**Please note:**

This form is designed to be answered by all organisations, but not all of the questions will apply. Please read the form carefully.

* Please refer to the accompanying “Guidance on completing the application form”
* To retain the number formatting, please return the form as a Word document. You are welcome to also attach a PDF version
* If you feel a question or a section is not relevant, then leave it blank or write NA
* If you are unsure about some questions, then include some background, description or explanation to your answer
* If you are a sole trader, the form will guide you to the questions that are relevant to you
* All useful links are available in Appendix 2 at the end of the document

If you are still unsure about any questions, contact [kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net) for further guidance.

The **Responsible Post Holder** (RPH) occupies the position which represents the highest level of specifically historic environment responsibility within the management structure of the organisation, whether or not any other historic environment posts are subordinate to that position.

Version control:

|  |  |  |
| --- | --- | --- |
| Minor formatting changes | 26/01/2023 | Kerry Wiggins |
| New pay scales and links checked and adjusted | 02/02/2023 | Kerry Wiggins |
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**REGISTERED ORGANISATION APPLICATION FORM**

The object of the scheme for the Registration of Organisations is to ensure that organisations carry out their historic environment work in accordance with the *Code of conduct* and other regulations of the Chartered Institute for Archaeologists. The principles of the *Code of conduct* are upheld through the development and implementation of *Standards and guidance*.

The Registered Organisation badge is a ‘kite mark’ of commitment to professional standards and competence.

It is your role to tell CIfA through this document and subsequent inspection visit, how your organisation fulfils the requirements of the Registration scheme.

This form seeks principally to indicate how your organisation complies with the *Code of conduct* and its supporting regulations and *Standards and guidance*, and how your quality management systems ensure that compliance. The information it contains will be used by the inspection panel to prepare for the inspection.

**How to fill in this form**

If your organisation is not currently a Registered Organisation, please complete **Section A**

If you are currently a Registered Organisation and applying for a new period of registration, please complete **Section B**

**Sections C-E** are to be completed as appropriate for your organisation activities

**Section F** is to be completed by all organisations (applicable questions)

**Section G** is to be completed by all organisations (applicable questions)

Before and during completion of this form, please read the relevant sections of the accompanying *Guidance notes*. This form is available in electronic format on our website at [www.archaeologists.net/join/organisation](file://ifareddc001/Shared/IfA%20Docs/Membership/Registration/Registered%20Organisations/Admin/Forms%20and%20Guidance/Application,%20AU%20and%20Subs%20Forms/2020-21/www.archaeologists.net/join/organisation). Both the application form and additional guidance are updated periodically; therefore, you should check the CIfA website or contact the office for the most recent versions if you do not apply immediately.

As a digital form in Microsoft Word, this is a protected document, so you will only be able to enter information in specific places, which should show as grey check boxes or text entry boxes. The text entry boxes will expand as you type. Please save the document from time to time as you fill it in, and return it to CIfA as an email attachment, or a signed hard copy printout.

**Contents:**

|  |
| --- |
| Section A. New organisation to the scheme |
| Section B. Presently Registered Organisation applying for registration for the next period |
| Section C. Historic Environment Investigation and Research   1. Advice and consultancy |
| 1. Commissioning and procurement |
| 1. Research |
| Section D. Stewardship role/archaeological advice (*Separate download*)  4 - 16 |
| Section E. Educational role (*Separate download*)  17 - 18 |
| Section F. Organisation Information   1. Organisation details 2. Ethical business practices 3. Standards and quality assurance 4. Professional accreditation 5. Employment policies and procedures 6. Training and development 7. Volunteers 8. Public benefit 9. Health & Safety Arrangements 10. Insurance |
| Section G. Declaration |
| Appendix 1 Employment package |
| Appendix 2 Guidance: endnotes and bookmarks |

**Attachments**

The Registered Organisation scheme comprises a diverse range of organisations. The list below, covers a wide range of possible documents. Organisations mustsupply the applicable enclosures/attachments for the application to be processed.

Organisations with only one or two members of staff may submit more appropriate documentation for their size. This may include a written statement of good practice procedure rather than policies and a Continuing Professional Development (CPD) record rather than a training plan.

Please number your documents according to the sequence in the list below (eg 1\_Resolution)

1. Copy of the signed record of the resolution passed by the governing body (if not currently registered or if there have been significant governance changes since your last application)
2. Organisational diagram
3. OHSAS 18001, ISO 45001, SSIP certification or equivalent or H&S Policy and H&S manual/procedures
4. Organisational skills audit and training plan[[1]](#endnote-2)
5. Example of an individual training plan
6. Quality system accreditation certificate or Quality system documentation/procedures
7. List of grey literature reports (normally for the last two years)
8. Details of organisation’s publication record
9. Archive deposition strategy and programme[[2]](#endnote-3)
10. Example of a data management plan[[3]](#endnote-4)
11. Example of a project-specific Selection Strategy[[4]](#endnote-5)
12. List of repositories[[5]](#endnote-6)
13. Conflict of interest and/or other ethical business policy
14. Business Continuity Plan/Disaster Recovery Plan
15. Volunteer policy
16. Public benefit/Community engagement/Outreach policy
17. Policy on environmental protection
18. HR policies
19. Staff handbook
20. Investors in People certification
21. Other (please list)

**Application fee (if not currently registered)**

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| **Section A: New organisation to the Registration scheme** |

An application fee is due. This is **£225** for small businesses, **£300** for turnover up to £1,000,000, **£375** for turnover over £1,000,000.

