

# CIFA

## Chartered Institute for Archaeologists

### The Road to Chartered Archaeologist: Oct 2018

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The Chartered Archaeologist grade has been extensively consulted on and developed over the past 18 months. We will soon be drawing these elements together into a formal proposal to share with members. In this newsletter, we reflect on the recent development of the proposals and look forward to the next steps. We also report from the 2018 Membership Survey and from focus groups held this month.

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**In this issue:**

- Update on the latest round of consultations & next steps
  - Chartered Archaeologist questions in the membership survey 2018
  - Report from the Chartered Archaeologist focus groups
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## The latest round of consultations & next steps

Over the summer, we have been consulting on various aspects of the developing proposals to allow a Chartered Archaeologist grade of membership. This has involved looking in more detail at the criteria for assessing professional competence at this level and how we propose they will be measured.

### The outline

In order to become a Chartered Archaeologist, applicants will need to demonstrate that they meet agreed standards of competence and commitment.

By competence we mean the demonstrated ability to apply knowledge, skills and behaviours; professional competence requires the ability to apply technical and ethical knowledge, skills and behaviours.

By commitment we mean the personal and professional commitment archaeologists make to society and to the profession through the adoption of a set of shared values and behaviours.

The standards we will be seeking agreement on cover

1. Technical knowledge and skills – demonstrated by meeting the criteria for MCIfA grade
2. Understanding and application of professional standards and ethics
3. Understanding and application of relevant legal and policy frameworks
4. Working effectively with colleagues, clients and stakeholders
5. Commitment to developing themselves and the profession

For more information on the criteria and how they will be measured, please see the [Assessment of Professional Competence draft methodology](#).

### Consultation

We have sought feedback from our Advisory Council and from members on the criteria. The main area of concern in terms of the criteria themselves has been around how they will be applied to the wide range of specialisms and different branches of archaeology which our members cover. In response to this, we are working with the CfA Special Interest Groups to get their input into developing guidance which will support the process, in the same way they have developed specialist competency matrices to support the validation process for other grades. Assessment criteria are couched in necessarily broad terms but by supporting them with specific guidance, we hope to show how they are applicable no matter which branch or specialist area you work in.

#### ***CfA chooses 'portfolio plus peer review' assessment***

Other issues raised have been largely concerned with process and the need to ensure that the assessment process is fair, transparent and robust while not making it overly complicated. We have opted for the 'portfolio + professional review' methodology mainly because it is tried and tested by most professional bodies awarding chartered status and is widely considered to be both robust and fair.

#### ***How members maintain Chartered Archaeologist status is open for consultation***

Another area we have been considering is how to ensure that clients, fellow professionals and the public have confidence in the grade of Chartered Archaeologist. In addition to a

application process, we need to ensure that Chartered Archaeologists maintain their competence throughout their working lives, keeping up to date with changes in thinking, new research, technological developments and evolving ethical frameworks. We've suggested three different ways this might be achieved:

### **1. CPD**

All the individual chartered standards we have looked at as part of our research have required their chartered members periodically to submit evidence of CPD and it is a requirement of the Privy Council. Some operate manual systems where a percentage sample of chartered members are contacted each year and asked to submit their documentation, others operate an automated scheme whereby all chartered members submit their CPD documentation electronically and a sample is selected each year for qualitative assessment. If a chartered member fails to provide evidence of appropriate CPD, they may be subject to disciplinary proceedings which could result in a range of sanctions including the removal of chartered status.

### **2. Revalidation**

Some professional bodies, for example the Institute of Physics, operate a 'revalidation' process whereby retention of chartered status is conditional on CPD records being submitted (in the IoP's case, every three years). Under this model, failure to submit evidence of appropriate CPD without a valid reason would lead to an automatic loss of chartered status.

