



**Registered Organisations annual update form**

Your organisation has either been inspected very recently or is due to be inspected in the subsequent registration period.

*This form requests an update on any major changes to the previous registration application, and a summary of improvements made with reference to any conditions and recommendations from the previous registration.*

**Please ensure this form is completed and returned to us by no later than 1 April 2023**

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| --- | --- |
| Name of organisation |  |
| **Please check that your data online is correct for your Yearbook entry.** <https://www.archaeologists.net/update-contact-details> | |

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| --- | --- |
| **Have there been any major changes in the organisation’s role or activities since the previous application for registration?**  If yes, please provide a summary of the changes and how the organisation continues to comply with relevant standards and guidance. Please note the Registrations Committee (Organisations) may request further information or recommend an interim inspection. | |
| Click or tap here to enter text. | |
| **Have there been any major changes in organisational structure since the previous application for registration?** | |
|  | |
| **Organisation Organogram supplied** |  |
| **Name of Responsible Post Holder (RPH)**  *the person who has the highest level of specifically historic environment responsibility within the management structure of an organisation* |  |
| **Name of second RPH**  (Accredited MCIfA) |  |
| **Employment package**  **For details of the CIfA employment package see** <http://www.archaeologists.net/practices/salary> | |
| **Sole/Single Trader Organisations**  Do you charge out your services at rates appropriate to your level of competence (ie MCIfA), in line with CIfA guidance on minimum salaries and employment packages? If you are self-employed, the remuneration and employment package you provide for yourself should still meet CIfA’s requirements (pro-rata, if applicable). **Yes**  **No** | |
| **Employer Organisations**  Will your staff be paid at or above the new minimum salary for 2023-24 from 1 April 2023?  PCIfA £23,231 Yes No        salary range is  ACIfA £27,085 Yes No        salary range is  MCIfA £34,792 Yes No        salary range is  If any member of staff is paid less than the recommended minimum salary for their level of responsibility please state why    What is your employer’s contribution to staff pensions      %  Do you pay 1 month sick pay to all staff (subject to qualifying period) Yes  No  For some  What hours are your working week (exc, lunch breaks)  In cases where any of the above are less than the requirements set out in the CIfA employment package do you compensate staff accordingly (See Appendix 1) Yes  No  For some | |
| **CIfA membership**  Total number of archaeological staff  Number of staff who are CIfA accredited  Practitioner (PCIfA)       Associate (ACIfA)       Member (MCIfA)  Non accredited (Student or Affiliate)  Do you pay CIfA subscription fees for staff Yes  No  For some  What is your employer’s contribution to CIfA subscription fees      % | |
| **Actions on conditions**  Please let us know how you dealt with any registration conditions made at or since your last registration. Please state the date by which conditions must be discharged, how you are addressing them and provide any supporting evidence or documentation. | |
|  | |
| **Actions on recommendations**   1. Please let us know how you dealt with any registration recommendations made at or since your last registration. 2. If your organisation didn’t receive any recommendations how has your organisation improved since your last registration? | |
|  | |
| **Contributions to the historic environment and the profession**  Please note any additional benefits your organisation/staff contributed to the historic environment profession in the last three years (eg work on committees and working parties, public presentation and outreach activities, care of monuments, relevant research). *Instead of providing a list you may enclose a copy of your Annual Report or refer to a relevant website address.* | |
|  | |
| Can CIfA use these activities, in consultation with yourselves, in promotion of the Registered Organisations scheme?  Yes  No | |
| If you would like us to send training information directly to your training administrator, please provide their details.  Name       Email Address | |
| CIfA recruitment resources, including posters, leaflets and initiatives are available here https://www.archaeologists.net/InformationforROs  Would you be interested in receiving further CIfA recruitment resources and support for staff?  In coming year  At next inspection visit  If so, what support would you like?  Click or tap here to enter text. | |

# Declaration

Please refer to the Regulations for registration of organisations.

As Responsible Post-holder for the organisation I confirm our wish to continue to be registered with CIfA. I have read and agree to abide by the terms and conditions of Registration. I also reaffirm our agreement to adhere to CIfA's *Code of conduct* and regulations.

I understand that the provision of false information in relation to the Registered Organisations scheme may lead to immediate removal from the Register.

**I understand that by completing this form I am declaring this is a true record**

Please return this form to [kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net) or upload it when you renew your contact details [online](https://www.archaeologists.net/update-contact-details).

**Appendix 1**

**Employment package**

There is a package of employment entitlements that Registered Organisation employers are expected to adhere to, and which all CIfA-accredited professionals acting as employers are required to endeavour to meet or exceed. The breakdown of these is as follows:

* **6% employer pension contribution subject to any reasonable qualifying period**
  + From 2018, all employers must provide a workplace pension scheme by law and from 1 April, the minimum contribution is 3%. CIfA expects employers contributing less than 6% to compensate elsewhere within the employment package
  + There is no requirement within the amended scheme for employers to compensate staff who choose to opt out of auto-enrolment
* **Average 37.5 hour working week**
  + It is recognised that the circumstances of contract work often require working beyond these hours, compensated for by systems of time off in lieu or overtime payments. A regular increase in working hours should be reflected by a corresponding increase in pay.
* **Sick leave allowance of at least 1 month on full pay subject to any reasonable qualifying period**
  + Sick leave allowance may be aggregated over a rolling twelve-month period.
  + Three to four months is suggested as a reasonable qualifying period.
  + Staff employed on a fixed-term or part-time basis should be entitled to sick pay accrued on a sliding scale or pro rata basis.

Any employer not adhering to this package is expected to remunerate their staff as follows.

| **Condition** | **PCIfA** | **ACIfA** | **MCIfA** |
| --- | --- | --- | --- |
| 2023/24 minimum salary recommendations | **£23,231** | **£27,085** | **£34,792** |
| Less than 6% employer pension contribution (per % point) | £232.31 | £270.87 | £347.92 |
| Per additional hour over and above 37.5 hpw | £619.49 | £722.27 | £927.79 |
| No sick leave allowance (based on min. 1 month full pay) | £1,935.92 | £2,257.08 | £2,899.33 |