

Membership regulations

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The Chartered Institute for Archaeologists is incorporated by Royal Charter.

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Membership regulations

1 Introduction	3
2 Definitions	3
3 Qualification for membership	3
4 Applications for membership	4
5 Validation committee	4
6 Validation of applicants	5
7 Application requirements	6
8 Student members	7
9 References	7
10 Decisions	7
11 Competence matrix	8
12 Membership appeals	9

MEMBERSHIP REGULATIONS

1. Introduction

These regulations underpin those parts of the Charter (clause 9) and the by-laws (5.1-8.7) relating to members.

2. Definitions

2.1. A member of the Institute shall be a person whose name appears on the Register of the Institute and shall include a person whose name appeared on the register of the former Institute immediately prior to the grant of Charter provided that such name has not since been removed from the Register.

2.2. The by-laws provide for accredited, voting members (Practitioner, Associate, Member **and Chartered Archaeologist**) and non-accredited, non-voting members (Affiliate and Student) (clauses 5.3 and 5.5 respectively). The Institute may for most purposes refer to them as accredited members and non-accredited members respectively to reflect the differing entry requirements set out below.

2.3. The Code of conduct shall mean rules regulating the conduct of voting members established in accordance with by-law 9.3.

3. Qualification for membership: technical competence and ethical suitability

3.1. Chartered Archaeologists (C.Arch) shall have met the technical competence and ethical suitability requirements for Member (MCIfA) accreditation. Additionally, they shall have met the competence and commitment requirements for Chartered Archaeologist as prescribed in the assessment criteria table at 11.2.

3.2. Members (MCIfA) shall have satisfactorily exercised personal responsibility for a substantial portfolio of archaeological/historic environment practice and shall substantiate an appropriate track record of technical competence demonstrated by sustained performance and achievement ~~over the required period~~ as prescribed in these regulations and the competence matrix at **11.1**.

3.3. Associate members (ACIfA) shall have satisfactorily exercised personal or delegated responsibility for archaeological/historic environment practice and shall substantiate an appropriate track record of technical competence demonstrated by sustained performance and achievement ~~over the required period~~ as prescribed in these regulations and the competence matrix **at 11.1**.

3.4. Practitioner members (PCIfA) shall have satisfactorily discharged the appropriate archaeological/historic environment responsibilities and shall

substantiate an appropriate track record of technical competence as prescribed in these regulations and the competence matrix **at 11.1**.

- 3.5. A Student member shall be undertaking a course of study in subjects relevant to archaeology and the historic environment **or undertaking a programme of vocational training approved by CIfA** in accordance with clause 8 below.
- 3.6. An Affiliate member shall have an interest in archaeology and the historic environment.
- 3.7. Members, Associates and Practitioners shall provide at least two referees as evidence of their technical competence, referring to the competence matrix below, and ethical suitability.
- 3.8. Student members shall support the aims of the Code of conduct and shall aspire to gain ethical competence.
- 3.9. Affiliate members shall support the aims of the Code of conduct and shall aspire to gain ethical competence.
- 3.10. Along with the relevant post nominals, accredited members of CIfA are also permitted to use the Institute's logo to promote their membership with the following conditions:
 - The logo must be accompanied by the following 'Accredited individual of the Chartered Institute for Archaeologists', **or 'Chartered Archaeologist'**, or 'Practitioner (or appropriate) member of the Chartered Institute for Archaeologists'
 - The logo can only be used where it is clear and unambiguous that it relates to the individual who is accredited and not an organisation associated with the individual. In cases where this is not clear, the Institute will request that the logo is removed with immediate effect. Failure to do so may be deemed as a breach of the Code of conduct.
 - Ideally, where possible, the logo should include a hyperlink to the CIfA website.

The Institute may issue further binding instructions or guidance governing the use of the logo and designations at its discretion.

4. Applications for accredited membership

Candidates wishing to be considered for accredited membership of the Institute shall submit the following:

- 4.1. a completed, signed application for membership in the form for the time being prescribed by the Board of Directors and all necessary supporting information

for applications for accredited membership as prescribed by the Board of Directors, including a Statement of competence, examples of work and references as required.