This may be paid by cheque made payable to “Chartered Institute for Archaeologists” or by BACS using Sort Code: 20-71-03 and Account no: 43944948 . Please quote unique reference ‘RO APP’ if making a payment by BACS.

If you require an invoice to be sent, please provide a **Purchase order number:** Click or tap here to enter text.

**Please note the application fee must be paid prior to the application being processed.**

|  |  |  |
| --- | --- | --- |
| **Name of organisation:** | | |
| Click or tap here to enter text. | | |
| **Please state why becoming a Registered Organisation is important to your organisation** | | |
| Click or tap here to enter text. | | |
| **Organisation activities and practices**  Please outline the major/principal activities or projects undertaken by your organisation. **Focus on activities within the last three years** and include the scale of work undertaken.  *(This may also include work on committees and working parties, public presentation and outreach activities, care of monuments, relevant research). You may also enclose a copy of your Annual Report or refer to a relevant website address).* | | |
| Click or tap here to enter text. | | |
| May CIfA use these activities, in consultation with yourselves, in promotion of the RO scheme?  **Yes No Contact name** **tel no** **email** | | |
| **Services offered**  This information will appear on the website entry. These should only cover services that your organisation has provided in the last 3-years. | **In-house** | **Bought-in** |
| **Stewardship** |  |  |
| historic environment advice to/on behalf of national and local government on policy, strategy and development control |  |  |
| maintenance of Historic Environment Records/National Monument Records |  |  |
| **Consultancy** |  |  |
| provision of commercial historic environment advice to developers, public inquiries |  |  |
| design of investigations, procurement of services, contract management and monitoring |  |  |
| conservation management plans |  |  |
| environmental impact assessments, desk-based assessments, documentary research |  |  |
| **Fieldwork and post-fieldwork services** |  |  |
| measured and topographical survey |  |  |
| building analysis and recording |  |  |
| geophysical survey |  |  |
| characterisation and appraisals |  |  |
| field evaluation |  |  |
| excavation |  |  |
| watching briefs |  |  |
| maritime archaeology |  |  |
| analysis of artefacts, industrial residues, environmental material and human remains |  |  |
| object conservation |  |  |
| **Education and outreach** |  |  |
| teaching and training |  |  |
| university-based research |  |  |
| public outreach, participation and events |  |  |
| interpretation and displays |  |  |
| collections and archive curation |  |  |

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| **Geographical areas covered** |  |
| All UK |  |
| Scotland |  |
| Wales |  |
| Northern Ireland |  |
| England: |  |
| North West (inc Isle of Man) |  |
| North East |  |
| Yorkshire & The Humber |  |
| East Midlands |  |
| West Midlands |  |
| East of England |  |
| South East (inc London, Isle of Wight) |  |
| South West (inc Isles of Scilly) |  |
| The Channel Islands |  |
| Elsewhere in Europe |  |
| Elsewhere in the World |  |

**Resolution**

Please refer to Additional guidance for applying organisations 3.2[[6]](#endnote-7)

What is the name of the governing body or board which has passed the following resolution? *All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists.* **Please attach a copy of the record of this resolution**

|  |
| --- |
| **Name of governing body/board** |
| Click or tap here to enter text. |
| **Date on which resolution was passed** |
| Click or tap here to enter text. |

**Please go to section C**

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| **Section B: Currently Registered Organisation applying for registration for the next period** |

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| **Name of Organisation:** |
| Click or tap here to enter text. |

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| **Please let us know how you dealt with any registration recommendations and conditions made at or since your last registration.** (If your organisation didn’t receive any recommendations or conditions please inform us how your organisation has improved since your last registration) | | |
| Click or tap here to enter text. | | |
| **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.** (If there have been changes in your organisation at the highest level you may require a new resolution to be signed. See additional guidance page 4) | | |
| Click or tap here to enter text. | | |
| **Organisation activities and practices**  Please outline the major/principal activities or projects undertaken by your organisation. **Focus on activities within the last three years** and include the scale of work undertaken.  *(This may also include work on committees and working parties, public presentation and outreach activities, care of monuments, relevant research). You may also enclose a copy of your Annual Report or refer to a relevant website address).* | | |
| Click or tap here to enter text. | | |
| May CIfA use these activities, in consultation with yourselves, in promotion of the RO scheme?  **Yes No Contact name** **tel no** **email** | | |
| **Services offered**  This information will appear on the website entry. These should only cover services that your organisation has provided in the last 3-years. | **In-house** | **Bought-in** |
| **Stewardship** |  |  |
| historic environment advice to/on behalf of national and local government on policy, strategy and development control |  |  |
| maintenance of Historic Environment Records/National Monument Records |  |  |
| **Consultancy** |  |  |
| provision of commercial historic environment advice to developers, public inquiries |  |  |
| design of investigations, procurement of services, contract management and monitoring |  |  |
| conservation management plans |  |  |
| environmental impact assessments, desk-based assessments, documentary research |  |  |
| **Fieldwork and post-fieldwork services** |  |  |
| measured and topographical survey |  |  |
| building analysis and recording |  |  |
| geophysical survey |  |  |
| characterisation and appraisals |  |  |
| field evaluation |  |  |
| excavation |  |  |
| watching briefs |  |  |
| maritime archaeology |  |  |
| analysis of artefacts, industrial residues, environmental material and human remains |  |  |
| object conservation |  |  |
| **Education and outreach** |  |  |
| teaching and training |  |  |
| university-based research |  |  |
| public outreach, participation and events |  |  |
| interpretation and displays |  |  |
| collections and archive curation |  |  |

