

About CIfA



CIfA is the leading professional body representing archaeologists working in the UK and overseas. We promote high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society.



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What ClfA does

ClfA regulates and champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge. Our *Code of conduct*, standards and guidance define ethical behaviour. Professionals and organisations accredited by ClfA have demonstrated competence, and are bound to the *Code* and standards by professional conduct procedures. We help support ClfA professionals through their development and career progression.

ClfA is the authoritative voice for archaeologists, bringing recognition and respect to our profession. We promote professionalism in archaeology to policy and decision makers, and to those who commission archaeological work, to ensure that archaeology adds value to business and society.

Our values and strategy

ClfA is incorporated by Royal Charter. Our Royal Charter shows that we work for the public good, and is a mark of assurance of our institutional values of reliability, integrity, resourcefulness, teamwork, and trust.

We are a democratic organisation. Our elected Board governs the Chartered Institute's activity; its Advisory Council comprises elected representatives of the membership, special interest and area groups, and is the workshop for our policies and priorities.

Our aims as a professional organisation are

- to increase the understanding of the role of archaeologists in society and to improve their status
- to inspire excellence in archaeological practice
- to strengthen the relationships between archaeologists and other sectors
- to ensure that ClfA accreditation and registration is recognised and demonstrates professionalism
- to influence policy and decisions makers and be the authoritative and effective voice for archaeologists
- to provide an effective professional organisation for all archaeologists

Professionalism and self-regulation

Archaeologists study and care for the historic environment. Professional archaeologists are those who have demonstrated their competence and have committed to maintain it, who act in the public interest, and who have agreed to be answerable to the *Code of conduct*.

Approaches to the regulation of archaeology vary around the world: laws and government policy may be weak or strong, but universally archaeologists who are professional subscribe to higher technical and ethical standards than the law – or the market – demand. They have agreed to regulate themselves.

ClfA provides archaeologists the organisation, structures and mechanisms for self-regulation. This means that as a profession, we take responsibility for the assurance of the quality of our work, monitor it, and hold members to account. We do this ourselves, without direct regulation by government.

Professional conduct

ClfA professionals are bound by the *Code of conduct*, and are subject to the oversight of peers.

Our professional conduct investigations and sanctions provide that oversight, underpinning the Institute's primary function of public and consumer protection, ensuring that clients and society receive a good service from the profession. In fulfilling this role, the Institute also protects the reputation of professional archaeologists.

In this way we make sure that only ethical and competent professionals are accredited to undertake archaeological work, and help recognised professionals get the trust, respect and rewards they deserve.

Standards

ClfA develops and updates its *Code of conduct*, standards and guidance. These define and advise on good, ethical practice. Our practice standards include

- archaeological advice by historic environment services
- desk-based assessment
- archaeological field evaluation
- archaeological excavation
- archaeological watching briefs
- the archaeological investigation and recording of standing buildings or structures
- the creation, compilation, transfer and deposition of archaeological archives
- the collection, documentation, conservation and research of archaeological materials
- for commissioning work on, or providing consultancy advice on, archaeology and the historic environment
- forensic archaeologists
- geophysical survey
- stewardship for the historic environment



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Accreditation of individuals

Accreditation recognises the professionalism of practitioners, improves their careers and attracts new people into archaeology.

ClfA has three grades of professional accreditation. They cover all roles, including advisors, contractors, consultants, academics, and volunteers. Accreditation is available for any area of archaeological practice, for example archives, buildings, education, excavation, environmental, finds, forensics, geophysics, graphics, marine, museums and community archaeology.

Practitioner (PClfA) is open to those who have undertaken skilled tasks within the historic environment sector under the guidance of others, and have carried out responsible work under a level of supervision.

Associate (AClfA) is open to those who have carried out, delegated or concluded pieces of work within the historic environment sector, with some autonomy but without holding ultimate responsibility.

Member (MClfA) is open to those with the greatest level of responsibility and competence within the historic environment sector with sole responsibility to initiate, negotiate, carry out and/or delegate, and conclude pieces of work. Members organise and run large, complex projects from beginning to end, or engage in highly skilled, specialist work.

You can use your ClfA designation after your name to indicate that your achievements have been assessed by ClfA, and that you will comply with our *Code of conduct* and standards.

If you are interested in professional archaeology or want to support our work, join us as a **Student** or **Affiliate** for access to support, information, ClfA networks and pathways to accreditation.



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Accreditation of organisations

ClfA's Registered Organisation scheme is a unique quality assurance scheme. It is a badge of commitment to professional standards and competence.

Registered Organisations are led by MClfAs and have demonstrated the ability

- to provide informed and reliable advice
- to execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost
- to act ethically and comply with professional standards

Registration is for a finite period, after which organisations must re-apply. The process involves assessment, rigorous peer review including by inspection of premises and projects. Registered Organisations are accountable under ClfA's *Code of conduct* and can receive sanctions if they fail to comply.



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ClfA benefits

Get involved

Being part of ClfA allows you to take an active role in supporting and shaping the profession. We draw on the expertise and knowledge of ClfA professionals in all our work. The best way to influence is to get involved.

In ClfA you are part of an active community which promotes high professional standards and strong ethics in archaeological practice, and which tries to make archaeology beneficial to all.

- Connect with our special interest and area groups to shape policy and practice in your specialism or geographical area, and to stay up to date.
- Join the committees that accredit individuals and organisations and be part of peer review and self-regulation processes.
- Get elected to Advisory Council and guide future policy and priorities, or to the Board of Directors to lead the Chartered Institute.

Receive recognition

The technical and ethical competence of ClfA professionals is recognised by clients and employers. They know that using accredited archaeologists means that the work will meet their needs and the needs of the public. It also assures them that contractors or employees can be trusted.

- Gain professional accreditation through defined pathways.
- Use post-nominals to display your credentials to clients, employers, and colleagues.
- Take control of your professional development with CPD opportunities, advice, and careers support.



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Stay connected

Being a part of ClfA provides opportunities for networking with other professional archaeologists and for developing your career or business.

- Network with professionals who share your passion for archaeology at our events.
- Receive the latest news and debate through our e-bulletin, magazines, journal and newsletters.
- Attend our annual conference and other training events at discounted rates.
- Receive the weekly information on jobs and training free of charge.
- Receive copies of all our professional practice papers and other guidance.

Give something back

Being part of a professional body is not just about products, discounts and services. It is a way to demonstrate your commitment to your work, to improving yourself and your profession, and to giving the public the best from archaeology.

There are many benefits to being part of ClfA, but the biggest is seeing the effect you can have on your profession. The more people who support us, the stronger the profession becomes, and the more impact we have. It helps us

- improve the quality of archaeology through standards and training
- be the authoritative and effective voice influencing policy and decision makers
- gain recognition, respect and reward for professional archaeologists.

Contact us

For more information about ClfA, contact us on

tel: 0118 966 2841

email: admin@archaeologists.net

web: www.archaeologists.net

Chartered Institute for Archaeologists
Power Steele Building, Wessex Hall
Whiteknights Road, Earley,
Reading RG6 6DE
United Kingdom



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