- 4.2. payment of such non-returnable application fees as may be prescribed by the Board of Directors.
- 4.3. a signed undertaking
 - 4.3.1. (in the case of accredited members) to observe the provisions of the Institute's Charter, by-laws, and regulations
 - 4.3.2. (in the case of non-accredited members) to support the aims of the Institute's Code of conduct
 - 4.3.3. to pay the Institute such subscription as may apply for that grade of membership

5. Validation Committee

- 5.1. The Validation Committee shall have delegated authority from the Board of Directors to determine applications for accredited membership in accordance with these regulations.
- 5.2. The Validation Committee may also consider general matters relating to membership and make proposals for revisions to the application process and regulations to the Board of Directors.
- 5.3. The Validation Committee shall consist of accredited members appointed to the committee by the Board of Directors. The Board of Directors may also invite any other person to advise the Validation Committee on the determination of applications
- 5.4. The Validation committee shall elect a Chair and may elect one or more Vice-chairs as deemed appropriate.
- 5.5. The quorum for meetings of the Validation Committee is five: the Validation Committee may, for a single meeting, appoint any member of staff who is an accredited member to step in to ensure a quorum.
- 5.6. All documents reviewed and information discussed at committee meetings shall be treated as strictly confidential.
- 5.7. The Validation committee shall meet as required and at a frequency sufficient to ensure that applications are processed on a reasonable timescale; the timetable shall be decided and agreed by the committee each year.

6. Validation of applicants

- 6.1. The Validation committee will determine the following types of application for accredited membership

- 6.1.1. Practitioner (PCIfA), new application, upgrade from Affiliate or Student (except as provided below)
 - 6.1.2. Associate (ACIfA), new application, upgrade from Affiliate, Student or Practitioner
 - 6.1.3. Member (MCIfA), new application, upgrade from Affiliate, Student, Practitioner or Associate
 - 6.1.4. Chartered Archaeologist (C.Arch), new application, upgrade from Affiliate, Student, Practitioner, Associate or Member**
 - 6.1.5. The Validation Committee may also determine other applications passed to them by staff of the Institute.
- 6.2. The Institute's Senior Membership Services Coordinator or nominated deputy shall determine the following types of application (except as provided for by provision 6.3 below)
 - 6.2.1. Affiliate - new application or transfer from any other grade to Affiliate
 - 6.2.2. Student - new application or transfer from any other grade to student
 - 6.2.3. Re-joiner - reinstated application (but not self-validated members, or those who have been expelled from the Institute)
 - 6.2.4. Practitioner - new application, upgrade from Affiliate or Student
 - 6.2.5. NVQ fast track - new application, upgrade from Affiliate or Student
 - 6.3. Any applications that the Institute's Senior Coordinator considers not to be straightforward shall be referred to the Validation Committee for determination.
 - 6.4. For each and every application the Institute shall maintain a record of all information supplied and requested, which shall also document the discussions, actions and decisions of the Senior Coordinator, any specialist assessor(s) and the Validation Committee throughout the lifespan of the application. This record shall form part of the documentation supplied to the Membership Appeals Committee (MAC), made up of six members of Advisory Council, should an appeal result from the decision.
 - 6.5. Applications for **Chartered Archaeologist**, MCIfA and ACIfA may, where appropriate, be viewed in advance of a committee meeting by a panel of no fewer than two assessors, one of which should be identified as a specialist within the applicant's field of expertise.
 - 6.6. Applicants for Chartered Archaeologist shall be interviewed by a panel of no fewer than two interviewers, both of which shall be accredited members of the Institute.**
 - 6.7. Delegation of authority: where a determination cannot be made in a meeting due to missing evidence, the committee can delegate to the Chair/Vice-chair

or Senior Coordinator or nominated deputy as appropriate, to approve the application upon receipt of the missing documentation. If the additional documentation raises new queries about the application, it shall be referred back to a formal committee meeting.