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| **Geographical areas covered** |  |
| All UK |  |
| Scotland |  |
| Wales |  |
| Northern Ireland |  |
| England: |  |
| North West (inc Isle of Man) |  |
| North East |  |
| Yorkshire & The Humber |  |
| East Midlands |  |
| West Midlands |  |
| East of England |  |
| South East (inc London, Isle of Wight) |  |
| South West (inc Isles of Scilly) |  |
| The Channel Islands |  |
| Elsewhere in Europe |  |
| Elsewhere in the World |  |

**Resolution**

**Is the previous resolution passed still valid? Yes No**

\*If no: What is the name of the governing body or board which has passed the following resolution? *All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists.* **Please attach a copy of the record of this resolution**

|  |
| --- |
| **Name of governing body/board** |
| Click or tap here to enter text. |
| **Date on which resolution was passed** |
| Click or tap here to enter text. |

**Please go to section C**

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| **Section C: Historic environment investigation and research** |

This section is to be completed by all organisations that undertake, advise on, or procure historic environment work including the investigation of buried, upstanding or submerged heritage assets including research, desk-based assessment (including those undertaking DBAs and Heritage Statements as part of consultancy), geophysics, other assessment types, fieldwork and post-field work activities such as post-ex assessments, publications (including grey literature), and archive deposition.

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| **Section 1 Advice and consultancy**  *If you provide specialist advice to the commissioners of services[[7]](#endnote-8) in relation to the historic environment* *(either as stand-alone advice or incorporated into reports), please answer the following questions. (see* ***Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment****)* |

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| * 1. **When your organisation gives advice to a commissioner** |
| * + 1. **How does your organisation ensure that it complies with the *Code of Conduct*, Standards and guidance, other national and local guidance and legal and policy requirements, and ensures commissioners are aware of this? (Including - Incorporation of research objectives[[8]](#endnote-9), Methods of promoting public engagement[[9]](#endnote-10))**   Click or tap here to enter text.   * + 1. **How does your organisation ensure commissioners are aware of the costs and risks associated with a range of courses of action?**   Click or tap here to enter text. |

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| **Section 2 Procuring services**  Complete this section if your organisation **procures historic environment services from** **other organisations or individuals,** whether that is specialist services for parts of a project or whole projects. (See section 3 for intrusive and non-intrusive work undertaken directly by your organisation). |

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| * 1. **Specifications and designs for historic environment work your organisation has procured** |
| * + 1. **How do you ensure Written Schemes of Investigation (WSI) comply with the relevant CIfA Standards and Guidance?**   Click or tap here to enter text.   * + 1. **If you don’t have specifications or designs for all procured work, explain why not?**   Click or tap here to enter text.   * + 1. **If you don’t ensure the WSI is approved in advance by the appropriate historic environment advisor/regulator explain why not.**   Click or tap here to enter text. |

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| * 1. **Managing procurement and tenders for historic environment work.** |
| * + 1. **Indicate which archaeological and non-archaeological services your organisation sources from external organisations or individuals**   **Under £50k pa**  Click or tap here to enter text.  **Over £50k pa**  Click or tap here to enter text.   * + 1. **Explain the procedures for seeking, selecting and awarding tenders or procuring services**   Click or tap here to enter text.   * + 1. **How does your organisation ensure:**        1. **Those undertaking the work have the competence to do so and have access to necessary specialist advice.**   Click or tap here to enter text.   * + - 1. **that the procurement of work and compliance with CIfA and other relevant standards is undertaken consistently across your organisation – in particular where you are NOT procuring work solely from Registered Organisations or CIfA accredited professionals?**   Click or tap here to enter text.   * + - 1. **Adequate provision is made to complete the project to the required standards.**   Click or tap here to enter text.   * + - 1. **Compliance with relevant Health and Safety regulations.**   Click or tap here to enter text. |

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| * 1. **How does your organisation monitor work it has procured** |
| * + 1. **How does your organisation monitor the work it procures to ensure that the work done is of appropriate quality / fit for purpose?**   Click or tap here to enter text.   * + 1. **If the work is not of appropriate quality / fit for purpose, what action do you take. What is your escalation procedure?**   Click or tap here to enter text. |

