

## Some things to think about to help demonstrate that you have the relevant experience in your accredited application or upgrade

### General

- If you have recently started a new role, give yourself enough time to be able to gather enough evidence to demonstrate your experience in the four areas of the competence matrix before applying. For example, for ACIfA and MCIfA; to have examples of completed projects and written work, including reports, plans, toolbox talks, presentations, journal articles etc.
- Ensure the role you are undertaking can demonstrate all areas of the relevant part of the competence matrix. For example, supervisor experience is not enough on its own and you may need to demonstrate that you have other experience
- Where appropriate we expect you to be able to demonstrate your understanding of archaeology/policy in the relevant country you work in.  
(It is not compulsory to have worked or be working in the UK to apply)
- If you currently work or have recently worked in another sector, for example Engineering or Architecture, we expect you to be able to demonstrate your skills and experience within the Historic Environment sector in order for us to assess your application under the Institute's criteria and Code of conduct.

### Member (MCIfA) and Associate (ACIfA)

- Examples of work need to demonstrate that you are working in accordance with the CifA Standards and Guidance.  
For example, the methodology should refer to legislation and explain the purpose of the report, within the desk based assessments the planning background should be explained in relation to the methodology and a specialist should be used for the pottery analysis or any areas that require this.
- If you provide reports as your examples of work, they need to show how you interpret the archaeology and should ideally be the best, most complex examples you have co/authored. If you have mentioned specific examples in your statement, please include those.
- Running your own company does demonstrate autonomy, but all other aspects of the competence matrix need to be demonstrated for MCIfA accreditation.
- In your statement, provide examples of where you have carried out work rather than generally describing what the job involves.

### Practitioner (PCIfA)

Not sure if you can demonstrate PCIfA yet?

- Take a look at the CifA Approved training schemes through our Registered Organisations; the schemes are designed to give you the tools and skills needed to help you apply at Practitioner grade. Consider undertaking a placement, voluntary project, NVQ or Apprenticeship.  
Further details about all these can be found here [www.archaeologists.net/Gettingstarted](http://www.archaeologists.net/Gettingstarted)
- Keep an eye on the JIST bulletin for job adverts and training courses, and BAJR website for job adverts.
- You can use the Pathways guidance [www.archaeologists.net/pathways](http://www.archaeologists.net/pathways) when you apply to assist with your application and in demonstrating the four areas of the competence matrix to the committee.