- 6.8. The Validation Committee must be, and must be seen to be, impartial in its decisions. Applicants shall be considered on the evidence provided and how it demonstrates the criteria.
- 6.9. Given the size and nature of the profession, it is to be expected that a member of the Validation Committee may know an applicant personally. Committee members, **interviewers and advisors** must be able to discuss all applications openly and be free to make positive or negative recommendations. Any close personal or professional relationship must therefore be declared before discussion of an application. In some cases it may be appropriate for the committee member concerned to leave the room during the discussion.
- 6.10. Where information is known that throws into doubt an applicant's suitability, comments made by committee members or referees concerning an applicant's lack of technical or ethical competence should be noted down and treated as formal references. These may be followed up by requesting additional references, documentation or by contacting the original referee again for information
- ~~6.11. **Notwithstanding references to confidentiality elsewhere in these regulations** allegations of professional misconduct **may be made against** ~~raised by committee members or referees~~ regarding an existing member **in the light of information received during the application process, and shall** ~~should~~ be dealt with according to the Institute's professional conduct regulations ~~and procedures~~~~
- 6.12. If an applicant is or is about to be subject to professional conduct or criminal proceedings, the application may be deferred until the outcome of the proceedings has been determined
- 6.13. If an applicant's examples of work are considered to have template issues and are from a Registered Organisation, the committee may pass the comments onto the Senior Membership Services Coordinator to be reviewed at their next inspection.

7. Application requirements

- 7.1. Technical competence shall be assessed against the competence matrix (clause 11), with decisions on the level of competence based on the documentation submitted. Ethical suitability shall be judged on the evidence from references.
- 7.2. The Institute shall publish guidance to applicants.

- 7.3. An NVQ in archaeological practice shall be accepted as evidence for technical competence, and the different levels of NVQ provide evidence for technical competence at the different accredited grades as follows
- 7.3.1. NVQ level 3 - Practitioner
 - 7.3.2. NVQ level 4 - Associate
 - 7.3.3. NVQ level 5 - Member
- 7.4. Applicants who hold a level 3 or 4 NVQ, but who wish to apply for a higher grade of membership than that level of NVQ equates to, must apply in accordance with sections 1-6 of these regulations.

7.5. Ethical competence and on occasion aspects of technical competence of applicants for Chartered Archaeologist shall be assessed by a professional review interview. Such interviews shall normally assess the applicant's

- **understanding and application of professional standards and ethics at work**
- **understanding and application of relevant legal and policy frameworks**
- **ability to work effectively with colleagues, clients and stakeholders**
- **commitment to individual development and the development of the profession**

7.6. Copies of degree or equivalent qualification certificates must be supplied by all new applicants where relevant.

8. Student members: appropriate courses

8.1. To be eligible as a Student member, an applicant should be following

- **a full or part-time course (normally half or greater than a working week) in which heritage or the historic environment is studied in greater or equal weight than another subject, at undergraduate or postgraduate level. Other courses will be considered on their merits, but the onus will be on the applicant to present sufficient information about the course for the committee to determine its relevance to the application**
- **a programme of vocational training approved by ClfA as delivering competency to Practitioner (PCIfA) level**

8.2. Students undertaking courses that do not meet the criteria in clause 8.1 are eligible to apply for Affiliate membership.

9. References

9.1. All accredited grade (Practitioner, Associate, Member, **Chartered Archaeologist**) applications must have two references from appropriate persons able to vouch for the technical competence and ethical suitability of

the candidate. The Application Guide advises on the types of references to provide in order to assist the committee. The committee reserves the right to request additional references, if required, to reach a decision about **the your** application.