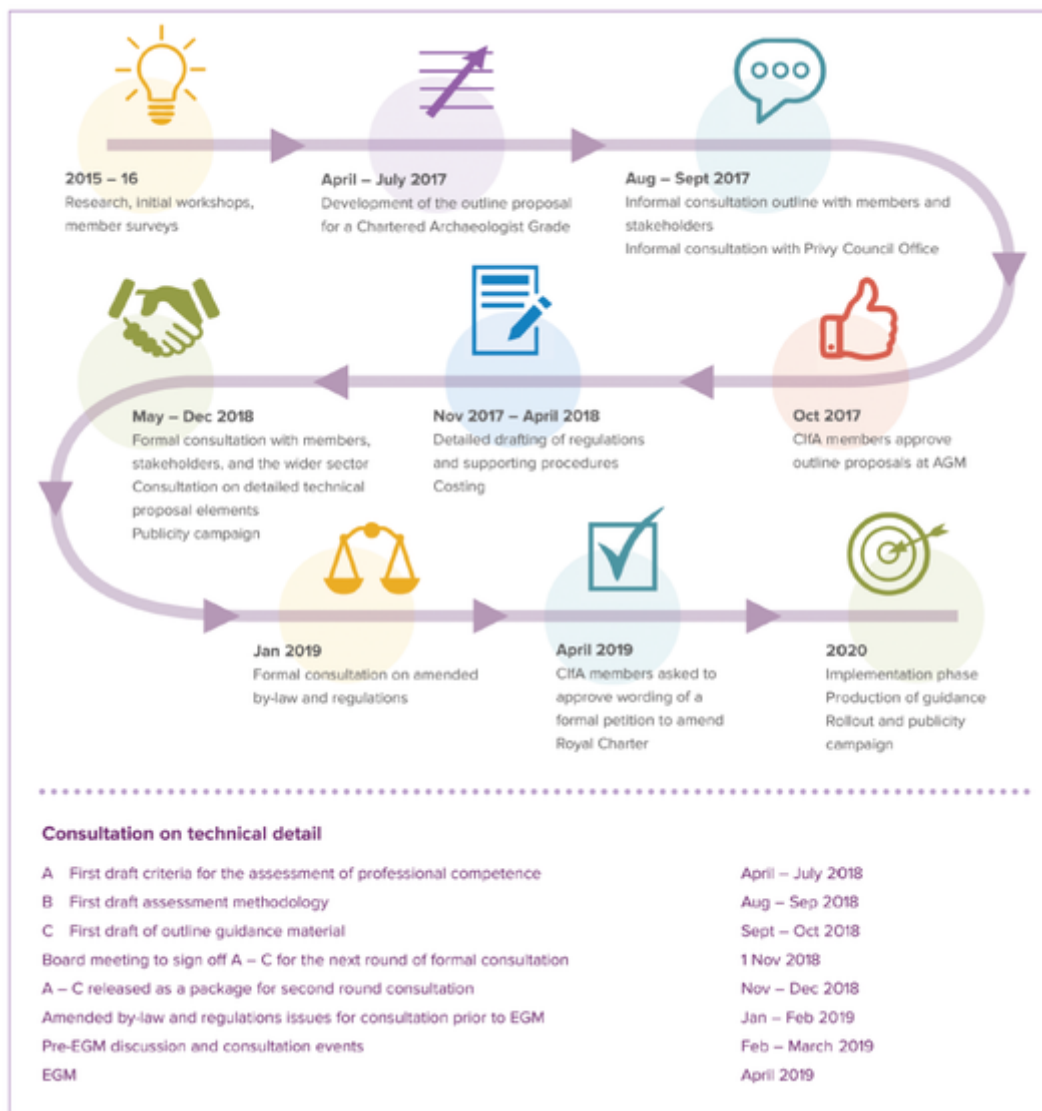
### **3. Reapplication**

Another option is to grant chartered status for a time limited period. The Chartered Institute of Ecology and Environmental Management (CIEEM) is the professional body assessing applications for Chartered Ecologist status. Under their standard, Chartered Ecologists are required to reapply for chartered status every six year and failure to reapply leads to an automatic loss of chartered status.

This is an area we would like to explore further with members. The consultation on these options ran during the summer, but we welcome further feedback by email to [chartered@archaeologists.net](mailto:chartered@archaeologists.net).

## **Next steps**

Following on from the recent consultations and focus group meetings, we will be issuing revised documents shortly, supported by a programme of events and opportunities for discussion and debate. Our intention is to bring the proposal for a formal vote in April 2019, although the timetable is flexible if members feel that further discussion and consultation is required.



### Questions or comments?

See our Chartered Archaeologist FAQs at [www.archaeologists.net/charter/FAQs](http://www.archaeologists.net/charter/FAQs), email us at [chartered@archaeologists.net](mailto:chartered@archaeologists.net) or tweet at #ChartArch

## Chartered Archaeologist: Membership Survey 2018

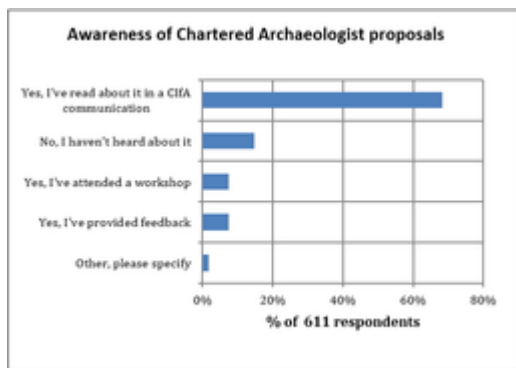
CIfA carries out an online member survey every other year. The last survey was in 2016 and a link to a new 2018 online member survey was emailed to all members on 19 July. The survey closed on 05 August and 735 responses were recorded.

