

Chartered Archaeologist – consultation on draft criteria for the assessment of professional competence

1. Introduction

A high-level framework for the delivery of a Chartered Archaeologist standard was approved for further development by members at the 2017 AGM. Following on from that, CIfA staff have begun work on the criteria for assessment of professional competence which will underpin the standard and we are now seeking your feedback. This consultation draft has benefitted from the input of Advisory Council and Board members as well as specific discussions with Special Interest Groups. General feedback and comments on any aspect of the document are welcome but we would specifically like members to consider the following questions:

1. Is this a useful way to set-out the criteria for assessment of professional competence? Is it clear and easy to understand?
2. Are these the right criteria? Are there any significant gaps? Are there criteria in here that aren't appropriate?
3. Is the wording sufficiently generic to apply to all branches of the profession? Are there areas of the profession which might inadvertently be excluded?

You can submit your responses by using [this SurveyMonkey form](#) or by emailing us as chartered@archaeologists.net. The consultation will remain open until June 24 2018.

You can read more about the Chartered Archaeologist development work on our website at www.archaeologists.net/charter/chartered_archaeologists, there's also a useful summary in *The Archaeologist* 103 (see www.archaeologists.net/archaeologist - requires a member log-in).

Additionally, we will be consulting and discussing with members and stakeholders throughout 2018 and you can get involved by

- responding to regular online surveys
- sending feedback through Special Interest and Area Groups
- participating in focus group discussions
- joining online debates
- responding to formal written consultations

You can join the conversation at any point by

- Tweet using the hashtag #ChartArch
- Email us at chartered@archaeologists.net
- Visit the website at www.archaeologists.net/charter/chartered_archaeologists

2. Criteria for the assessment of professional competence

As part of the Chartered Archaeologist application process, the assessment of professional competence will test the applicant's technical and ethical knowledge and understanding.

Competence is defined as the demonstrated ability to apply knowledge, skills and behaviours; **professional competence** requires the ability to apply technical *and* ethical knowledge, skills and behaviours.

The assessment of professional competence will therefore test the applicant across a range of areas including

- technical, subject specific skills, knowledge and understanding
- understanding of the legal and policy framework(s) relevant to their work
- application of professional ethics, standards and behaviours, as required by the *Code of conduct* and relevant *Standards and guidance*

It will also test their commitment to

- maintaining and developing their knowledge and skills, through CPD
- the development of the wider discipline/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>	Cross-refs <i>Eg Code of Conduct, competence matrix, NOS</i>
1. Meet the current requirements for MCIfA grade <i>(see Appendix 1)</i>		
2. 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	Demonstrate an understanding and awareness of <ul style="list-style-type: none"> • What it means to be a professional • What constitutes professional behaviour • How the concept of professionalism differs from individual or organisational self-interest Discuss the ethical obligations of the archaeological professional to the historic environment, society, clients and other professionals 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>Code of conduct: All</i> <i>An introduction to ethical practice, Prof. Practice Paper</i> <i>Code of conduct: Rule 1.13</i> <i>CCSAPAJ3</i>

	Demonstrate that you are able to assess the potential consequences of your decisions for others	
Understand and act in accordance with ClfA's <i>Code of conduct</i> , acting professionally and responsibly in all your dealings	<p>Give examples of how you apply the <i>Code of conduct</i> in your work</p> <p>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</p> <p>Explain ClfA members' responsibilities to seek to ensure the <i>Code of conduct</i> is upheld by others</p>	<p><i>Code of conduct: All</i></p> <p><i>Standards and guidance</i></p> <p><i>Code of conduct: Rule 1.12</i></p>
3. Understand and apply relevant legal and policy frameworks		
Are aware of and understand the legislation and policy framework relevant to your work	<p>Describe the legislation and policies relevant to archaeology and your area of practice. These may include</p> <ul style="list-style-type: none"> • Legislation, structure and principles of the planning system • Other laws, policies and processes affecting the historic and natural environments • Roles, responsibilities and requirements of other agencies in relation to archaeology and heritage 	<p><i>Code of conduct: Rule 1.6</i></p> <p>CCSAPAJ3</p> <p><i>MCIfA competence matrix</i></p>
Understand the legal requirements and obligations which impact on individual professionals and/or practices	<p>Describe the legal form of your practice or organisation</p> <p>Where appropriate, explain the main principles of employment law including the rights and responsibilities of employers and employees</p> <p>In the context of your work, explain</p> <ul style="list-style-type: none"> • the need for professional indemnity insurance and what it covers • the issues that can arise in relation to intellectual property rights and the ClfA <i>Code of conduct</i> • the issues you need to consider in respect of data protection, freedom of information and client confidentiality in the context of the ClfA <i>Code of conduct</i> 	<p><i>Code of conduct: Rule 1.6</i></p> <p><i>Rule 5.1</i></p> <p><i>Rule 5.4</i></p> <p><i>Code of conduct: Rule 1.5</i></p> <p>CCSAPAJ3</p> <p><i>Code of conduct: Rule 1.10</i></p> <p><i>Principle 4</i></p>