- 9.2. References are confidential to the Validation Committee, assessors and ClfA staff. They are requested by the Institute directly from referees, but signed references can be included in the application, particularly Practitioner, in order to speed up the process

10. Decisions

The decisions which the Validation Committee can make are as follows:

10.1. to award the grade of membership applied for

10.2. to refuse a new application or an upgrade

10.3. to offer a different grade of membership and make recommendations

10.4. to defer for an additional reference or information for subsequent validation by the Chair or Vice-Chair

10.5. to defer for additional information or references for subsequent validation at the next committee meeting

11. Assessment criteria

11.1 Competence matrix

The competence matrix used to assess the level of technical competence of an applicant is as follows. This competence matrix may from time to time be updated by the Board of Directors.

	Knowledge	Autonomy	Coping with complexity	Perception of context
Practitioner	Good working knowledge of key aspects relevant to area of historic environment practice, and competence in its application	Some responsibility for achieving tasks using own judgement and autonomy, whilst working under general supervision. Collaboration with others is expected	Appreciates complex situations within the role held and able to achieve partial resolution alone. Some activities are complex and non-routine	Sees actions as a series of steps and recognises the importance of each role in the team

Associate	High level of working and background knowledge relevant to area of historic environment practice and a broad range of activities within that area	Considerable responsibility for own work using own judgement and autonomy, in a wide variety of contexts, but within an established framework. Control or guidance of others may often be required	Copes with complex situations through deliberate analysis and planning. Most activities are complex and non-routine	Sees actions at least partly in terms of longer term or wider goals
Member	Authoritative knowledge and depth of understanding of sector and a broad range of historic environment practices	Substantial autonomy, takes full responsibility for own work. Where applicable will also have significant personal accountability for others and/or the allocation of resources in a wide variety of contexts	Deals with complex situations holistically, demonstrates confident decision making in a broad range of complex, technical or professional activities	High level of understanding of overall picture, sees alternative approaches and how they might be tackled

11.2 Chartered Archaeologist competence and commitment criteria

Applicants for Chartered Archaeologist grade will need to demonstrate that they meet competence and commitment standards across five broad areas covering

1. the competence criteria for MCIfA grade and
2. understanding and applying professional standards and ethics at work
3. understanding and applying relevant legal and policy frameworks
4. working effectively with colleagues, clients and stakeholders
5. Commitment to individual development and the development of the profession

Knowledge, skills and behaviours <i>To become a Chartered Archaeologist you will need to show that you...</i>	Evidence <i>Evidence that you have met the criterion might include...</i>	Assessment method CPD - documentation P – Portfolio PS – Personal statement PR – Professional peer review R - References
1. Understand and apply professional standards and ethics in your work		
Understand what it means to be a professional; the ethical dimension to your actions and responsibilities as a Chartered Archaeologist	<p><i>Demonstrate an understanding and awareness of</i></p> <ul style="list-style-type: none"> • <i>What it means to be a professional</i> • <i>What constitutes professional behaviour</i> • <i>Why professionals are required to work in the public interest and how your work delivers public benefit</i> <p><i>Discuss the ethical obligations of the archaeological professional to the historic environment, society, clients and other professionals</i></p> <p><i>Understand and give examples of ethical dilemmas or conflicts of interest you may face in relation to the above and how you have addressed or resolved them</i></p> <p><i>Demonstrate that you are able to assess the potential consequences of your decisions for others</i></p>	PR, R
Understand and act in accordance with ClfA's Code of conduct, acting professionally and responsibly in all your dealings	<p><i>Give examples of how you apply the Code of conduct in your work</i></p> <p><i>Explain how the Code and other ClfA documents (eg Standards and guidance) fit into the hierarchy of legal, specialist sectoral and organisational guidance covering the role of the archaeologist/historic environment professional</i></p> <p><i>Explain ClfA members' responsibilities to seek to ensure the Code of conduct is upheld by others</i></p>	P, PS, PR
2. Understand and apply relevant legal and policy frameworks		
Are aware of and understand the legislation and policy framework relevant to your work	<p><i>Describe the legislation and policies relevant to archaeology and your area of practice. These may include</i></p>	PS, PR

