

# The Archaeologist

Issue 106  
Winter 2019



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Deadline 1 April 2019

**TA 108** Climate change: During the dry summer of 2018 we were blessed with some amazing aerial images of many new or forgotten archaeological sites. On a more serious note how does climate change have the potential to impact archaeologists and the archaeology itself? Deadline 1 August 2019

Contributions to *The Archaeologist* are encouraged.

Please get in touch if you would like to discuss ideas for articles, opinion pieces or interviews.

We now invite submission of 100–150-word abstracts for articles on the theme of forthcoming issues. Abstracts must be accompanied by at least three hi-resolution images (at least 300dpi) in jpeg or tiff format, along with the appropriate photo captions and credits for each image listed within the text document. The editorial team will get in touch regarding selection and final submissions.

We request that all authors pay close attention to CifA house style guidance, which can be found on the website: [www.archaeologists.net/publications/notesforauthors](http://www.archaeologists.net/publications/notesforauthors)

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Design and layout by Sue Cawood

Printed by Fuller Davies

ISSN: 1368-9169

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# SETTING THE

**We have obligations to others.**

Those obligations are founded on shared values. Some moral philosophers argue that values are rooted in a fundamental, ordained division of right from wrong (divine command theory), others believe that they have been created by society. I'll stay in that latter camp for the rest of this article, with the understanding that societies have chosen to regulate the behaviour of the individual to protect the rights and liberties of the many.

Rules are made to encourage or discourage certain actions based on the effect – good or bad – that those actions may have. Complications arise when what is good for one person is harmful to another, and careful consideration needs to be given to the *level* of good and harm and the numbers of people involved – consequentialism if you like, utilitarianism if you must. In theory, we can continue to base each decision that makes up a course of action on an assessment of the impact it will have, like a child persistently asking *why* until the underlying truth emerges. Before long, we reach a point where the answer is 'because we want to help people, not harm them'. Or, 'we should'. That may not be enough for moral philosophers, ethicists and psychopaths, but most close debate here with convenient rhetoric: 'We hold these truths to be self-evident'; *Res ipsa loquitur*; 'It just is'.

The rules and obligations that a group of people elects to impose on itself (or the majority decide to impose on the willing and unwilling alike) constitute a social contract. We need to understand the different types of social contract that affect our lives as archaeologists. Improved understanding of these rules and obligations also helps us choose the best mechanisms to use to encourage better behaviour by an archaeologist.



p4



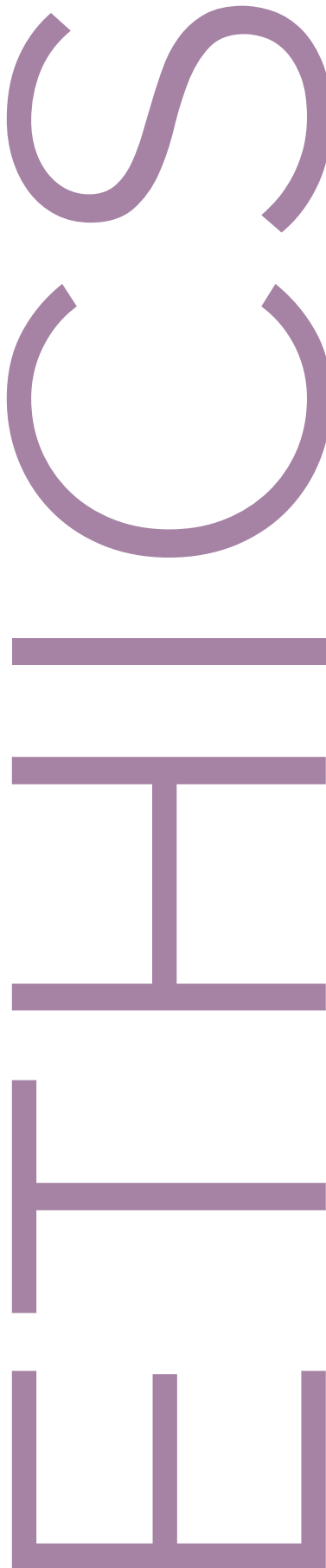
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Unfortunately, the world is not tidy and the edges between public morality, legal compliance and professional ethics are indistinct. Breaking the law may or may not be a breach of the *Code of conduct*. For example, the *Code* says, 'member shall know and comply with all laws applicable to his or her archaeological activities...' If a member is found to have contravened heritage law, that is almost certainly prima facie evidence of a breach of the *Code*. If they have committed a parking offence, almost certainly not. In between lies an area of complexity and uncertainty, and one which is being explored by a working party of the Advisory Council. Where are the edges of 'archaeological activities'? That working group's report will be influential in advising the Chartered Institute how to guide and manage difficult and disturbing allegations that will, sadly and inevitably, arise.

So far, so negative. A professional institute must investigate improper behaviour after it's happened, but it would be even better to reduce the chances of such actions happening in the first place. The Chartered Institute needs to invest more in educating professional archaeologists and would-be professionals, to recognise and avoid acting unethically. Joe Abrams gives us some ideas

.....

**Morality** underpins behaviour expected of society

**Law** the rules applying to citizens

**Professional ethics** defines behaviour expected of professionals

.....

on how we, as professionals, can regularly discuss the ethical dilemmas we come across in our daily work (p5). And, as Gerry Wait says on p10, consultation with CIfA professionals about Chartered Archaeologist reveals an appetite for assessment of ethical competence before awarding chartered status, whereas at present most expenditure is after the fact, investigating allegations against someone already accredited. Greater discussion of the scope of professional ethics and exploration of ethical dilemmas (whether through this article, the conference workshop, the professional practice paper or the RPA CIfA ethics resource [www.archaeologists.net/membership/ethics](http://www.archaeologists.net/membership/ethics)) might help both sides of the table at a professional review interview.

As an Institute made up of archaeologists who are also members of society, we may



*Credit: E Gardiner*

well elect, as individuals or a group, to encourage moral behaviour. How, and how far, are questions for debate and advice.



*What's professional...? Credit: Peter Hinton*



# Professional ethics at team meetings

Joe Abrams, MClfA (1956), Director,  
Archaeology Collective

At a review meeting, the ClfA Registered Organisation inspection team brought up the topic of professional ethics and the recently released ClfA (2017) Professional Practice Paper: An introduction to professional ethics. ClfA is in a process that is leading towards archaeologists being able to become chartered as individuals. Fluency with professional ethics will be a significant element in gaining that status. Therefore, Registered Organisations, responsible postholders and all members of ClfA have a shared interest in ensuring knowledge of this topic is increased.



## Archaeology Collective team meetings

For our team, the ideal place to broaden knowledge of this topic has been at team meetings. We have a two-hour meeting once a month and we have a series of regular topics. There is health and safety, marketing, billing, CPD, project reviews and now, ethical dilemmas at work. The act of putting this as a regular item on our agenda made possible this article sharing our experience. It gives the subject parity with those other, more familiar topics. We allow around 10–15 minutes for each item (although it can vary), and we use this slot to discuss the ethical dilemmas team members have encountered in each month.

## Finding a way in

The ClfA Professional Practice Paper (PPP) provides an excellent way into this topic; and we shouldn't underestimate how important it is to provide that at the early stages. Ethics is a broad topic and the very word 'ethical' is used to label things which are considered 'good'. The term has become loaded, and our first job is to define what we mean by professional ethics:

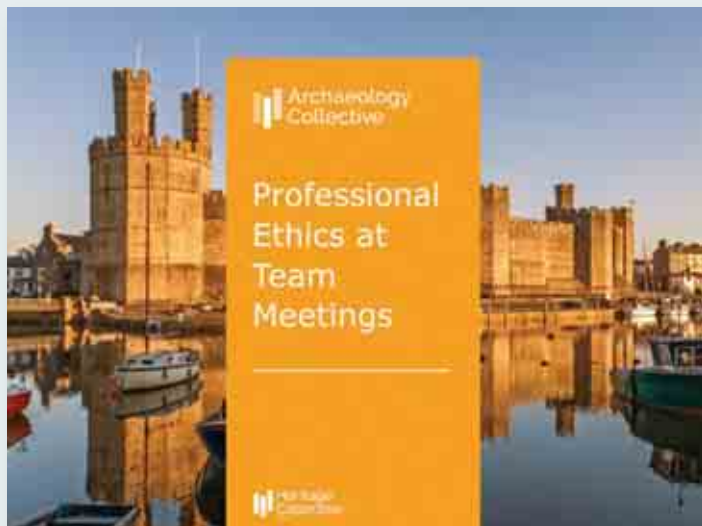
**“Professional ethics are founded on values and transcribed into rules by professionals acting in the form of a professional association.”**

(ClfA 2017: *An introduction to professional ethics*, 3).

The PPP introduces and defines professional ethics in a succinct way, and there are very useful tools to help shape the discussion of a specific dilemma. The approach we have adopted, and which is central within the paper, is the mnemonic RIGHT:

- R** what do the **rules** say?
- I** how do I act with **integrity** – that is, how do I integrate my values into my actions?
- G** to whom would the possible courses of action do the most **good**?
- H** to whom would the possible courses of action do the most **harm**?
- T** am I being **truthful**?

With that tool to hand, along with the varied case studies of situations covering 'conflicting priorities', there is enough material to cover at least eight separate sessions on the topic.



