

Tips to help gain the relevant experience to apply for or upgrade accreditation in the future

Article from TA107, Summer 2019, 'Taking control of your future: making the most of opportunities to expand your career horizons'

www.archaeologists.net/sites/default/files/Expanding%20your%20career%20horizons.pdf

General

- Speak to your line manager and/or colleagues about mentoring and/or support with training opportunities to help improve your technical knowledge for the application
- Join the relevant CifA Special Interest Group for training opportunities and to network with colleagues to help increase your knowledge and understanding
- Ensure you can demonstrate the competence required for the grade across all areas you work in, e.g. if you undertake fieldwork but also write Buildings Archaeology reports

Member (MCifA)

Find opportunities to

- lead on projects that are more complex to help gain more experience in order to demonstrate autonomy and complexity in full
- liaise with external people in a quality assurance role
- gain more commercial and/or more complex examples of work to help demonstrate the broad range of activities you are involved in
- review other companies/archaeological reports on Oasis to see good practice examples; this can help to improve your report writing skills to ensure the results are presented correctly, terminology and style is correct and that the relevant CifA Standards and Guidance or other legislation is referred to. See CifA DBA Standard and guidance www.archaeologists.net/codes/cifa.
- update your skills to help support your professional development and increase your knowledge to be able to demonstrate complexity and perception of context

Associate (ACifA)

Find opportunities to

- carry out more complex and wider-ranging work which will help you meet the four areas of the competence matrix
- gain more experience of writing reports for publication
- gain more experience of specialist work where relevant
- produce some wide-ranging and non-draft examples of work, so that you can provide a minimum of three examples that are complete, checked and signed off

Practitioner (PCifA)

Find opportunities to

- work on more extensive projects to gain further understanding of how projects are run, and how your role fits into the project.
This will help to meet the complexity and perception of context parts of the competence matrix.