



Chartered
Institute for
Archaeologists

An introduction to the Chartered Institute for Archaeologists

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www.archaeologists.net

- CIfA was formed in 1982 and gained its Royal Charter in 2014
- It is the leading professional body representing archaeologists working in the UK and overseas
- CIfA represents the interests of archaeology to government and policy makers, sets and monitors standards and promotes training and professional development

- It has 3500+ individual members, of which 70% are accredited professionals and 30% are students or affiliate members
- It also has 80+ Registered Organisations ranging from the largest archaeological practices across the UK to sole trader specialists and consultants
- 70% of the UK archaeological workforce is bound by the CIfA Code of conduct either through their own membership or because they work for a Registered Organisation



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CIfA Code of conduct

“The object of the Code is to promote those standards of conduct and self-discipline required of a member in the interests of the public and in the pursuit of the study and care of the physical evidence of the human past.”

<http://www.archaeologists.net/codes/ifa>

www.archaeologists.net



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Members of ClfA are required to adhere to the five principles of the *Code of conduct*

- Principle 1** A member shall adhere to **high standards of ethical and responsible behaviour** in the conduct of archaeological affairs.
- Principle 2** The member has a responsibility for the **conservation of the historic environment**.
- Principle 3** The member shall conduct his/her work in such a way that **reliable information about the past may be acquired**, and shall ensure that the results be **properly recorded**.
- Principle 4** The member has responsibility for **making available the results** of archaeological work with reasonable dispatch.
- Principle 5** The member shall **recognise the aspirations** of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity.

The Royal Charter – what does it mean?

A Royal Charter involves state recognition that the organisation:

- has permanence and stability
- is pre-eminent in its field
- is endorsed by the state
- has a legitimate and beneficial purpose for the public good
- is a quasi-public body
- can be amended, with PCO permission, to introduce Chartered Archaeologist status
- parity of esteem with fellow professionals
- ... and endorses existing messages about professionalism



CifA

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So, if I join

*What's in it
for me?*

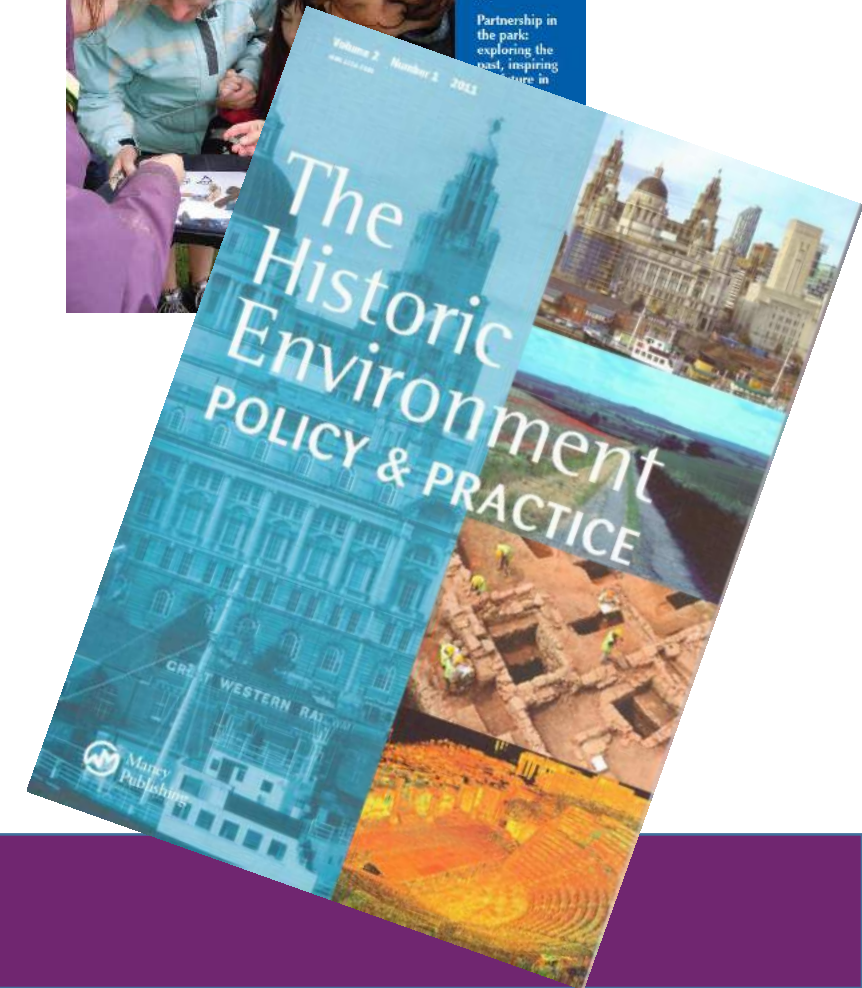


Member benefits

- publications
 - *The Archaeologist*
 - *Yearbook*
 - *HE journal (50% discount)*
 - *Monthly eBulletins*
 - *practice papers*
- Jobs Information Service
- annual conferences and training
- insurance, legal advice, healthcare
- discounts on books, outdoor clothing, aerial photography
- Society of Antiquaries of London library access



The ARCHAEOLOGIST





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Benefits for employment

- Getting a job
 - Weekly Jobs information service (JIST)
 - recruitment, *membership requested by employers*
 - Involvement – groups, ambassadors, conferences, training & CPD events, *networking opportunities*
- CIfA membership used by employers
 - grading of jobs
 - determining rates of pay



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Recognition as a professional

- Peer recognition – over **3500** members
- Organisational recognition – over **80** Registered Organisations
- Sector recognition of *Standards & guidance*
- 20 Special Interest and Area Groups
- Not forgetting...

