccredited archaeologists:** in order to become a Chartered Archaeologist, applicants are encouraged to join the Accreditation pathway at PCIfA or ACIfA level (as appropriate), via established Validation committee routes. Applicants who are already able to demonstrate technical competence at Member level may submit their application with notification to the Validation committee that they wish to proceed directly to professional review following successful validation of their technical competence. In this case, they must also submit their CPD documentation as described above.

#### 4. Unsuccessful applications and appeals

Applications for the grade of Chartered Archaeologist may be rejected if the Validation committee and/or professional review panel consider that they have failed to demonstrate appropriate technical competence or have failed to demonstrate appropriate understanding of relevant legislative and policy frameworks, ethical competence, understanding of professional standards and regulation and/or commitment to CPD and the development of the profession.

Applicants who have failed to demonstrate appropriate technical competence will receive feedback on their application in line with current procedures. They may be given the opportunity to provide additional evidence in support of their application or may be offered ClfA accreditation at a lower grade.

Applicants who have successfully demonstrated their technical competence but have failed to demonstrate their ethical competence at professional review will receive feedback on areas of weakness and advice on resubmitting their application. They will retain their MCIfA accreditation.

Unsuccessful applicants for chartered status may lodge an appeal in accordance with the procedures set out in the Membership regulations.

## Appendix 1 – outline criteria for the assessment of ethical competence

Detailed criteria for the assessment of ethical competence will be drafted as part of the next stage of development but outline criteria are set out below.

Assessment of ethical competence will test the applicant's knowledge and understanding of

- the legislative and policy framework(s) relevant to their work
- professional ethics, standards and behaviours, as required by the *Code of conduct* and relevant *Standards and guidance*

It will also test the applicant's commitment to

- maintaining and developing their knowledge and skills, through CPD
- the development of the wider discipline/profession

Assessment will be undertaken via a professional review based around a project or other piece of work undertaken by the applicant (supplied as in support of their assessment of technical competence or in advance if already a Member of ClfA). The applicant will be expected to demonstrate competence in accordance with the *Code of conduct* and the following National Occupational Standards.

**CCSAPAC1 Research and analyse information to achieve objectives**  
<http://www.ukstandards.org.uk/PublishedNos/CCSAPAC1.pdf>

- AC1.1 Identify sources and availability of information  
AC1.2 Collect information to achieve research objectives  
AC1.3 Analyse research information  
AC1.4 Report results

**CCSAPAJ2 Contribute to advances in the body of knowledge and archaeological practice**  
<http://www.ukstandards.org.uk/PublishedNos/CCSAPAJ3.pdf>

- AJ2.1 Contribute to advances in knowledge and theory that underpin archaeological practice  
AJ2.2 Exploit opportunities to broaden the public's understanding of the historic environment  
AJ2.3 Enable others to learn and benefit from one's experience

**CCSAPAJ3 Develop your own resources and protect the interests of others**  
<http://www.ukstandards.org.uk/PublishedNos/CCSAPAJ2.pdf>

- AJ3.1 Develop yourself to improve your performance  
AJ3.2 Manage your own time and resources to meet your objectives  
AJ3.3 Contribute to the protection of individual and community interests