	<ul style="list-style-type: none"> • <i>Legislation, structure and principles of spatial planning or consent systems</i> • <i>Other laws, policies and processes affecting the historic and natural environments</i> • <i>Roles, responsibilities and requirements of other agencies and regulators in relation to archaeology and heritage</i> 	
Understand the legal requirements and obligations which impact on individual professionals and/or practices	<p><i>Describe the legal form of your practice or organisation</i></p> <p><i>Where appropriate, explain the main principles of employment law including the rights and responsibilities of employers and employees</i></p> <p><i>In the context of your work, explain</i></p> <ul style="list-style-type: none"> • <i>the need for professional indemnity insurance and what it covers</i> • <i>the issues that can arise in relation to intellectual property rights and the ClfA Code of conduct</i> • <i>the issues you need to consider in respect of data protection, freedom of information and client confidentiality in the context of the ClfA Code of conduct</i> 	PR
Understand and observe legislation and guidance applying to matters of employment, safety and environmental protection	<i>Demonstrate that you understand your own responsibilities and those of individuals and organisations you work alongside in relation to health and safety law, regulations and guidance</i>	P, PR
3. Work effectively with colleagues, clients and stakeholders		
Understand the wider contexts within which archaeological decisions are made	<p><i>Demonstrate awareness of international conventions relevant to your work</i></p> <p><i>Give examples of when and how archaeological priorities might need to be reconciled with economic, ecological, cultural or spiritual concerns</i></p>	P, PR
Understand how to identify and manage regulator, client or stakeholder requirements and expectations	<p><i>Through discussion of a specific activity or project show how you</i></p> <ul style="list-style-type: none"> • <i>identify client or stakeholder requirements and expectations</i> • <i>identify and engage with appropriate stakeholders to</i> 	PR

	<p><i>communicate the value of archaeology</i></p> <ul style="list-style-type: none"> • <i>might deal with unrealistic or inappropriate expectations</i> • <i>maintain good client and/or stakeholder relationships throughout your work</i> <p><i>Give examples of how you have identified and promoted opportunities for maximising public benefit from your work</i></p>	
Are able to identify options, opportunities and constraints within your area of practice	<p><i>Through discussion of a specific activity or project show how you have</i></p> <ul style="list-style-type: none"> • <i>developed proposals, advice or strategies in your work</i> • <i>identified and communicated opportunities and/or constraints</i> <p><i>Describe and reflect on the success or otherwise of the project and the lessons learned for yourself, colleagues, the organisation and/or client and how these were communicated to enable others to learn from your experience</i></p>	P, PR
Understand and adhere to good management practice	<i>Identify and explain the quality management system(s) relevant to your work and how they support good practice</i>	PR
4. Are committed to developing yourself and the profession		
Keep yourself informed of changes affecting the profession and broader developments relevant to your work	<p><i>Describe the sources of authoritative information on the changes affecting the profession and your area of practice that are available to you</i></p> <p><i>Outline the implications of recent or current developments affecting your area of work</i></p> <p><i>Describe the broader developments which impact the profession or are likely to in the future</i></p>	PR

<p>Ensure your knowledge and skills are kept up to date, reflecting on and learning from your practice to date</p>	<p><i>Demonstrate how you identify your personal strengths and abilities and areas in which you need to develop</i></p> <p><i>Identify resources, activities and opportunities for development relevant to your area of work, the wider profession and your future plans</i></p> <p><i>Set objectives for your development and produce a realistic plan for achieving these objectives</i></p> <p><i>Describe your approach to reflective practice, giving examples</i></p>	<p>CPD, PR</p>
<p>Demonstrate commitment to contributing to the development of the profession/discipline</p>	<p><i>Explain why, as a professional, you are expected to support the development of others</i></p> <p><i>Describe how you have approached this in your own career</i></p>	<p>PR</p>

12. Membership Reclassification

12.1. If a Chartered Archaeologist does not provide evidence when required of the attainment of the prescribed standard of CPD for a Chartered Archaeologist as set out in regulation 14 the Chartered Archaeologist may be reclassified as a Member (MCIfA) and will be subject to the CPD requirements relevant to that class of membership. If the Chartered Archeologist also fails to satisfy the CPD requirements as set out in regulation 14.3, then such member will be in breach of rule 1.4 of the Code of conduct.