### Benefits

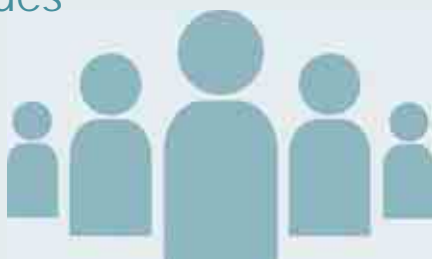
Several of the ethical dilemmas that came up in our early discussions were actually ones that the PPP describes as ‘open and shut’ cases. That’s to say, there are readily available rules telling us what should happen in these situations.

More in-depth discussion of the ethical dilemmas our team encounters has prompted an increased awareness of the difference between ethics and the law, the ethical expectations of archaeologists set out in the ClfA *Code of conduct*, and those in our own Company Policy. This has been important to help staff recognise that certain issues are ‘legal’ obligations, as opposed to a code of conduct or a company policy.

The discussions around ethical dilemmas have broadened our use of these documents and increased familiarity. It was a benefit I had not seen coming and it helped me find a way into documents that otherwise can

make rare appearances at a team meeting. I now keep the *Code of conduct* (digital) and the Company Policy to hand and we can check if we are uncertain.

Ethics is the study of moral philosophy – but who decides which moral philosophy?



### Engagement at team meetings

Getting people talking and sharing views is a great way of getting more out of team meetings. If chaired well, with an eye on time spent and allowing space for different views, it can be a useful way of ensuring staff get a chance to speak about their work and ask questions about how and why something is done in a certain way.

### Identifying gaps in knowledge

One of the key learnings (for me) from the discussions was the need to help staff feel able to challenge views and even rules. Why do we do it like that? This is not to say we won’t then follow the rule – but more that we explain the context and background to it. In this way we are identifying gaps in knowledge that can either be resolved there and then or which we could turn into an entirely separate CPD session.

### Challenges

#### The ‘ethical’ conversation stopper

Ethics is the study of moral philosophy – but who decides which moral philosophy? Archaeologists should appreciate just how many different approaches there are now, and have been in the past, which held an entirely different view of what was the right approach to a given situation. One of my key challenges in initiating discussion on this topic has been to remind myself that the term ‘ethics’ is often used to mean ‘good’ by whichever group thinks of itself as holding the moral high ground on a certain issue. This can cloud and confuse discussion of an ethical dilemma, as people can be reluctant to say something that may not be seen as the ‘ethical’ view. The group, and especially the chair, has a role to play in allowing a diversity of answers. By so doing, the relative *ethicability* of a certain choice can be defined and discussed in relation to another answer.





Archaeology Collective team meeting in Leeds. Credit: Archaeology Collective

**Resources needed**

- The ClfA Professional Practice Paper is invaluable and tailored to our sector with case studies on topics that we will recognise from our professional lives.
- I have also found that the short book *Ethicability* by Roger Steare, from which the ClfA paper drew much inspiration, is very useful.
- Moral DNA.org (Roger Steare, The Corporate Philosopher, Moral DNA™). Has options for corporate and individual questionnaires to fill in. These can help you understand which approach you are likely to take in a given situation. The patterns associated with each approach are described in the book *Ethicability*.
- As for any meeting, it is essential to have a person willing to chair; it is important to watch the clock, to explain in a supportive way when a certain topic is open and shut (not a dilemma) or when it falls outside

of our professional sphere. Also, to ensure that different views are aired and that the discussion is not allowed to tilt towards a certain view – particularly because more people present in the room happen to hold it.



**Joe Abrams**

Joe is a director at Archaeology Collective, a subsidiary of Heritage Collective (UK) Ltd. He graduated in 1995 from the Institute of Archaeology, University College London and has been working in commercial archaeology throughout the UK since 1998. He is a Member of ClfA and a Fellow of the Society of Antiquaries of London.



# SOME NOTES ON... Museum archaeology, archives and ethics

Gail Boyle FMA FSA, Senior Curator (Archaeology & World Cultures), Bristol Culture

**The recently launched Archaeological Ethics Database currently lists over 500 sources relating to ethics, but what governs the day-to-day working life of a museum archaeologist is the Museums Association Code of Ethics.<sup>1</sup>**

Adherence to the MA Code takes many forms, but it is what it states with regard to disposal that is of particular relevance to the management of archaeological archives, especially in a museum climate where storage space is at a premium and the profession demands strategic change.<sup>2</sup> Disposal should be undertaken in accordance with the MA's Code, its *Disposal Toolkit* and supplementary guidance notes: the key considerations relative to archives are discussed in the Society for Museum Archaeology's recently published *Guidance on the Rationalisation of Museum Archaeological Collections*.<sup>3</sup> When disposing of material as part of a rationalisation project (or for any other reason) there should be, for example, a strong presumption for keeping items within the public domain and a strong preference for free gift or transfer to other accredited museums. The disposal activity itself can be restricted by, amongst other things, specific forms of organisational governance and associated legislation. Archaeological material is also potentially more difficult to dispose of than many other types of museum object, largely because of the sheer quantities that may be involved and its relationship with specific localities. SMA's guidance states that the disposal

methods employed should not contribute to the contamination of the future archaeological record and so, whilst controlled reburial may be an option, permanent destruction (e.g. grinding to hardcore) may be the only solution. The latter is appropriate ethically so long as all other options have been exhausted, with adequate stakeholder consultation and where due diligence can be demonstrated through detailed research and documentation



processes. However, it would be inappropriate to reduce an archive to such an extent that it rendered the future re-investigation of the original research questions it addressed impossible. Delivering these types of projects will present ethical challenges for the increasing number of curators charged with managing archaeological collections but who are without archaeological training or expertise, since they cannot make informed, and therefore ethical, decisions about them.

Aside from the ethical considerations that govern the material archive, there are also those that concern the data contained within them, particularly where this involves the recording of personal details. Data protection is an ethical issue in its own right since it involves respect for individuals, their rights regarding privacy and the use of information about them. The introduction of the General Data Protection Regulation brought some elements of archaeological archiving and museum practice into sharp focus. For example, commercial organisations often supply museums with personal details of individuals as part of a notification of fieldwork process or within the deposited



*Documentation Office at Bristol Museum. Just like every other type of organisation, museums have had to grapple with the implications of GDPR and in particular regarding the personal information held in collections documentation. One consequence is that all paperwork, forms, etc. that govern collections management – including that relating to deposition of archaeological archives – has had to be reviewed and revised. Credit: Bristol Culture*

archives themselves. Museums need to be certain that those individuals who are identifiable are aware of how their information is going to be stored, processed and used in perpetuity. Similarly, organisations need to be able to reassure archive donors, as well as their own employees and third-party contractors, that the data they have collected and shared will not be used for unauthorised purposes. To address this, SMA has recently produced an editable template for data-sharing agreements between units and museums.<sup>4</sup> By putting an agreement like this in place, organisations can ensure that the personal data they share will be protected with adequate security measures, whilst museums can articulate how they will make use of the data in the future. This is an important consideration for museum collections management since personal data attached to donations forms part of the permanent record relevant to object provenance and

transfer of title. Clearly organisations need to address the sharing of personal data at the earliest possible opportunity and reference it within privacy policies. From an ethical perspective it is vitally important that museum curators understand how they may use, or process, personal data and that it is well

documented: it affects what can or can't be done in the future, from crediting donors in museum publications/on labels or simply being able to contact donors as stakeholders in rationalisation and disposal exercises. How we deal with this ethically now governs how we can continue to act ethically in the future.



“Museums are public-facing, collections-based institutions that preserve and transmit knowledge, culture and history for past, present and future generations. This places museums in an important position of trust in relation to their audiences, local communities, donors, source communities, partner organisations, sponsors and funders. Museums must make sound ethical judgements in all areas of work in order to maintain this trust.”

Museums Association Code of Ethics (2015)

**Gail Boyle**

Gail has had a successful career in museums for over 30 years and was recently awarded the Fellowship of the Museums Association in recognition of her significant contribution to the museum sector. She has long-standing collaborative and teaching relationships with both universities in Bristol, is former Chair the Society for Museum Archaeology, Vice-Chair of Bristol & Gloucestershire Archaeological Society Council and Fellow of the Society of Antiquaries of London. Gail was appointed to the Treasure Valuation Committee in March 2018 and also sits on several national heritage and museum-related advisory boards, including the Portable Antiquities Advisory Group.