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| * 1. **Publication and archive deposition for work your organisation has procured.** |
| * + 1. **How many projects (where work was completed five or more years ago) remain:**        1. **Unpublished (where publication was appropriate either to the significance of the findings or the requirements of the brief)**   Click or tap here to enter text.   * + - 1. **Archives not deposited in a museum or other recognised repository?**   Click or tap here to enter text.   * + - 1. **Archives not deposited in a recognised digital repository?[[10]](#endnote-11)**   Click or tap here to enter text.   * + 1. **If one or more, explain why and outline the current plans for ensuring material from unpublished fieldwork is brought to publication and archive deposition?**   Click or tap here to enter text.   * + 1. **If organisations from whom you have procured work are required to participate in OASIS and to deposit reports with the relevant Historic Environment Record, describe how you ensure they do.**   Click or tap here to enter text. |

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| **Section 3 Research**  This section covers intrusive and non-intrusive work **undertaken directly** by your organisation |
|  |
| * 1. **Written manuals, policies and guidelines** |

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| --- | --- | --- | --- |
| * + 1. **Does your organisation have and adhere to the following policies and guidelines** | **Y** | **N** | **NA** |
| Research manual or guidance |  |  |  |
| Site recording manual |  |  |  |
| Building recording manual |  |  |  |
| Geophysics manual |  |  |  |
| Pro forma recording system |  |  |  |
| Finds recording manual |  |  |  |
| Pro forma finds recording system |  |  |  |
| Environmental recording manual |  |  |  |
| Pro forma environmental recording system |  |  |  |
| Selection strategy implementation policy |  |  |  |
| Policy for publication and dissemination |  |  |  |
| Policy on security copies |  |  |  |
| Guidelines for report preparation |  |  |  |
| * + 1. **Other policies, guidelines, or manuals (please specify)**   Click or tap here to enter text. | | | |
| * + 1. **If your organisation does not have one or more of the above, please explain why and what the procedures are**   Click or tap here to enter text. | | | |
| * + 1. **Describe the processes your organisation uses when implementing project-specific selection strategies for archaeological archives [[11]](#endnote-12)**   Click or tap here to enter text. | | | |
| * + 1. **What proportion of project-specific selection strategies for archaeological archives are not implemented and why?**   Click or tap here to enter text. | | | |

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| * 1. **Do the activities that your organisation undertakes:** |
| * + 1. **Have written specifications or designs/?**     2. **Ensure that Written Schemes of Investigation comply with the relevant CIfA *Standards and Guidance*?**     3. **Seek to ensure that work is approved in advance by the appropriate historic environment advisor/regulator?**     4. **If no or not applicable, please explain why.**   Click or tap here to enter text. |
| * 1. **How does your organisation ensure that those carrying out the work have the appropriate?** |
| * + 1. **Knowledge of the written specification or design.**   Click or tap here to enter text.   * + 1. **Competencies for the work they are carrying out.**   Click or tap here to enter text. |

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| **3.4 Archives[[12]](#endnote-13):** [**Digital archives[[13]](#endnote-14)**](#Digital)**, artefacts, ecofacts and other physical archives** |

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| --- | --- | --- | --- |
| * + 1. **Does your organisation have the following policies, guidelines, or manuals?** | **Y** | **N** | **NA** |
| Preparation and deposition of physical, documentary, digital archives |  |  |  |
| Ensuring ownership of finds for receiving organisations |  |  |  |
| Handling of human remains |  |  |  |
| Storage of material, including environmental |  |  |  |
| Storage of digital material |  |  |  |
| Backlog archive and publication deposition strategy and programme |  |  |  |
| Other (please specify)  Click or tap here to enter text. | | | |
| * + 1. **If your organisation works with physical or digital archives and does not have one or more of the above, please explain why.**   Click or tap here to enter text. | | | |
| * + 1. **Preparation and curation** | | | |
| * + - 1. **To what standards does your organisation work when preparing archives for final deposition?**   Click or tap here to enter text.   * + - 1. **What staff are dedicated to the curation of finds and/or data in your organisation’s care?**   Click or tap here to enter text.   * + - 1. **What dedicated facilities and other provisions have been made for the use and storage of finds and/or data in your organisation’s care?**   Click or tap here to enter text.   * + - 1. **What provision is made for security copying of records and/or data in your organisation’s care, and for data compliance?**   Click or tap here to enter text. | | | |

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| * + 1. **Project archives[[14]](#endnote-15) and finds assemblages that have not been deposited within 5 years of the completion of the fieldwork** |
| * + - 1. **How many have not been deposited in a museum or other recognised repository?**   Click or tap here to enter text.   * + - 1. **How many have not been deposited in a trusted digital repository?**   Click or tap here to enter text.   * + - 1. **How many of these have not been deposited due to reasons out of your organisation’s control eg lack of receiving museum?**   Click or tap here to enter text.   * + - 1. **If one or more** **project archives and finds assemblages have not been deposited for other reasons, please explain why?**   Click or tap here to enter text.   * + - 1. **What measures is your organisation is taking to ensure all outstanding physical and digital archives will be deposited?**   Click or tap here to enter text. |