The overall aim of the CIfA membership survey 2018 was to gather information and generate insight to increase CIfA's understanding of its members and identify trends.

The survey included a number of questions about the introduction of a Chartered Archaeologist member grade.

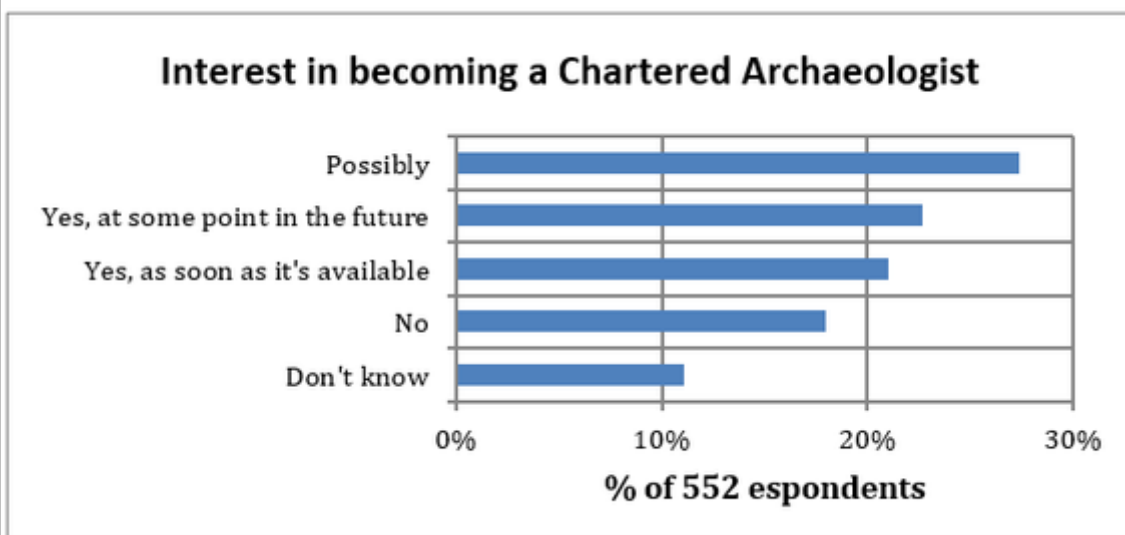
In the survey we asked members if they were aware of the plans for Chartered Archaeologist, if members had an interest in becoming a Chartered Archaeologist and if they believed that Chartered Archaeologist would deliver something positive for individual archaeologists and for the profession.

We also used the member survey to recruit members to a set of four focus groups about the introduction of Chartered Archaeologist (see report below).



Over 80% of respondents are aware of Cifa's Chartered Archaeologist proposals. This great news, but we will continue to do all we can to keep all members informed of our plans.

Over 70% of are interested in becoming a Chartered Archaeologist or will consider it in the future. We want to increase this figure, as we passionately believe Chartered Archaeologist is of benefit to members, the profession and society.



We understand some members are unsure Chartered Archaeologist benefits them and that there are some concerns over relevance to all members, cost and what exactly you will need to do to become a Chartered Archaeologist.

Over the coming weeks and months, leading to a member vote in April 2019, we will address these topics and provide information and advice for all members.

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## Report from Chartered Archaeologist focus groups

In September and October Cifa members took part in planned discussions on the subject of Chartered Archaeologist, designed to help Cifa understand members' perceptions, attitudes and ideas relating to the proposals for a new Chartered grade. The format was a face-to-face discussion lasting an hour and a half.



Four focus groups took place at the offices of MOLA in London, the University of Salford, School of Environment and Life Sciences, at Historic Environment Scotland's John Sinclair



House in Edinburgh, and at Bristol Museum and Art Gallery. Thank you to these four organisations for their help and support.

Stephen O'Reilly, from ClfA's research contractor Loud Marketing, ran the discussions and an observer from ClfA joined each discussion.

## Highlights

Members from a range of backgrounds took part, including archaeology contractors and consultants, heritage and multidisciplinary firms, students and academics.

The discussions were open and at times frank, but the overall feeling was that the introduction of Chartered Archaeologist is a good development for the profession.

But, there is work to do to ensure its relevance to all parts of the archaeology profession is clear and that pathways into the profession and through the existing member grades and on to Chartered Archaeologist are clearly signposted.

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