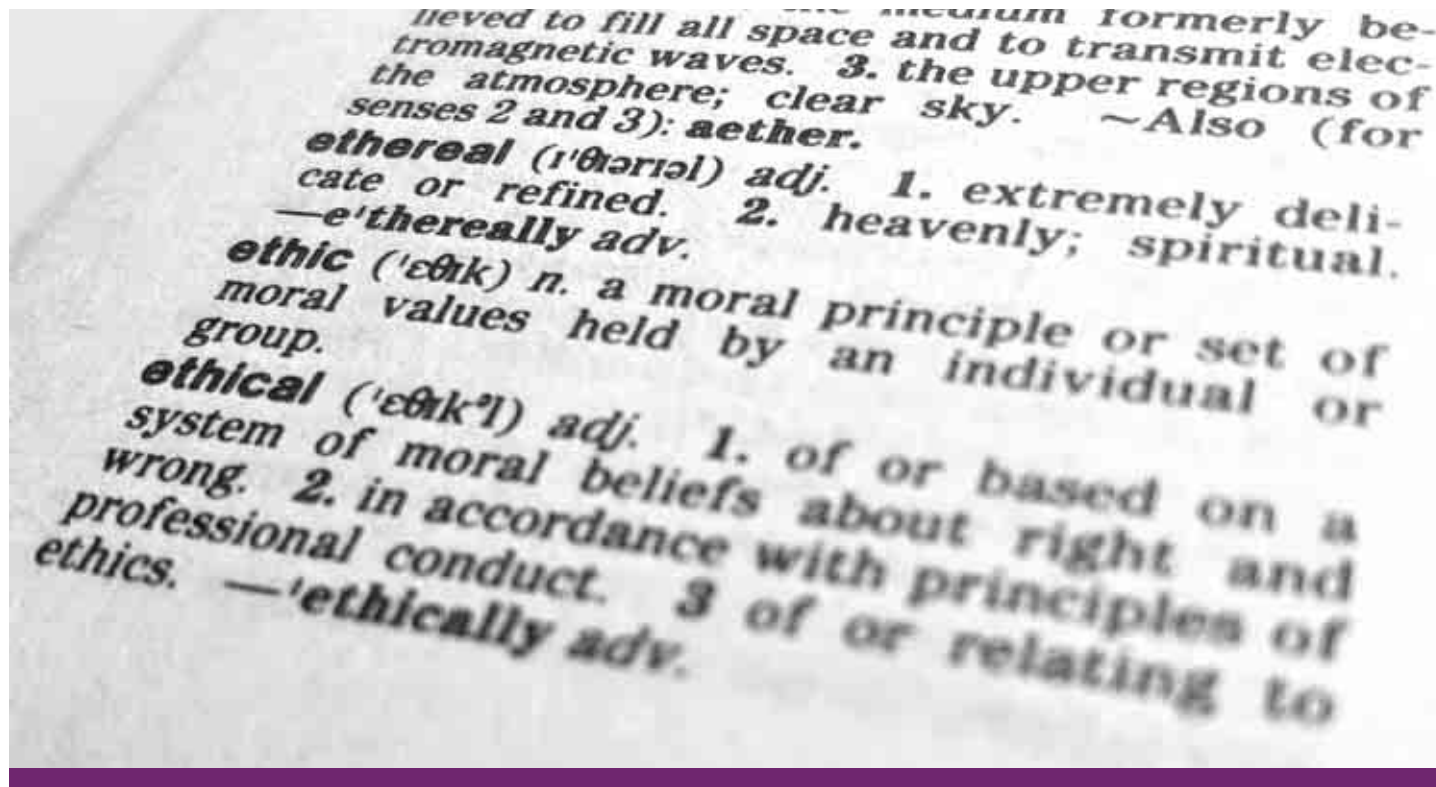
*Treasure: Saxon buckle tongue (Cold Ashton). Clearly the MA Code does not specifically refer to archaeological archives but it does prohibit museum staff from providing financial valuations on items belonging to members of the public; conversely curators do often, quite ethically, have to engage in the valuation processes relevant for treasure or for loan purposes. Credit: Bristol Culture*

<sup>1</sup> <https://www.museumsassociation.org/ethics>  
<sup>2</sup> <https://www.museumsassociation.org/collections/09052018-collections-2030>  
<sup>3</sup> <http://socmusarch.org.uk/projects/guidance-on-the-rationalisation-of-museum-archaeology-collections/>  
<sup>4</sup> <http://socmusarch.org.uk/data-sharing-agreement-archives-template-sma/>



# ARCHAEOLOGICAL ETHICS CIfA2018 WORKSHOP REVIEW

Dr Gerry Wait BA MA DPhil RPA MCIfA FSA




Professional archaeological ethics have become increasingly prominent in recent years. This has been partly due to the Institute's move to introduce Chartered Archaeologist and what many members see as a natural consequence of receiving our Royal Charter back in 2014. To glance sideways and put 'ethics' into context, it is emerging that technical expertise is something for which the Institute has developed fairly robust systems to assess competency. But ethical competence has so far relied upon supporting references and the member self-asserting that they will abide by the Code of conduct, and then being held accountable by means of the potential for allegations of professional misconduct – a form of ex post facto assessment. As the Institute moves towards Chartered Archaeologist it is seeking to strengthen and improve the robustness and transparency of its accreditation processes. It is also making it clear that one of the main differentiators between a full Member MCIfA and a Chartered Archaeologist is the independent assessment of an individual's ability to demonstrate their understanding and application of ethics in their professional conduct as a part of the process of becoming a Chartered Archaeologist.

In this context Kenneth Aitchison (Landward Research and CIfA) Christopher Dore (Heritage Business and Register of Professional Archaeologists (RPA)) and I coordinated a session about ethics at the CIfA annual conference last year in Brighton. And we are reprising that session in Leeds in 2019. Our original intention was to replicate the 'Ethics Bowl' staged by the RPA and held by and at the annual Society for American Archaeologists conferences every year. This tournament (or 'bowl' in American English) has teams of four students from university departments competing for a

trophy and cash prizes, and has become hotly contested, popularly attended and performed to a very high standard. Our attempt to replicate the format in the UK failed for lack of support from university departments. However, CIfA had recently published the *CIfA Professional Practice Paper: An introduction to professional ethics* and we agreed that the issues were and are important, so we modified the session from a competition between academic teams into a debate amongst self-organised teams comprised of anyone who attended.

**ETHICS TOURNAMENT  
BRIGHTON 27 APRIL 2018**



Have you ever been concerned about archaeology and heritage for sale?

Are you concerned about looting and nighthawking of archaeological sites?

Have you thought about the rights and wrongs of excavating sites for money paid by investors with a vested interest in you not finding anything?

**If so, the Ethics Tournament is for you**


The Chartered Institute for Archaeologists (CIfA) and the Register of Professional Archaeologists (RPA) are sponsoring the first ever Tournament on Ethics for archaeologists in the UK. This will take place at the CIfA conference which will be held on 25–27 April 2018 at the Brighton Racecourse. The Ethics Tournament will take place on Friday 27 April.

We are inviting teams (of 3–5 participants plus a faculty mentor) from University Archaeology Departments to enrol for the tournament. Ethical questions to debate will be pre-circulated prior to the event for the teams to prepare. Teams will make a structured series of statements and rebuttals, respond to a question from the judges and make a final statement of five minutes. The judges will include one representative of each CIfA, RPA, and Federation of Archaeological Managers and Employers (FAME). A trophy will be presented to the winning team, along with certificates for all winners and runners-up.

More information about the Tournament and how to enrol is available at [www.archaeologists.net/conference/2018](http://www.archaeologists.net/conference/2018) or email [conference@archaeologists.net](mailto:conference@archaeologists.net). There will be a small travel bursary available.

The Tournament is organised by Kenneth Aitchison (Landward Research) and Gerry Wait (Triskelion). Christopher Dore (Heritage Business International) will chair the event.

Teams must register by 16 February 2018



This proved to be a very successful change of direction. About 35 people attended and engaged in the half-day session. Several teams were created, based upon where people happened to be sitting, and three case studies were read out and debated. The case studies (we had a dozen prepared) were written for teams of university undergraduates and were perhaps too tongue-in-cheek in style and less challenging than might have been appropriate. Nonetheless the debates quickly became forceful and challenging – such that attendance after the morning coffee break actually increased over the number present at the start.

The format adopted was to assign teams various roles to play, and then read the case study and pose the ethical questions. Groups had 5–10 minutes to consider and discuss internally, and then each team had the opportunity to present their case and in turn respond to their opponent's presentation of arguments.

Despite the apparent simplicity of some of the cases the debates were real, sometimes surprisingly heated – and everyone agreed that the process was valuable, wherever we are in our professional careers. The cases and debates are an excellent preparation for demonstrating individual ethical competence for anyone contemplating the move to Chartered Archaeologist.

We'll be reprising the debates, with more sophisticated and challenging case studies, at the CIfA Annual Conference in Leeds in April 2019, so come and join us!

## RESOURCES FOR PROFESSIONAL ETHICS

We have recently set up a resource page for professional ethics on the CIfA website at [www.archaeologists.net/membership/ethics](http://www.archaeologists.net/membership/ethics). This includes

- CIfA *Code of conduct*
- archaeological ethics database – an ongoing project by the Register of Professional Archaeologists (the Register) and CIfA. The goal of the database is to bring together sources on archaeological ethics in a single place for the use of students, researchers and professional archaeologists. It includes over 500 sources relating to ethics in archaeology.
- *An introduction to professional ethics* practice paper – a starting point to help archaeologists develop awareness of ethical issues in the profession. It examines what ethics are and what comprises ethical behaviours, and then, using specific case studies relevant to archaeology, sets out a series of questions and discussion as to how these issues could be addressed. The case studies cover topics such as gifts and hospitality, equality and diversity, conflicts of interest, and archaeology.
- ethical case studies – this document includes a variety of ethical scenarios which may be familiar to professional archaeologists. These are in addition to the case studies contained in the Professional Practice Paper.