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| * + 1. **Projects undertaken by your organisation, where work was completed five or more years ago, which remain unpublished? (NB – where publication was appropriate either to the significance of your findings or the requirements of the brief).** |
| * + - 1. **How many remain unpublished?**   Click or tap here to enter text.   * + - 1. **If one or more, why?**   Click or tap here to enter text.   * + - 1. **What are the current plans for bringing material from unpublished fieldwork to publication and archive deposition?**   Click or tap here to enter text. |

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| * + 1. **Document Archive** |
| * + - 1. **If your organisation does NOT participate in the OASIS scheme please explain why.**   Click or tap here to enter text.   * + - 1. **If reports are NOT deposited with the relevant Historic Environment Record please explain why.**   Click or tap here to enter text. |

If relevant, please download and complete **Section D:** Stewardship/archaeological advice by historic environment services or **Section E:** Educational role, otherwise go straight to **Section** **F** Organisation Information

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| **Section F Organisation Information** |

**This section is to be completed by ALL organisations**

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| 1. **Organisation Details** (Other information will be drawn from the database. Please ensure all the information you entered online is up to date) |
| * 1. **Entirety of organisation being registered?** **Yes No**   2. **Part of a larger organisation?**  **Yes  No**   3. **Name of parent organisation, if applicable:**   Click or tap here to enter text.   * 1. **Address of parent organisation, if applicable:**   Click or tap here to enter text.   * 1. **The Responsible Post Holder (RPH) occupies the position which represents the highest level of specifically historic environment responsibility within the management structure of the organisation. If you are not this person, how does your role fit the responsibilities of RPH?**   Click or tap here to enter text.   * 1. **Location of offices (not full address) and number of staff employed in each**   Main office and number of staff Click or tap here to enter text.  Other offices and number of staff Click or tap here to enter text.   * 1. **Type of organisation (tick all that apply)**   Local authority  Registered charity  Educational institute  Sole trader  Limited company  Plc  Llp  Other partnership  Cooperative  Other (please specify) Click or tap here to enter text. |
| * 1. **Organisation details**   Brief description of the role of organisation (eg Consultancy)  Click or tap here to enter text. |
| * 1. **Skills**   What historic environment and support skills do you have in-house in the last 3 years?  Click or tap here to enter text.  What skills do you hire or buy in?  Click or tap here to enter text. |

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| 1. **Ethical business practices** *(See the CIfA Code of conduct[[15]](#endnote-16) (In particular Principle 1) and Professional Practice paper ‘An Introduction to Professional Ethics’ [[16]](#endnote-17))* |

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| * 1. **Describe any potential ethical issues your organisation encounters with respect to the services you provide and the processes you use to manage them (for example, reconciling the needs of a client with those of the historic environment, providing commercial planning advice and commercial investigative services, working with volunteers, students or interns, non disclosure agreements and confidentiality of knowledge gained though services). Reference to the Code of Conduct may be a useful guide.**   Click or tap here to enter text. |

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| 1. **Standards and quality assurance**   (Please refer to additional guidance page 5 [[17]](#endnote-18), *Code of conduct* rules 4.1-4.7; *Standards and guidance*; Policy statement on Environmental protection). [[18]](#endnote-19) |

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| * 1. **Details of any quality system that has been subject to formal evaluation or certification (eg by ISO)**   Click or tap here to enter text.   * 1. **If not formally accredited, please describe your organisation’s quality assurance procedures and provide documentation explaining how quality is managed (how quality is achieved, and errors resolved)**   Click or tap here to enter text.   * 1. **If anyone in charge of a project or activities is not a MCIfA, how does your organisation ensure their competence is appropriate?**   Click or tap here to enter text.   * 1. **How does your organisation monitor, review and implement CIfA’s *Code of conduct* and *Standards and guidance* and other relevant standards and guidance, including communicating this to staff as part of its quality assurance process?**   Click or tap here to enter text. |

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| 1. **Professional accreditation** |

Please provide information on the average number of staff your organisation employs in various historic environment roles (eg project managers, excavators, development control archaeologists, SMR/HER assistants, conservation officers, senior academic staff, research staff, teaching assistants, technical staff, etc) and indicate how many are accredited by CIfA. If your organisation does not employ staff, please answer these questions where relevant to yourself. (*CIfA believes that the greater the proportion of staff who are CIfA accredited professionals the greater our confidence that standards will be complied with. That is why* ***a reduced Registration subscription rate i****s offered to those with a higher percentage of individual CIfA accreditation.*)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * 1. **Organisation grades, roles or post titles** | **Total number** | **MCIfA** | **ACIfA** | **PCIfA** | **Affiliate** | **Student** | **Other professional accreditation** |
| 1. Responsible Post-holder(s) |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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| 16. |  |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |  |
| 19. |  |  |  |  |  |  |  |
| 20. |  |  |  |  |  |  |  |
| All historic environment staff (total of above) |  |  |  |  |  |  |  |
| Non-historic environment staff |  |  |  |  |  |  |  |

