Specialist competence matrix – to support applicants who work in information management
PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant's Guide)
with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with complexity	Perception of context
Practitioner (PCIfA)	• Basic IT literacy, covering use of office browser and communication applications. • Basic familiarity with the different data file types in common use. • Has used one or more specialist archaeological information systems (database, GIS, image database, instrument data). • Aware of and can identify relevant policies and standards (organisation's or sector-wide). • Shows knowledge of how to keep up to date with changing technology.	• Compiles records from existing sources (e.g. data entry from paper forms) or primary sources (e.g. completing context record sheets). • Capable of running queries that feed into a report.	• Can identify potential errors and omissions in records, demonstrating an appreciation for accuracy and clarity. • Appreciates the need to check ambiguity or lack of detail in requests for information.	• Appreciates the need for records to be saved securely. • Shows understanding of the end-use of recorded information for archaeological work e.g. for post excavation analysis, or to inform planning advice. • Aware of existing peer networks for archaeological information management and IT, and has made use of them.
Associate (ACIfA)	• Makes regular use of either a wide range of relevant information resources, or in depth use of specialist information resources. • Anticipates effect of changing technology and can comment on and demonstrate potential challenges / opportunities. • Knowledge of how to contribute to the development of appropriate	• Creates records from a variety of primary sources (on-site, in the laboratory, from primary archive etc). • Able to rework existing records • Able to supervise others creating records.	• Management of complex projects and able to deal with arising issues (eg. Integration of a database with a GIS). • Aware of procedures for depositing data archives. • Confident working with data created by others for different purposes. • Can correct and update legacy	• Understanding of the need for integration of information from multiple digital and physical archives. • Aware of procedures for disaster recovery or preventing data loss. • Aware of information security policies • Aware of licensing issues as they affect digital data.

	policies and standards.		• data. • Able to run non-routine operations such as export or import of data. • Has deposited data archive to appropriate standards	• Seeks advice from peer networks and makes routine use of them.
Member (MCIfA)	• Able to lead on the set up of new information resources, compliant with relevant standards, for use by multiple users. • Able to effectively make best use of changes in technology. • Has developed appropriate policies and documentation for information resources, e.g. standards, instruction manuals, help systems etc.	• Has individual responsibility for dissemination, deposit and archive of records created by own work. • Has responsibility for budgets; able to produce costings for developing digital resources. • Has overall responsibility for dissemination, deposit and archive of records created and maintained by others. • Oversees digital work carried out by others and ensures completion of all stages for the process. • Encourages and supports others in the use of digital resources.	• Has an overview of multiple information sources e.g. undertaking information auditing. • Has worked with archaeological specialist users to identify requirement for information systems developed by IT staff/contractors. • Can obtain resources for information management activities.	• Has an understanding of broader context of archaeological information resources e.g. in relation to other cultural institutions, other land-use or planning contexts, legal or licencing frameworks. • Aware of and has made use of peer networks from other information management specialisms.