13. Membership Appeals

13.1. Appeals against **reclassification or** rejection for any grade of membership shall be heard according to the provisions below by a Membership Appeals Committee (MAC) convened by the Advisory Council. The panel shall consist of six members of the Advisory Council, who are not also members of the Validation Committee, of which three shall constitute a quorum.

13.2. No member of the appeals panel who has a relationship with the applicant, Validation Committee member, assessor or staff member that might reasonably be considered prejudicial to the case shall serve on the panel.

13.3. A **reclassified or** unsuccessful applicant for any grade of membership has the right to lodge an appeal by email or in writing within 30 days of being notified of the Institute's decision.

- 13.4. The Institute's Senior Coordinator shall acknowledge the receipt of the request for an appeal by email and should keep the applicant informed about the progress of the appeal.
- 13.5. The documentation supplied to a MAC shall consist of
- 13.5.1. the original application as supplied, including references
 - 13.5.2. records and correspondence generated by the Validation Committee
 - 13.5.3. any subsequent supporting information sent with the letter of appeal
- 13.6. The role of a MAC is to determine whether the Institute has followed its procedure, and in doing so has not reached a decision that might reasonably be considered perverse. If substantial new evidence is brought before the appeals panel which has not been seen before by the Validation Committee, the appeals panel may determine forthwith to return the application to the Validation Committee as in 12.9.2 below.
- 13.7. The panel members shall return all paper copies of documentation to the Coordinator after the decision is made, and delete any electronic copies.
- 13.8. The decision will be arrived at by a majority vote of those attending the meeting if a consensus cannot be achieved.
- 13.9. The decisions that the appeals panel may make are as follows:
- 13.9.1. to reject the appeal
 - 13.9.2. to refer the application back to the Validation Committee, with any observations as to how the application has been considered and the decision reached, and direct the Validation Committee to reconsider the application
 - 13.9.3. to make any other recommendations to the Validation Committee or Board of Directors relevant to the way in which the Institute determines applications for membership
- 13.10 The nominated Chair of a MAC will oversee the informing of the decision by email to the applicant.
- 13.11 Details of the decisions of appeals may be printed in The Archaeologist magazine annually without any personal information.

14. Continuing Professional Development

14.1 Continuing Professional Development (CPD) is the means by which individuals to develop their skills throughout their working lives.

14.2 The Code of conduct sets out the obligations of voting members to adhere to high standards of ethical and responsible behaviour in the conduct of archaeological affairs

(Principle 1) and to have regard to their skills, proficiencies and capabilities and to the maintenance of these through appropriate training and learning experiences (Rule 1.4). A voting member who fails to satisfy the requirements set out in 14.3 will be in breach of Rule 1.4 of the Code of conduct

14.3 All voting members shall

14.3.1 in any two-year period undertake a minimum of 50 hours of CPD activity relevant to the professional development needs they have identified

14.3.2 maintain a written record of their CPD activity and its impact on practice.

14.3.3 submit their CPD documentation to the Institute on request

14.4 The Board of Directors shall have discretion in exceptional cases (for example disability as defined in relevant legislation, long-term illness or other compassionate grounds, caring or parental responsibilities, or temporary unemployment) to make exemptions to the requirements under clause 14.3. The Board may take into consideration the length of time a member has practiced during the year when making its decision.

14.5 Chartered Archaeologists shall additionally consider their professional development needs against the competence and commitment standards for Chartered Archaeologist as set out in 11.2 and shall include within their records evidence that they have undertaken and reflected on CPD activities which ensure they continue to meet these standards.

14.6 If submissions are considered to be inadequate, Chartered Archaeologists may be asked to supply additional evidence or attend a further professional peer review interview as part of this process and/or may be reclassified to the class of Member (MCIfA) in accordance with clause 12.1.

14.7 Chartered and Non-Chartered members who have retired from practice but who have not transferred to Affiliate Membership, remain subject to these regulations.