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| * 1. **Promoting professionalism** |
| **Your workforce:**   * + 1. **How does your organisation actively promote the benefits of professional accreditation to your workforce (staff/students/trainees/others)?**   Click or tap here to enter text.   * + 1. **Does your organisation offer any additional incentive to** **staff/students/trainees?**   Click or tap here to enter text.   * + 1. **How does your organisation encourage and enable staff/students/trainees to become involved in CIfA activities?**   Click or tap here to enter text.  **The wider profession:**   * + 1. **How does your organisation actively promote the benefits of professional accreditation to the wider discipline?**   Click or tap here to enter text.  **Colleagues, clients, visitors, job applicants:**   * + 1. **How does your organisation promote CIfA and its aims and activities to those it meets as part its work? (eg colleagues, clients, visitors, job applicants).**   Click or tap here to enter text. |

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| 1. **Employment policies and procedures** |

Please refer to additional guidance[[19]](#endnote-20) page 5-6, *Code of conduct* rules 1.6, 5.1, 5.3-5.7; *Standards and guidance*; Policy statement on Equal opportunities; Policy statement on Self-employment and the use of self-employed sub-contractors.[[20]](#endnote-21) **Please refer to Appendix 1 for CIfA recommended salary package**.

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| * 1. **Sole/Single Trader Organisations** |
| * + 1. **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**     2. **Please supply further relevant information**   Click or tap here to enter text.  ***Now go to Section 24*** |

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| * 1. **Employer Organisations** |
| * + 1. **Are salaries linked to any specific pay grades or structure? Yes No**     2. **If you are part of a larger organisation, does the Registered Organisation have any influence over: salaries Yes No**   **job evaluation procedures? Yes No**   * + 1. **Do you employ self-employed or fixed-term contract staff? Please provide more details.**   Click or tap here to enter text.   * + 1. **Are all staff (including permanent, casual, fixed-term, zero hours contract) paid at or above the new minimum salary for their level of responsibility, irrespective of their accreditation status, for 2023-24 from 1 April 2023?[[21]](#endnote-22) Yes No**   PCIfA level **Yes No** salary range is Click or tap here to enter text.  ACIfA level **Yes No** salary range is Click or tap here to enter text.  MCIfA level **Yes No** salary range is Click or tap here to enter text.   * + 1. **If any member of staff is paid less than the recommended minimum salary for their level of responsibility, please state why.**   Click or tap here to enter text.  **In terms of CIfA's employment package[[22]](#endnote-23)**   * + 1. **What is your employer’s percentage contribution to staff pensions?**   Click or tap here to enter text.   * + 1. **Does your organisation pay 1 month sick pay to all staff (subject to qualifying period)? Yes No For some**     2. **How many hours is your working week (excluding lunch breaks)?**   Click or tap here to enter text.   * + 1. **In cases where any of the above are less than the requirements set out in the CIfA employment package does your organisation compensate staff accordingly. (*Please see Appendix 1*) Yes No For some**   **Does your organisation have the following?**   * + 1. **Written terms and conditions**     2. **Written contract of employment**     3. **Written job descriptions for all posts**     4. **Defined essential and desirable competencies in job description or person specification**   **HR, recruitment, retention and reward**   * + 1. **Describe your organisation’s policy on staff travel time**   Click or tap here to enter text.   * + 1. **Describe your organisation’s policy on staff accommodation and subsistence for away-based projects[[23]](#endnote-24)**   Click or tap here to enter text.   * + 1. **What other employment benefits does your organisation provide that helps attract, maintain and motivate staff?**   Click or tap here to enter text.   * + 1. **What methods does your organisation use to maintain communications with all staff, including with and between staff working away from the main office, and to ensure they get regular access to information and resources?**   Click or tap here to enter text.   * + 1. **How are staff informed about the HR policies (including information about statutory rights at work[[24]](#endnote-25))?**   Click or tap here to enter text. |

1. **Training and development [[25]](#endnote-26)**

*Continuing Professional Development (CPD) allows individuals to develop their competencies throughout their working lives. All CIfA accredited individuals must complete 50 hours of CPD over two years and record this in a CPD log and personal development plan.*

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| * 1. **Sole/Single Trader Organisations** |
| **Please provide a copy of your personal development plan and CPD log with your application, preferably electronically.** ***Now go to section 25*** |

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| * 1. **Employer Organisations** |
| **Training needs analysis**   * + 1. **If your organisation does not conduct personal development assessment and performance reviews (appraisals) for all staff, please explain who is not included and why.**   Click or tap here to enter text.   * + 1. **What other methods does your organisation use to identify skills and competencies, and training needs for the organisation as a whole.**   Click or tap here to enter text.  **Personal and professional development**   * + 1. **How does your organisation encourage individuals to record their own CPD? *(Continuing professional development (CPD) can be formal coursework or informal learning situated in practice. CIfA requires accredited individuals to maintain a personal CPD log).***   Click or tap here to enter text.   * + 1. **Does your organisation use/accept the BAJR Skills Passport? Yes No**     2. **How does your organisation support staff in achieving what is on their personal development plans (PDP)?**   Click or tap here to enter text.  **Training provision**   * + 1. **What methods does your organisation use to ensure that staff are being appropriately trained, developing technical competence and pursuing career progression opportunities?**   Click or tap here to enter text.   * + 1. **How does your organisation ensure that all staff are aware of the range of training on offer and how to access it?**   Click or tap here to enter text.   * + 1. **Please provide a brief summary of the type of training and development opportunities which your organisation has provided to its staff during the past three years.**   Click or tap here to enter text.   * + 1. **How does your organisation record how much time employees spend training?**   Click or tap here to enter text.   * + 1. **What was the average number of training days per member of staff over the last year?**   **In job** Click or tap here to enter text. **days**  **Off job** Click or tap here to enter text. **days**   * + 1. **Does your organisation have a training budget? Yes No**     2. **Is this training budget under your organisation’s direct control? Yes No**   **Career entrants**   * + 1. **Does your organisation have any staff who are career entrants? Yes No**     2. **If yes, does your organisation offer a structured training programme for career entry level staff? Yes No**     3. **Is your organisation’s training programme accredited by CIfA?**   **Yes No Not applicable**   * + 1. **If Yes, how many trainees do you currently have?** Click or tap here to enter text.     2. **If your organisation offers a structured training programme that is not accredited by CIfA, please provide details.**   Click or tap here to enter text.   * + 1. **If your organisation does not offer a structured training programme for career entry level staff, how does it provide opportunities for new appointments at career entry level to gain Practitioner level skills and competence? *(in accordance with CIfA policy on the use of training posts on archaeological projects)***   Click or tap here to enter text. |