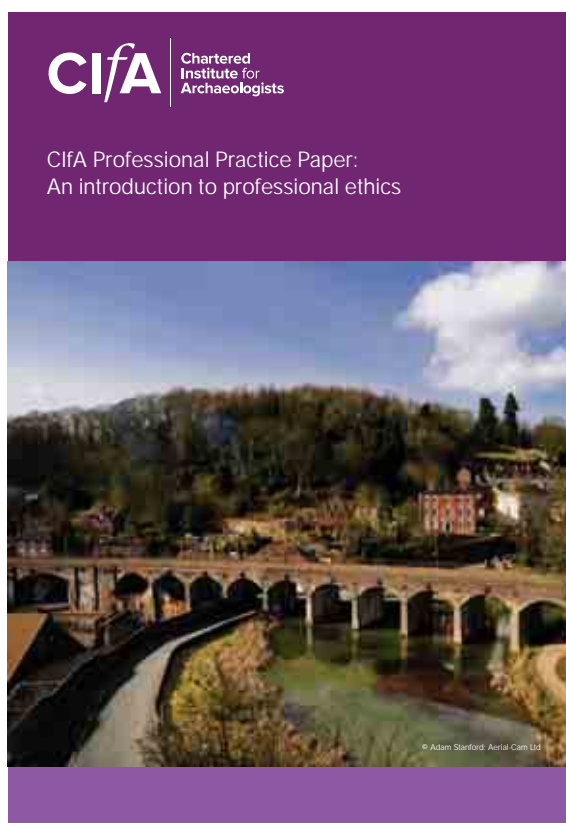


Photo credit: Adam Stanford, Aerial Cam

# If at first you don't succeed... embrace and share the failures

Rob Sutton MCIfA (4536),  
Cotswold Archaeology  
and Kate Geary MCIfA (1301), CIfA

A very successful American football coach by the name of Joe Gibbs said that  
  
'failures are expected by losers and ignored by winners'.

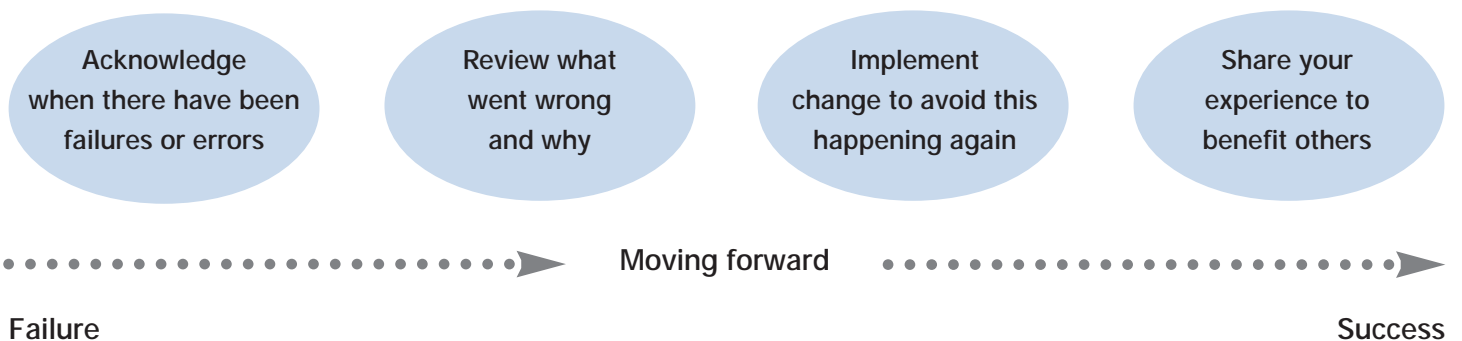


Unlike Joe, most of us acknowledge the need to learn from our mistakes in order to avoid repeating them. However, acknowledging them publicly, for the benefit of the profession, is rare. We are (slowly) becoming more adept at sharing good news stories and best practice, but in a competitive and immature industry, sharing failures is simply not part of our psyche. Yet the ability to reflect on one's actions is a critical component of professional ethics and is essential if we are to develop and move forward as a profession. So critical, in fact, that the ability to reflect on successes and failures and learn lessons from them is firmly embedded in the *Assessment of professional competence and commitment* criteria for Chartered Archaeologist published last month.

In a refreshing departure from the norm, the 2017 Theoretical Archaeology Group (TAG) conference in Cardiff devoted an entire session to 'failure not being fatal'. The session abstract adopted Winston Churchill's quote that *'success is not final, failure is not fatal: it is the courage to continue that counts'*. The session papers did not disappoint as they explored a diverse range of themes; the presence of failed cultures in the archaeological record; the adoption of a conservation philosophy that lets us embrace the loss of physical fabric; and how the fear of failure impedes innovation.

So now it's our turn to use a quote completely detached from its context: *'if you're not failing every now and again, it's a sign that you're not doing anything very innovative'*. How's that for a brave, no-fear approach? It's 2018 and we're quoting Woody Allen. At the forthcoming 2019 CIfA conference in Leeds – themed 'values, benefits and legacies' – there will be a session to delve further into the subject of 'professional' failures.

Quotes like this are often abridged to fit onto posters of airbrushed waterfalls or kittens gazing at butterflies; so, perhaps, some of the original context might have been lost. And maybe I need to take the time to read one of Mr Gibbs' much-vaunted motivational books, to better understand the subtleties of his message. But, on face value, this sounds like absolute rubbish.







ClfA conferences provide an excellent forum for open discussions with other professionals about topical issues. Credit: Adam Stanford/Aerial Cam

## 'success is not final, failure is not fatal: it is the courage to continue that counts'.

Winston Churchill

With the session at TAG 2017 potentially still fresh in the minds of those who attended, you might suggest that another session on the same subject lacks innovation, but a conversation was started at Cardiff. We want to keep this going, potentially engaging a different audience as we go. As the ClfA 2019 session will undoubtedly prompt a new and courageous way of working, embracing our failures alongside our successes, we also want to consider the mechanisms for sharing this kind of information, to help lessons learned benefit the sector. Maybe this conversation can become a standing item for all future ClfA conferences?

How will it work? The ClfA 2019 conference session will be more than a confessional. At its heart it will be the lessons that can be and

must be learnt when things go wrong, if improvements are to be made. It won't dwell on the micro-decisions that led to failures, but on the big potatoes; the cultures and behaviours that inhibit growth (for the individual and profession) and the project designs that, in hindsight, were poorly conceived. We are hoping for an honest and open discussion which might include issues such as

- when archaeological prospecting techniques just didn't work
- when attempts to innovate don't
- when big data and research-driven synthesis reveal nothing new
- when contracts designed to deliver value didn't

- when outreach projects reached out to no-one
- when partnerships and collaborative working just reveal insurmountable differences in corporate behaviours
- when training programmes take so long to design and deliver that the need no longer exists

The diversity of subject matter should allow the conversation to be relevant to those who work in the private, public and charitable sectors. At a time when the successes of projects are tightly measured and audited, we do not underplay the confidence and courage required to come forward and share your failures.

### Contact(s):

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kate.geary@archaeologists.net

# Professional ethics?

## It's what chartered status is all about

Chartered status in the UK is a professional qualification based on the assessment of competence. Professional bodies awarding chartered status have a duty to act in the public interest and are required to ensure their members meet ethical standards of professional behaviour. Chartered professionals work in accordance with these ethical standards not because they are required to by law or because it is in their interests commercially, but because they have voluntarily made a commitment to do so. Public interest and professional ethics, therefore, sit at the heart of what it means to be a chartered professional, which may be why the public rate 'Chartered' more highly than other designations or qualifications when it comes to trust.

**U**nderstanding professional ethics and demonstrating ethical behaviour underpin the *Assessment of professional competence and commitment* criteria we are proposing for the new Chartered Archaeologist grade of accreditation. The criteria comply with Privy Council requirements for chartered status and have been developed following extensive consultation with members and with other professional bodies. They are designed to recognise and accredit the knowledge, skills and ethical behaviour required of archaeologists in the 21st century, clearly demonstrating parity with the professions our members work alongside. Introducing Chartered Archaeologist sends a strong message that our profession is striving for excellence, raising standards and working in the public interest, for the benefit of the historic environment.

The proposal was published last month and, in the run-up to an Extraordinary General Meeting (EGM) on Friday 26 April, ClfA staff, Board and Advisory Council will be taking every opportunity to discuss and debate with members, in person and online. The question we'll be asking accredited members to vote on at the EGM is whether to amend the Charter by-law to allow a formal petition to the Privy Council. But we know, however, that members will want to see as much detail as possible about how we would assess applications for Chartered Archaeologist and the criteria they will be measured against before making their decision. As with our last AGM, the facility for on-line voting will be available. Only accredited members (PCIfA, ACIfA, MCIfA and HonMCIfA) can vote and 75 per cent of those voting need to be in favour in order to pass the resolution.