Understand and observe all Health and Safety requirements and guidance	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>Code of conduct: Rule 5.2</i>
4. Work effectively with colleagues, clients and stakeholders		
Understand the wider contexts within which archaeological decisions are made	Demonstrate awareness of international conventions relevant to your work Give examples of when and how archaeological priorities might need to be reconciled with economic, ecological, cultural or spiritual concerns	<i>MCI/A competence matrix Code of conduct: Rule 1.6 Rule 1.11 CCSAPAJ3</i>
Understand how to identify and manage client and stakeholder requirements and expectations	Through discussion of a specific activity or project show how you <ul style="list-style-type: none"> • identify client requirements and expectations • identify and engage appropriate stakeholders • might deal with unrealistic or inappropriate expectations • maintain good client and stakeholder relationships throughout your work Give examples of how you have identified and promoted opportunities for maximising public benefit from your work	<i>Code of conduct: Rule 4.7 Rule 1.11 Rule 4.1 CCSAPAC1 Code of conduct: Rule 1.2, 1.3, 1.8 Rule 3.6, 4.1 CCSAPAJ3 Code of conduct: Rule 4.6</i>
Are able to identify options, opportunities and constraints within your area of practice	Through discussion of a specific activity or project show how you have <ul style="list-style-type: none"> • developed proposals, advice or strategies in your work • identified and communicated • opportunities and/or constraints 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>Code of conduct CCSAPAJ3 Code of conduct: Rule 1.14</i>
Understand and adhere to good management practice	Identify and explain the quality management system(s) relevant to your work and how they support good practice	
5. Are committed to developing yourself and the profession		
Keep yourself informed of changes affecting the profession and broader	Describe the sources of authoritative information on the changes affecting the profession	<i>Code of conduct: Rule 3.1</i>

<p>developments relevant to your work</p>	<p>and your area of practice that are available to you</p> <p>Outline the implications of recent or current developments affecting your area of work</p> <p>Describe the broader developments which impact the profession or are likely to in the future</p>	<p>CCSAPAJ2</p>
<p>Ensure your knowledge and skills are kept up to date, reflecting on and learning from your practice to date</p>	<p>Demonstrate how you identify your personal strengths and abilities and areas in which you need to develop</p> <p>Identify resources, activities and opportunities for development relevant to your area of work, the wider profession and your future plans</p> <p>Set objectives for your development and produce a realistic plan for achieving these objectives</p> <p>Describe your approach to reflective practice, giving examples</p>	<p><i>Code of conduct: Rule 1.4</i></p> <p>CCSAPAJ2</p> <p><i>Code of conduct</i></p> <p>CCSAPAJ2</p> <p>CCSAPAJ3</p>
<p>Demonstrate commitment to contributing to the development of the profession/discipline</p>	<p>Explain why, as a professional, you are expected to support the development of others</p> <p>Describe how you have approached this in your own career</p>	<p><i>Code of conduct: Rule 1.14</i></p> <p><i>Rule 5.8</i></p> <p>CCSAPAJ3</p>

Appendix 1 – CfA Competence Matrix at Member(MCIfA) level

	Knowledge	Autonomy	Coping with complexity	Perception of context
Member (MCIfA)	Have an authoritative knowledge and depth of understanding of the sector and a broad range of historic environment practices	Have substantial autonomy, taking full responsibility for own work. Where applicable, you will also have significant personal accountability for others and/or the allocation of resources, in a wide variety of contexts	Deal with complex situations holistically, demonstrating confident decision-making in a broad range of complex, technical or professional activities	Have a high level of understanding of overall 'picture' and can see alternative approaches and how they might be tackled