A Chartered institute





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Ways to get more involved

- join CIfA groups and committees
- join Linked In group
- come to conference
- contribute to the magazine & bulletins





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Stay in touch!

- Facebook

www.facebook.com/CharteredInstituteforArchaeologists/

- Twitter

- @InstituteArch

- Website

- www.archaeologists.net

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CPD explained!

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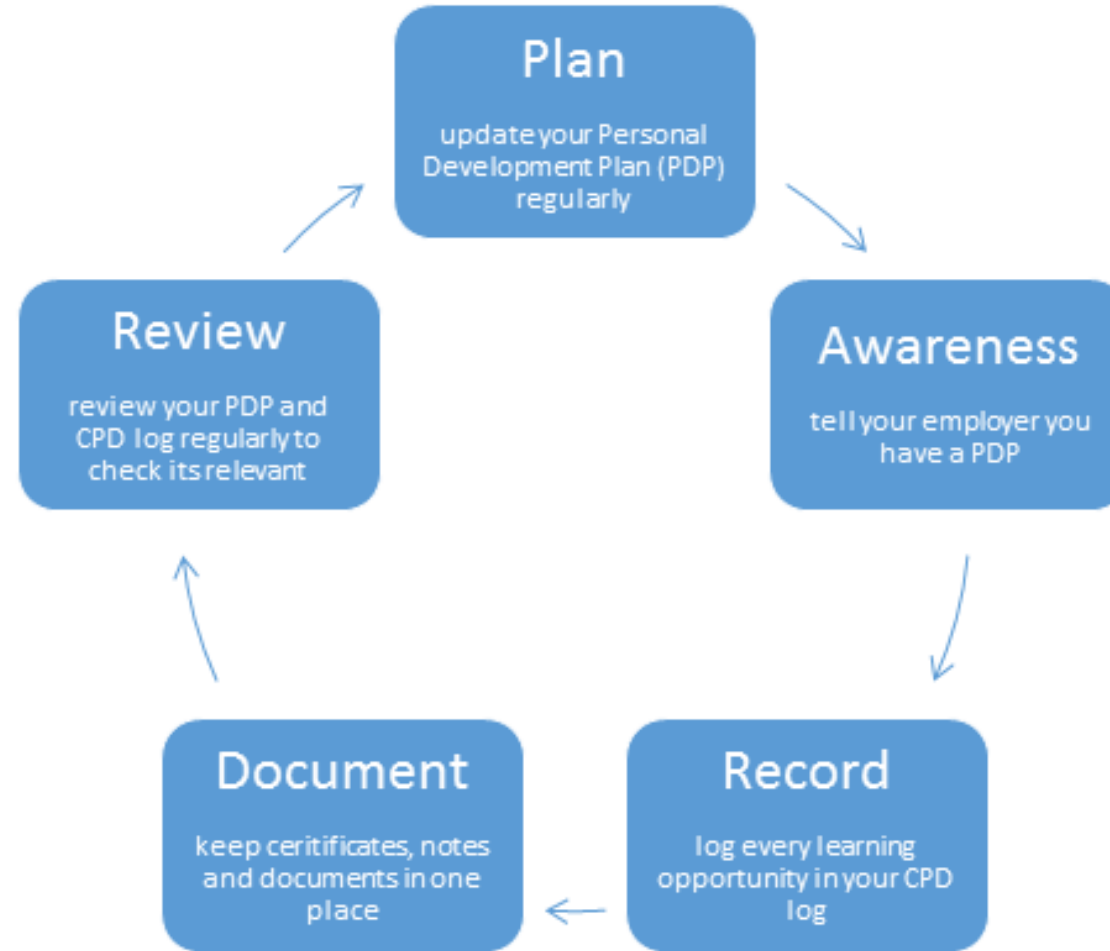
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CPD – *continuous professional development* – is the process by which individual archaeologists can develop their skills throughout their working lives



Continuous Professional Development

- Keeping skills and knowledge up to date
- Developing new skills and areas of competence
- Building your experience
- Planning your future development
- Recording your progress, in order to...
- Demonstrate your professionalism





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1. Form a realistic view of where you are in your career
2. Identify your personal goals
3. Identify outside influences
4. Develop a statement of personal aims and objectives
5. Develop a structured plan to achieve these
6. Record and summarise achievement
7. Review and update your personal development plan



	My specific learning goals	How I will achieve this	How this will be measured	When I will achieve this by	People who can help me with this.
#9 Improve communication skills	Continue to improve formal and informal written & spoken communication and advocacy skills in order to promote CIfA initiatives, particularly CPD Continue to develop confidence and professional identity in order to represent CIfA at senior levels	Learn from work experience and by evaluating impact of talks, presentations and written work. Seek specific feedback from colleagues within and outside CIfA. Attend a leadership course?	Improved skills, better able to deliver CIfA vision, particularly on contentious issues More assertive on key issues which I feel are important Better able to contribute to debates on current issues, persuade others and to take the lead within areas of own expertise	Ongoing	CIfA colleagues External training

Thank you!
Any questions...