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| 1. **Volunteers** |

CIfA supports student training and appropriate volunteer opportunities on projects without exploitation. Please refer to the policy statement[[26]](#endnote-27) on the “Use of volunteers and students”.

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| * 1. **Describe your work with volunteers**   Click or tap here to enter text. |

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| 1. **Public benefit** |

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| * 1. **How do you incorporate public benefit[[27]](#endnote-28) [[28]](#endnote-29) into your project design or promote and secure public benefit outcomes when advising commissioners?**   Click or tap here to enter text. |

1. **Health &Safety Arrangements**

*Code of conduct* rules 1.6, 5.2; *Standards and guidance*; Policy statement on Health and Safety;[[29]](#endnote-30) Please refer to the additional guidance.[[30]](#endnote-31) If you answer yes to the first question you will still be expected to demonstrate during the inspection how the organisation implements these systems.

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| * 1. **Health and safety accreditation** |
| * + 1. **Please provide details of your accreditations (eg OHSAS 18001, ISO 45001 or SSIP)**   Click or tap here to enter text.   * + 1. **Does your organisation have a written Health and Safety policy? Yes No**   ***Go direct to “Accidents” section if you have relevant accreditations and have provided your certificate/s*** |

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| * 1. **Health and Safety policy and Risk Assessment** |
| **Advice and compliance**   * + 1. **How does your organisation ensure that that you comply with relevant Health and Safety legislation and regulations, including the provision of welfare facilities?[[31]](#endnote-32)**   Click or tap here to enter text.   * + 1. **Who provides your sector specific Health and Safety advice?**   **A dedicated Health and Safety advisor?**  **A member of staff (in-house or external)?**   * + 1. **How does your organisation ensure they are competent?**   Click or tap here to enter text.   * + 1. **At what intervals does your organisation carry out a Health and Safety audit or review of your Health and Safety procedures?**   Click or tap here to enter text.   * + 1. **When was your last Health and Safety audit or review?**   Click or tap here to enter text.  **Practice**   * + 1. **What is your organisation’s procedure for Risk Assessments?**   Click or tap here to enter text.   * + 1. **How does your organisation ensure those undertaking Risk Assessments are competent to do so?**   Click or tap here to enter text.   * + 1. **When potential hazards have been identified by Risk Assessments, describe the procedures in place to reduce or eliminate the risks.**   Click or tap here to enter text.   * + 1. **How does your organisation assess the need for first-aiders?[[32]](#endnote-33)**   Click or tap here to enter text.  **Accidents**   * + 1. **How many reportable incidents (ie RIDDOR[[33]](#endnote-34)) has your organisation had in the last three years?**   Click or tap here to enter text.   * + 1. **Does your organisation have a procedure for reporting near misses?**   **Yes No**   * + 1. **How are your organisation’s reporting procedures (including accident and near miss) used to improve health and safety practice?**   Click or tap here to enter text. |

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| 1. **Insurance** (Regulations for the registration of organisations 4.4, *Standards and guidance*)[[34]](#endnote-35) |
| * 1. **Does your organisation have the following insurance cover?**   **Public Liability Yes No**  **Employers Liability Yes No**  **Professional Indemnity Yes No**  **Personal Accident Insurance Yes No**  **Is the level of all insurance cover adequate for the scale and type of work you are carrying out?** **Yes No**   * 1. **If staff use personal vehicles for work, how does your organisation ensure the insurance is adequate?**   Click or tap here to enter text. |

You have now completed the Organisation Details section that has to be completed by all applicants.

Please now complete Section G: Declaration

Section G: Declaration

Please refer to the Regulations for registration of organisations.

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

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

I/we have completed the relevant sections of the application form for our organisation’s activities and services.

I/we understand that in applying for registration with CIfA's Registered Organisation scheme, the scheme operates on the basis of peer review and I/we will abide fully with the decisions of the Registration Committee (Organisations) (or its nominated representatives in the form of a sub-committee or panel).