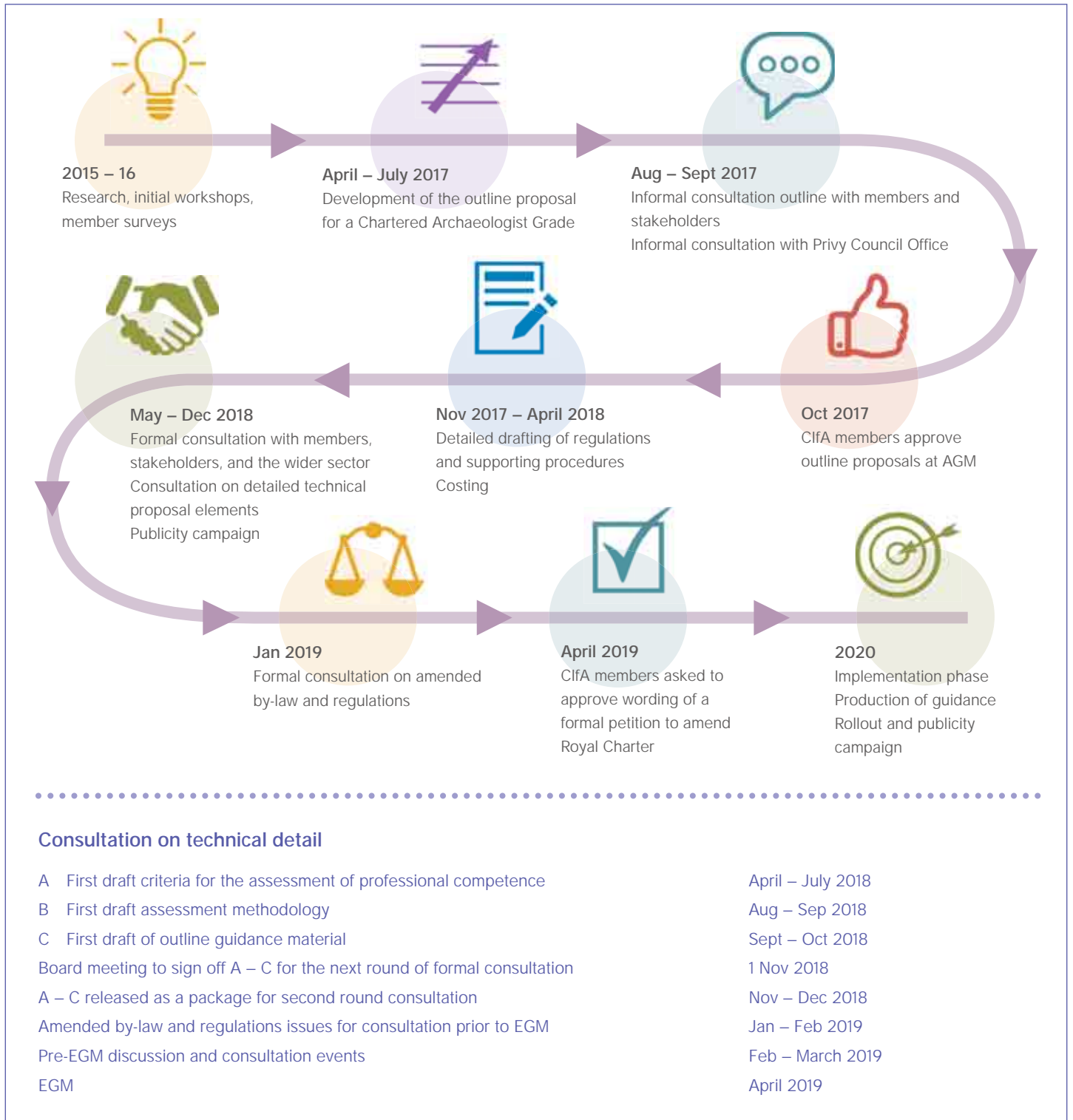


Credit: E Gardiner

If you vote in favour of changing the Charter by-law, the formal petition will be submitted in early summer 2019. If it's successful, and the Privy Council grant us the power to confer chartered status, we will develop more detailed application guidance drawing on the expertise of our Special Interest Groups to ensure that the process is relevant and applicable to all members who wish to progress and who demonstrate the required competence and commitment. This will also involve developing resources to support career development at all stages, enabling those considering a career in archaeology, or at the very early stages, to see a clear route for progression.

Not all archaeologists will want or need to become chartered, but the competence and commitment standards have been designed to be accessible as well as rigorous. The knowledge, skills and behaviours which underpin the standards are, of necessity, generic so they can be applied across all branches of the profession. They are supported by examples of the kind of evidence that would help to demonstrate them, but these are not exhaustive, and applicants will be encouraged to use examples relevant to their own area of professional practice. What they should do, however, is encourage would-be Chartered Archaeologists to think about their

## Charter Timeline



practice in broader terms; how does it demonstrate ethical understanding and self-reflection? Or commitment to quality and high standards? Or the delivery of public benefit?

Becoming a chartered profession has been a strategic ambition for ClfA (and its predecessors the IfA and IFA) for nearly 20 years. Achieving it will be a huge step forward, recognising the public (and social, cultural and economic) value of the work our members do. As always, change

brings questions – and some concerns – which we will continue to address over the coming months. For more information about how we got here and the research undertaken to date, see the Chartered Archaeologist web pages at [www.archaeologists.net/chartered](http://www.archaeologists.net/chartered). This is where you will also find FAQs and further details about the consultation process and the countdown to the EGM. You can contact us by email at [chartered@archaeologists.net](mailto:chartered@archaeologists.net) or by post or use the hashtag #ChartArch to tell us what you think.



# CPD CORNER

## What's going wrong with desk-based assessments?

Jen Parker Wooding ACIfA (7885),  
Senior Professional Standards &  
Practice Coordinator

On 15 October, the ClfA Annual General Meeting was hosted by Central Hall, Westminster, London. In order to maximise the impact of the day and to bring together members and non-members from across the historic environment sector, a CPD workshop is organised in conjunction with the AGM each year. The 2018 CPD workshop focused on desk-based assessments and attracted a considerable amount of interest, with 90+ delegates in attendance. These represented local planning authorities, archaeological contracting organisations, consultancies and universities. Presentations were heard from me, Kate Geary, Head of Professional Development and Practice, and guest speaker Ben Found, Senior Archaeological Officer for Kent County Council.

Central Hall,  
Westminster.  
Credit: J Parker  
Wooding



**Desk-based assessments have become much-maligned more recently, evidenced by the increasing levels of feedback and reports received about alleged sub-standard assessments.**

### Why run a workshop on desk-based assessments?

A combination of increased levels of concern regarding the quality and efficacy of desk-based assessments, a higher number of sanctions imposed at Registered Organisation inspections and the launch of the Standards and guidance project (see page 19 this issue) highlighted this workshop as the perfect opportunity to bring the sector together to discuss *What's going wrong with desk-based assessments?* The interest and high attendance only served to further support this fact. Clearly, there was a lot to talk about.

### Setting the scene

Desk-based assessments have become much-maligned more recently, evidenced by the increasing levels of feedback and reports received about alleged sub-standard assessments. Despite being enshrined in planning guidance, there still seems to be a lot of confusion as to what a desk-based assessment is and its overall purpose. Discussions with the Association of Local Government Archaeological Officers (ALGAO) highlighted several issues that were featured within the workshop discussions. These included confusion over terminology and the difference between desk-based assessments and heritage statements, the submission of unnecessary/unsolicited desk-based assessments, the regurgitation of Historic Environment Records (HER) information, inconsistent compliance with the Standards and guidance and, in some cases, the lack of a meaningful assessment of significance, potential and impact. To this end, the workshop was organised to address these concerns, bring together professionals from across the sector and identify the ways in which ClfA could help. Specific questions for ClfA related to the Standards and guidance.

### Recap: How to comply with the Standard and guidance

The Spring 2017 issue (101) of *The Archaeologist* included a **Spotlight on the Standard and guidance for desk-based assessments** and reiterated that to comply with the Standards and guidance,

A desk-based assessment must:

- determine, as far as is reasonably possible from existing records, the nature, extent and significance of the historic environment within a specified area
- be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of conduct and other relevant regulations of ClfA
- in a development context, either establish the impact of the proposed development on the significance of the historic environment or identify the need for further evaluation to do so
- be sufficient to enable reasoned proposals and decisions to be made whether to mitigate, offset or accept without further intervention that impact

With all this in mind, the presentations and discussions commenced.

Is it fit for purpose? Are updates or changes required to address the feedback or are the issues not associated with the Standards and guidance but something else?

### Group discussion

A feature of the workshop included showcasing the perspective of the curator. It was important to include this role prominently within this first workshop to help frame the feedback received from ALGAO, but also to reflect the fact that the network of curators across the UK is a key component within the process, collectively receiving, reading and commenting on numerous desk-based assessments each week. Ben Found, Kent County Council, acted as guest speaker and highlighted the main issues currently faced by curators, using case studies from Kent as examples. Some of the key issues raised included the need for clearly defined research objectives and research questions, the receipt of unnecessary and unsolicited desk-based assessments, the lack of communication, the use of appropriate sources of information, the importance of local knowledge, looking beyond the research area to help assess

significance and the re-use of HER information. With client confidentiality, costs, resourcing and time pressures raised as counter issues for the contractors and consultants in the room, in addition to tight timescales, a lack of curatorial provision and the effects of local authority cuts, an interesting, lively and productive debate ensued.

Delegates were given the opportunity to assume different roles during discussions in order to acquire insight and enhanced appreciation of what other audiences may wish to gain from reading a desk-based assessment. This, in turn, served to highlight the challenges faced from different professional perspectives – these roles included contractors, curators, consultants, clients, ClfA employees, academic researchers and members of the public. Delegates were also asked to discuss what they saw as the main issues, (or alternatively what they didn't see as issues at all), how things could be improved, what the perceived barriers were to achieve consistent compliance with the ClfA Standards and guidance and what changes could be made to the ClfA Standard and guidance to help all involved.



