



Chartered
Institute for
Archaeologists

CIFA Approved Training & CPD



A guide for providers
of excavation training and
field schools



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Overview

ClfA Approved Training & CPD is our quality mark for training, Continuing Professional Development (CPD) and similar learning opportunities that have been assessed against our set of archaeology learning criteria.

Only providers of ClfA Approved Training & CPD can carry this logo.

Many learning opportunities have already been approved, including CPD courses, field schools and excavation training, and the CPD elements of our own annual conference and ClfA Group events. Registered Organisations may also have had their in-house employee training programmes approved.

Any relevant learning opportunity can be approved, whether free or paid for, face-to-face or online, as long as it meets our learning criteria.

This guide is for providers of excavation training and for those who run field schools. If you provide other types of training and CPD courses for archaeologists, please see a separate guide.



Benefits

Any relevant free or paid for, face-to-face or online learning opportunity can be approved.

Archaeologists and other historic environment professionals choose ClfA Approved Training & CPD learning opportunities because they meet a set of criteria that ensure high quality.

You can use the ClfA Approved Training & CPD logo (subject to our guidelines) on relevant marketing communications — on website pages where you provide information about the learning opportunity, for example, and on any specific learning material.

A summary of your learning opportunity will appear on the ClfA website.

www.archaeologists.net/development/training

Assessment process

To get things started we recommend you contact Anna Welch at ClfA via **anna.welch@archaeologists.net** for an informal discussion.

Once you are ready to get your learning opportunity assessed, we ask the leader to submit written evidence to support an application to become ClfA Approved Training & CPD. This is appraised against a set of assessment criteria outlined on the following page.

Your learning opportunity is then approved, or we give you feedback and you can resubmit.

Any ClfA Approved Training & CPD learning opportunity may be randomly selected for reassessment at any time. Approval for excavation training and field schools lasts for three years.

At the end of years one and two you must provide an annual update confirming there have been no substantive changes to the learning opportunity.



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Assessment criteria for providers of excavation training and field schools

Excavation training or field schools being submitted for approval must demonstrate that

- There is a clear research design in place for fieldwork
- There are systems in place to ensure that all historic environment work is conducted in accordance with the relevant professional codes of practice (e.g. ClfA Code of conduct)
- Learning outcomes are appropriate and achievable, and are expressed in terms of national occupational standards or other nationally recognised benchmarks
- Learning outcomes include understanding of relevant ethical issues (where appropriate)
- Learning outcomes can lead to professional recognition (where appropriate)
- There is active encouragement of CPD culture
- Supervision/tuition is undertaken by appropriately competent and accredited organisations and individuals

For field schools and training excavations delivered by organisations that have not been subject to review through the Registered Organisations scheme, applications should also demonstrate

- Professional standards of relevant staff
- Appropriate levels of competence/skills
- Appropriate use of trainees/volunteers on fieldwork projects, particularly those with a commercial element
- Quality assurance systems
- Record of appropriate archiving and publication
- Appropriate policies including health and safety, equal opportunities, training policies
- Appropriate insurances in place

We can provide support in meeting the criteria, for example in linking learning outcomes to NOS. Additional fees apply. Please contact us for details.

Fees for assessment and approval

The fee for a single field school or excavation training programme is £450.

The fee for two to five field schools or excavation training programmes is £650.

Please note there is no assessment and approval fee for field schools and excavation training provided by ClfA Registered Organisations.