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| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

If there is more than one Responsible Post-holder in the organisation, all the Post-holders should sign. (All Responsible Post-Holders must be accredited MCIfA)

**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 |

**Appendix 2**

**Guidance**

1. **Training plan:** We expect Registered Organisations to contribute to helping staff achieve their objectives. All Organisations are expected to have and maintain an organisation level training plan in addition to training plans for individuals A guide to developing a training plan can be found here <https://www.archaeologists.net/trainingtoolkit>. As part of your organisation’s application, you will have provided the organisation skills audit and training plan relevant to its historic environment staff. For large organisations this will be a training plan which focuses on the part of the organisation being registered and specifically historic environment and other skills. [↑](#endnote-ref-2)
2. Archive strategy and example Archives List

   <https://www.archaeologists.net/InformationforROs> (Copy and paste the link. You will need to be logged in) [↑](#endnote-ref-3)
3. <https://www.archaeologists.net/digdigital> [↑](#endnote-ref-4)
4. <https://www.archaeologists.net/selection-toolkit> [↑](#endnote-ref-5)
5. They may be contacted for feedback [↑](#endnote-ref-6)
6. <https://www.archaeologists.net/formsandguidance> [↑](#endnote-ref-7)
7. Providing advice to the commissioners of services in relation to the historic environment, or procuring services on their behalf, within the same organisation or externally. This includes:

   **a.** providing advice to a landowner, developer, or member of his/her professional team on commissioning historic environment services in order to fulfil a planning or other requirement

   **b.** procuring historic environment services within the organisation or externally

   **c.** advising a heritage body commissioning a specific study [↑](#endnote-ref-8)
8. Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment section 3.1.1 (c) [↑](#endnote-ref-9)
9. See also question 26.1 [↑](#endnote-ref-10)
10. ADS for example, has been awarded the Data Seal of Approval and its replacement the CoreTrustSeal, is a regular member of the the World Data System (WDS), and holds the WDS Certification of Trustworthy Digital Repository. [↑](#endnote-ref-11)
11. <https://www.archaeologists.net/selection-toolkit> [↑](#endnote-ref-12)
12. <https://www.archaeologists.net/selection-toolkit> [↑](#endnote-ref-13)
13. <https://www.archaeologists.net/digdigital> [↑](#endnote-ref-14)
14. Archive strategy and example Archives List

    <https://www.archaeologists.net/InformationforROs> (Copy and paste the link. You will need to be logged in) [↑](#endnote-ref-15)
15. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-16)
16. <http://archaeologists.net/sites/default/files/03.%20CIfA%20Ethics%20Practice%20Paper%20digital.pdf> [↑](#endnote-ref-17)
17. <https://www.archaeologists.net/join/organisation> [↑](#endnote-ref-18)
18. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-19)
19. <https://www.archaeologists.net/join/organisation> [↑](#endnote-ref-20)
20. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-21)
21. The minimum salaries for 2023/24 (from 1 April 2023)

    Posts requiring competence/responsibility at PCIfA level - £ 23,231

    Posts requiring competence/responsibility at ACIfA level - £ 27,085

    Posts requiring competence/responsibility at MCIfA level - £ £34,792 [↑](#endnote-ref-22)
22. <http://archaeologists.net/practices/salary> and appendix 1 [↑](#endnote-ref-23)
23. <https://www.archaeologists.net/sites/default/files/awaysurveyreport.pdf> [↑](#endnote-ref-24)
24. <https://www.gov.uk/browse/working> [↑](#endnote-ref-25)
25. **Training plan:** We expect Registered Organisations to contribute to helping staff achieve their objectives. All Organisations are expected to have and maintain an organisation level training plan in addition to training plans for individuals A guide to developing a training plan can be found here <https://www.archaeologists.net/careers/info-for-employers> [↑](#endnote-ref-26)
26. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-27)
27. <https://www.archaeologists.net/sites/default/files/news/Public%20benefit%20leaflet.pdf> [↑](#endnote-ref-28)
28. <https://www.archaeologists.net/sites/default/files/TA113_Public_benefit.pdf> [↑](#endnote-ref-29)
29. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-30)
30. **Health and Safety:** In order to be confident that organisations are compliant with the Code of Conduct we will be looking for organisations to have access to competent H&S advice either through an appropriately trained member of staff or a competent H&S advisor (external company, local authority etc.). For organisations that have a current formal H&S qualification (as set out in the application form) the committee and inspection panels will assume that this scheme has ensured that the organisation meets the required standards.

    As part of the inspection process, RO panels will be checking that staff are aware of whom to ask for H&S advice, and for organisations with external advisors, that there is a clear relationship, with open communication and oversight. Where this is not in place it is likely that an organisation will be recommended to put in place suitable arrangements.

    [↑](#endnote-ref-31)
31. **Welfare facilities:** <https://www.hse.gov.uk/pubns/indg293.pdf> [↑](#endnote-ref-32)
32. <https://www.hse.gov.uk/firstaid/legislation.htm> [↑](#endnote-ref-33)
33. <https://www.hse.gov.uk/riddor/reportable-incidents.htm> [↑](#endnote-ref-34)
34. <https://www.archaeologists.net/codes/cifa> [↑](#endnote-ref-35)