Group discussions. Credit: J Parker Wooding

## Take-home points

Ben's presentation and the feedback received from the discussions and the post-workshop survey has been extremely valuable and has provided a lot to think about. Ways in which the Standards and guidance could be amended to support those writing and reading desk-based assessments were highlighted and these will be considered in due course as part of the wider Standards and guidance project. However, some of the main take-home points highlighted in terms of the actual content of desk-based assessments and the processes involved during their compilation are outlined below:

- Speaking to your local curator early in the process, wherever possible
- Being clear about your objectives and research questions
- Not assuming a desk-based assessment is always necessary – engage with the curator and potentially save your client some money
- Not just regurgitating the HER gazetteer but trying to enhance and add value to

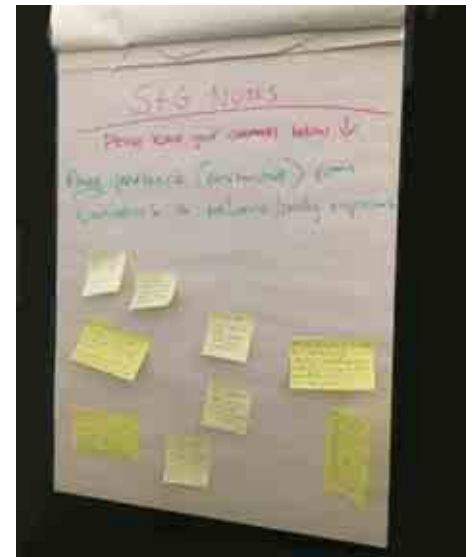
the information already available – remember public benefit!

- Always including an assessment of the significance of the site and its surrounding area

These may seem obvious to some but they are worth repeating, especially as they do appear to be issues that are being more frequently highlighted as problematic.

## So what next?

This workshop produced lots of interesting discussion and extremely useful feedback from all perspectives across the historic environment sector. It represented the largest gathering of professionals at a ClfA event outside of the conference. As a result, additional workshops are now planned for 2019 in northern England, Wales and Scotland. These will provide an opportunity for further discussion and to showcase how issues may differ in those parts of the UK operating under different planning policies. Once these have been completed the feedback will be analysed and used to identify the changes that can be made to the



Feedback was collected in a variety of ways. Credit: J Parker Wooding

Standards and guidance, if required. Thank you to those of you who attended and contributed. It was great to be part of these discussions and I hope you found them useful too. For those interested in attending a future workshop – watch this space!



# SPOTLIGHT

## ON STANDARDS AND GUIDANCE

Where have we come from, where are we going and how can you help?

Jen Parker Wooding ACIfA (7885), Senior Professional Standards & Practice Coordinator

In the previous issue of *The Archaeologist* (105) a new project focused on Standards and guidance was introduced as part of the feature entitled The Registered Organisation scheme: managing compliance and collaborating to maintain and improve standards. This project (Supporting the sector: professional pathways and standards) forms part of the Historic England National Capacity Building Programme and has two parts to it. The first part focuses on sector capacity and building professional pathways and is being implemented by Anna Welch (Professional Development & Practice Coordinator, ClfA). The second part focuses on professional standards and guidance and falls into my work remit. The primary objective of part two of the project is to develop existing professional standards and good practice guidance enabling a more skilled workforce that consistently works to professional standards. These standards will be embedded in modern professional practice and supported by guidance, case studies and training.

In order to look ahead to where we are going, it is important to look back and appreciate how far we have already come

### Where have we come from?

In order to look ahead to where we are going, it is important to look back and appreciate how far we have already come. The Institute of Field Archaeologists (IFA) was officially established in 1982. In the early 1990s the first five Standard and guidance documents were published and primarily focused on fieldwork. This reflected the implementation of PPG 16 in 1990 and the dramatic increase in developer-funded excavations. Over the course of the next 20 or so years the Institute evolved along with the profession; it changed its name to better reflect the wide variety of roles undertaken by archaeologists across the historic environment, published a more expansive suite of Standard and guidance documents and Professional Practice Papers (Table 1) and was awarded chartered status in 2014. ClfA has achieved a lot in 36 years, and it continues to develop, support, promote and advocate for a rapidly expanding and changing profession on behalf of its members, registered organisations and wider society. Archaeology in 2019 is a completely different prospect to archaeology in 1982, and as techniques and approaches to research and practice continue to develop apace, it is essential that the current Standard and guidance documents are future-proofed, remain up to date, fit for purpose and relevant to the work being undertaken.

### Where are we going?

There have been several projects undertaken over the last five years that have focused on aspects of archaeological practice or explored specific research themes. These include *What about Southport?* (Nixon 2017), *The World after PPG 16: 21st-century Challenges for Archaeology* (Wills 2018), *Paper 9: Discussion note on options for addressing the methodological issues raised by the Roman Rural Settlement Project* (Bryant 2016) and the *Review of the Standard of Reporting on Archaeological Artefacts in England* (Cattermole 2017). The results of these projects highlighted issues (both directly and indirectly) that relate to Standards and guidance, resulting in recommendations for their review/amendment. When viewed collectively these recommendations point towards four wider areas of action for ClfA to undertake to aid in the improvement of the Standard and guidance content, usability and recognition across the sector:

- 1 consistent rolling review/update
- 2 the continued promotion of accreditation and working to professional standards
- 3 training opportunities and communication
- 4 cross-sector collaboration

These actions align with the *Pointers for the next 25 years* for professional Standards and guidance as presented in the Southport review (Nixon 2017, 14):

- 1 individual chartership representing, among other things, a pledge and commitment to quality work based on agreed standards and guidance
- 2 growing sectoral leadership skills
- 3 managing the tension between demands for more tightly defined process standards than the ClfA outcome-based model, and the need to encourage innovation and creativity
- 4 responding to the challenges arising from the synthesis of information from developer-funded archaeological work for professional practice in the field and beyond

Table 1

The collective actions and pointers identified are presented in Figure 1 and illustrate the key areas that form the wider focus for this project beyond just ensuring the Standards and guidance are up to date and fit for purpose. These show where we are going and in order to make inroads, we need your help.

### How can you help?

Short answer – get involved – whether it is by answering a survey, joining a Special Interest Group or committee, attending an event or just emailing your feedback. The recent member survey contained several questions related to Standards and guidance yet just 20 per cent of the membership responded. We take the feedback seriously and must assume it is representative of the wider membership, but if you're not seeing the changes

## Standards and guidance

- Standard and guidance for archaeological advice by historic environment services
- Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives
- Standard and guidance for the archaeological investigation and recording of standing buildings or structures
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials
- Standard and guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment
- Standard and guidance for desk-based assessment
- Standard and guidance for archaeological excavation
- Standard and guidance for archaeological field evaluation
- Standard and guidance for forensic archaeologists
- Standard and guidance for geophysical survey
- Standard and guidance for nautical archaeological recording and reconstruction
- Standard and guidance for stewardship for the historic environment
- Standard and guidance for an archaeological watching brief

## Professional practice papers

- Updated guidelines to the standards for recording human remains – Piers D Mitchell and Megan Brickley, 2017
- An introduction to professional ethics – Gerry Wait, 2017
- Professional archaeology: a guide for clients – ClfA 2015
- An introduction to providing career entry training in your organisation – ClfA, 2014
- An introduction to drawing archaeological pottery, revised edition – Lesley Collett, 2017
- Employing people with disabilities: good practice guidance for archaeologists – Tim Phillips and John Creighton, 2010
- Disaster management planning for archaeological archives – Kenneth Aitchison, 2004
- Guidelines to the Standards for Recording Human Remains – Megan Brickley and Jacqueline I McKinley, 2004
- Archaeological reconstruction: illustrating the past – John Hodgson 2001
- Crypt archaeology: an approach – Margaret Cox, 2001
- Technical paper: Excavation and post excavation treatment of cremated and inhumed human remains – Jacqueline I McKinley and Charlotte Roberts, 1993

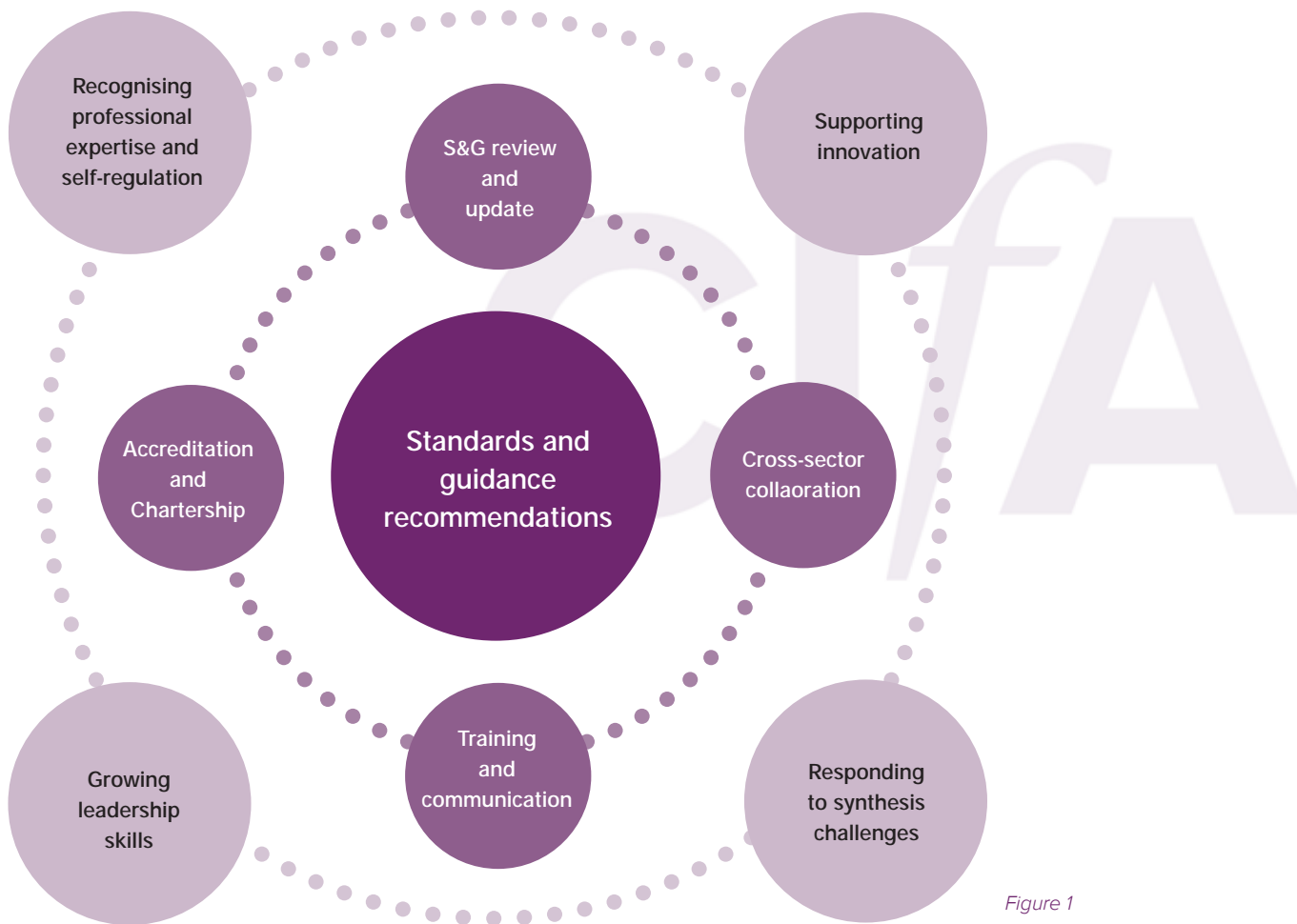


Figure 1

you desire implemented then please get involved somehow and let us know. Not all feedback can be actioned, but we will listen, and we will try our best to accommodate it, where feedback reveals a need for changes to be made. That’s our pledge to you. The Standards and guidance exist to support you as professionals, and to ensure that work is undertaken to high ethical and professional standards. In the Southport review, Nixon concluded that ‘the Standards and guidance now in place represent the most robust infrastructure we have yet had’ (Nixon 2017, 13). Despite this, the survey results demonstrate that there is still a lot of work to be done in terms of their consistent use and application: less than half of the members who completed our member survey said they referred to Standards and guidance frequently, with 13 per cent either referring to them just once, never or not sure what they were. Free text comments varied but the general themes focused on concerns regarding the policing of below-standard practice, enforcement, terminology confusion and out-of-date documents. This feedback will be addressed as part of the actions highlighted in Figure 1.

**What are we doing?**

2019 is going to be a busy year! In line with the actions highlighted in Figure 1, there will a mixture of updates, CPD training opportunities, and communication/promotion on the agenda. A full review of the Standards and guidance documents is currently underway, in addition to

several projects involving the ClfA Special Interest Groups and Historic England. We will also be working and consulting closely with ALGAO and FAME. Collectively this work will result in a raft of changes to the content and format of the Standards and guidance over the course of the year. Digital versions of the Standards and guidance (using a format similar to the online version of *The Archaeologist*) will be launched to sit alongside the traditional pdf versions. The aim is to increase usability, improve document navigation and ensure information can be accessed and viewed more easily using a variety of devices. The *Spotlight on Standards* feature that has been appearing in recent issues of *The Archaeologist* will continue to provide brief recaps of specific Standards, as well as case studies related to their implementation across the sector. CPD training workshops (like the recent DBA workshop – see page 16), seminars and consultations will be taking place in 2019 and beyond. This includes a special workshop on Standards and guidance at the 2019 ClfA annual conference in Leeds. These events provide a way for members and non-members to get involved and gain some valuable CPD – keep an eye on your inboxes for further information. In terms of communication and to keep members informed of updates and project progress, a new Standards and guidance bulletin will be launched.

In the meantime, if you have any comments or feedback you can contact me by email at [jen.parkerwooding@archaeologists.net](mailto:jen.parkerwooding@archaeologists.net)

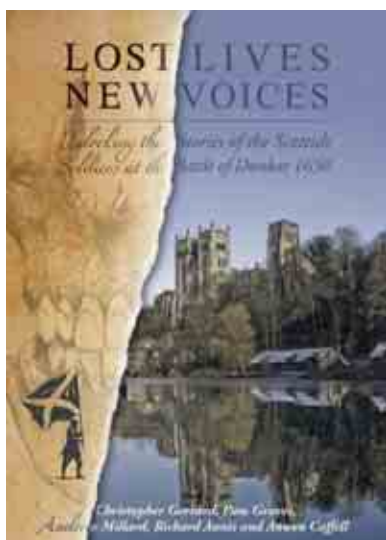




# BRITISH ARCHAEOLOGICAL AWARDS WINNERS 2018

The prestigious **British Archaeological Awards** were held in Central Hall Westminster in October following the CIfA Annual General Meeting. These awards, which take place every two years, are Britain's only independent sector-wide archaeological awards, celebrating and showcasing the best in British archaeology. The Awards were founded in 1977 and their aim is to raise awareness of archaeology and the contribution it makes to a shared understanding of our human past.

Professor Carena Lewis was the compere for the evening, well known to many for her contribution to the popular Time Team TV programme. She began by saying the awards are a testament to the calibre of work being carried out across the country.



The first award of the evening was the **Best Archaeological Book**. The winner was *Lost Lives, New Voices: Unlocking the Story of the Scottish Soldiers in 1650*. It tells the story of a chain of tragic events that took place in the aftermath of the battle of Dunbar, 1650 and the rediscovery and eventual laying to rest of soldiers taken prisoner and marched south to Durham. The judges praised the work that went into solving this 300-year-old mystery using historical research in both the UK and the USA.

*Lost Lives, New Voices*. Credit: Oxbow Books/  
Richard Annis, Anwen Caffell, Christopher  
Gerrard, Pam Graves, Andrew Millard

**Best Community Engagement Archaeology Project** was won jointly by two organisations whose focus is Britain's coast and monitoring erosion of archaeological sites using volunteers and citizen science. The judges liked the strong collaborative networks for research that CITIZAN and the SCAPE Trust have established in England and Scotland, and collaboration with the TV programme *Britain at Low Tide* has made their discoveries even more accessible to the public.



Newshot Island Boat Graveyard. Credit: SCAPE



CITIZAN. Credit: MOLA



Archaeology at Knole, Sevenoaks, Kent. Credit: Nathalie Cohen

The **Best Archaeological Project** prize went to National Trust's *Archaeology at Knole* in Sevenoaks, Kent, where an ambitious archaeological project has been recording and analysing the property ahead of current massive conservation works on site. The public has been able to see how archaeologists have been able to record, explore and understand this complex site.

Lastly the award for **Best Public Presentation of Archaeology** went to the reconstruction of the Roman Temple of Mithras – one of Britain's most significant archaeological discoveries. New research by the Museum of London team has reinterpreted the records and the displays have already seen thousands of visitors through the door of the London Mithraeum Bloomberg SPACE.



London Mithraeum Bloomberg SPACE. Credit: PAYE

Highly Commended projects included the *Thames discovery project*; *Digging for Britain*; *Wemyss Caves 4D* and books on *The Small Isles* and *The Archaeology of Dun Deardail*. ClfA is a proud sponsor of the Awards and believes in promoting award-winning archaeological practice that brings real benefits to society.

Video presentations can be found at <http://www.archaeologicalawards.com/>

**Call for nominations for the 2019 Archaeology Training Forum (ATF) Award**



Nominations are open for entries to the 2019 ATF Award. This award recognises and promotes best practice in training or professional development in archaeology. The award aims to recognise excellence in the fields of learning, training and professional development and is open to archaeological organisations, individuals, partnerships and collaborative projects throughout the United Kingdom, whether paid or voluntary.

Entries for the award must demonstrate an overall commitment to learning or training, and an innovative approach to best practice. In particular the judges will be looking for entries that:

- reference appropriate skills-needs data for the sector (paid or voluntary)
- demonstrate clear benefits that go beyond the organisation itself, either to the sector, community or to individual employees or volunteers
- make reference to National Occupational Standards
- show commitment to Continued Professional Development
- demonstrate an innovative approach or involve the development of best practice
- show commitment to recognised professional standards and ethics

The Award is judged by an ATF panel usually consisting of representatives from the Council for British Archaeology, ClfA, FAME, the national heritage agencies, higher education, and from last year's winning entry – Historic England and ClfA for the Specialist Workplace training programme.

The Award will be presented at the ClfA conference in Leeds in April.

To find out more about how to apply see [www.archaeologytraining.org.uk/atf-award/](http://www.archaeologytraining.org.uk/atf-award/)

# Shooting the stones: recording the Lower and Middle Palaeolithic record of Sussex

Dr Matt Pope FSA MCIfA (8761) UCL Institute of Archaeology and Lisa Jayne Fisher MA, ACIfA (8721) Archaeology Services Lewes

**T**he Palaeolithic record provides an important archive of human behaviour in evolutionary time currently spanning some 3.3 million years. The record for Britain now provides evidence for the last million years of that time span, in a geographical zone that sits always at the limits of the hominin environmental range. The Sussex record for the Lower and Middle Palaeolithic currently spans a period between 60,000 and 40,000 years before present, including a larger number of un-contextualised find spots through to high-resolution signatures of hominin behaviour from fine-grained deposits. The record of the period for Sussex is relatively large, historically important and internationally significant and material is currently curated across several different Sussex museums as well as the British and Pitt Rivers Museums outside of the county.

Our archives for the county have been reviewed and collated on at least three different occasions: first by Derek Roe in the 1960s, then in considerable detail by Andrew Woodcock in the later 1970s and most recently as a desk-based exercise by John Wymer in the mid-1990s. Consequently, it has been over 20 years since these records have been systematically revisited, and over 40 years since the physical collections for the county have been assessed. A case has been building for some time to revisit, document and assess the current extent, status and research value of collections relating to the county's Palaeolithic record with a view to presenting a new gazetteer for Sussex. The key component will be a collection of high-resolution images and, potentially, 3D scan records to allow remote global access to the material via interactive mapping.

### The Barbican House Palaeolithic pilot study

The vast majority of Lower and Middle Palaeolithic Artefacts from Sussex were documented by Andrew Woodcock as being present in Barbican House Museum in Lewes during the 1970s; it therefore represents the core collection of Palaeolithic material for the county. Undertaking the relocation, collection review and



Odd flints Box B; 1983-35-1 Bout coupe hand axe from Billingshurst



Garraway Rice Box 4, A092; flakes



photographic documentation of the Barbican House collection has been the first significant step towards reassessing the county's collection for this period.

To date we have worked on a small subset of the material to assess the time taken in order to calculate the time required for a full collection review and capture. The pilot project has so far captured high-resolution photographs of 26 selected artefacts alongside updated descriptions of the material.

In time, a report on the Palaeolithic record of the collection at Lewes Museum will be presented for publication in a peer-reviewed journal. This will feed

directly into up-to-date records in the HER as well as creating an accurate accessions register as necessary.

**Public benefit: data use and open access**

It is intended that the data gathered in the pilot study will be used for academic research, cultural resource management and education. The public will benefit from the work through updated HER records, 'soft' access to important parts of the Barbican House collections, and a solid academic basis on which to develop new contexts, lectures and projects that provide access for the public to the Palaeolithic record of the county.

**Matt Pope**

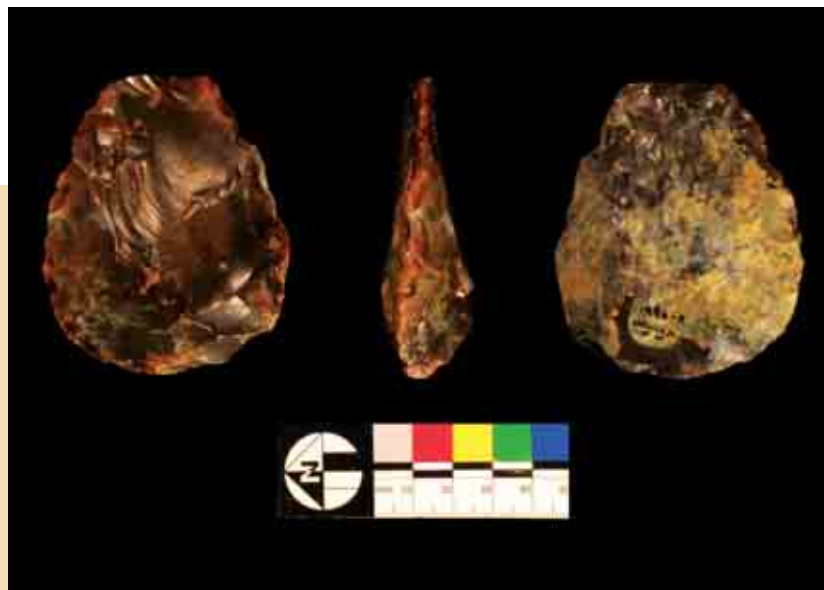
Matt is a Palaeolithic archaeologist based at the UCL Institute of Archaeology working in both commercial and UK Resource Centre spheres. His work involves integrating geoarchaeological understanding of sedimentary context with the interpretation of artefact assemblages. This is necessary to arrive at an accurate understanding of early humans in Northern Europe in terms of their technology, ecology and society. His focus of research is split between the half million-year-old open-air site of Boxgrove and the younger, Neanderthal archaeology from La Cotte de St Brelade Jersey. He joined ClfA three years ago, recognising the important role it could play in raising standards and harmonising approaches to this complex part of the archaeological record. He's recently become a specialist assessor for Validation Committee, which helps him to think about his own practice and how it relates to that of peers in the discipline.

**Lisa Fisher**

Lisa is proprietor of Archaeology Services Lewes, undertaking various commercial projects including historic building surveys and desk-based assessments.

Having had a passion for archaeology for 20 years, she completed an MA in field archaeology in 2010. She set up the Sussex School of Archaeology in 2013, which she managed for two years before leaving in 2015 to work full-time on her business. She also worked part-time as PA to Professor Peter Drewett before his untimely death in 2013 and was a trustee of the Sussex Archaeological Society from 2013 to 2016.

More recently Lisa has published a paper in *Archaeology of the Ouse Valley, Sussex, to AD 1500*, Archaeopress 2016, with another paper in Oxbow's forthcoming *Archaeology and land-use of South-East England to 1066*.



found in Alfriston, 1912 and 1907

Odd flints box H2 (Box 31); hand axe found in Hassocks, 1973-3

# SPOTLIGHT

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## ON THE CIfA PROFESSIONAL CONDUCT AND REGISTERED ORGANISATIONS COMPLAINTS PROCEDURES

<https://www.archaeologists.net/regulation/complaints>



CIfA's accredited professionals (PCIfA, ACIfA and MCIfA) and Registered Organisations have agreed to be bound by the Institute's ethical Code of conduct. As part of the application process they demonstrate they have the necessary skills and competence, and their accreditation means that they are subject to the oversight of peers.

Our professional conduct and complaints process and its sanctions provide that oversight. These underpin an institute's primary function of public and consumer protection, ensuring that clients and society in general receive the best possible service from the profession. In fulfilling this role, the Institute also protects the reputation of the remainder of its membership.

It is not just the public or clients who may raise allegations. It is important that individuals and/or organisations can raise their concerns with CIfA if they believe our accredited archaeologists and/or Registered Organisations have failed to comply with

the Code of conduct, standards and supporting regulations.

Complaints or allegations are dealt with in accordance with the Regulations for professional conduct (for individuals) or the Registered Organisations complaints procedure. The procedures exist to investigate allegations against CIfA-accredited individuals or Registered Organisations that may have breached the ethical Code of conduct in relation to their archaeological affairs and the study and care of the historic environment. This may include their conduct with employees, colleagues and helpers.

### Making a complaint or allegation against a ClfA member or Registered Organisation

Complaints or allegations can be raised in three different ways:

- contact ClfA informally for initial advice regarding your concerns
- complete the relevant form and return it to ClfA with as much evidence as possible to support the allegation
- raise your concerns through your Special Interest or Area Group

Allegations and complaints are judged against the Code of conduct and/or supporting regulations and Standards.

In all instances, the complainant needs to identify the relevant principle(s) and rule(s) that have allegedly been breached and to explain why and how. Reference to the standards is helpful. All cases need **supporting evidence** to proceed; this can be photographs, documents, reports, supporting statements from colleagues, etc.

The first assessment stage of reviewing any allegation is for the Institute to decide whether the matter could be **more appropriately resolved by discussion**

amongst parties. This is an important step as often formal complaints can be avoided by speaking to the individual or organisation first, and issues can be resolved much more swiftly. There are often existing procedures in place to allow you to do this.

#### Timescales

Formal allegations and complaints can take time to resolve. When a completed form is received there are several stages to the process, including

- carrying out an initial assessment to decide if the allegation is appropriate for our procedures
- if the allegation is appropriate, appointing a solicitor and panel to ask for a response to the allegation from the individual or organisation being complained about. The panel will then need to review all the evidence presented to reach a decision about whether there has been a breach of the Code of conduct and/or regulations
- if there has been a breach of the Code of conduct and/or regulations, a sanctions panel or the Registrations Committee (Organisations) needs to decide on the sanction given to the individual or organisation

All the stages rely on other ClfA-accredited individuals volunteering their time to be involved (peer review) and at each stage the individual or organisation being complained about has the right to appeal a decision, which would involve another group of individuals getting together to consider the grounds for the appeal.

#### Where the ClfA complaints process may not be appropriate

We do not get involved in contractual disputes. In these cases, we recommend that you speak to other relevant organisations such as trade unions, ACAS or Citizens Advice, for example, or look at arbitration or mediation.

In some circumstances a professional conduct allegation may not be the most effective way of dealing with an issue, particularly where there is any anticipated or actual civil or criminal proceeding that would take precedence over our own conduct procedures. Again, in these cases we may advise that you speak to other relevant organisations, which may include the Police or Protect, as well as those listed above.

#### Reporting the outcome of complaints

In some cases, complaints or allegations are resolved right at the beginning of the process by encouraging the parties involved to discuss the issues. In these instances, we generally do not report on the outcome. This is the same for complaints that are found not to be breaches of the Code of conduct and/or regulations. In the Annual Review we publish the total number of formal and informal cases we deal with each year.

Cases that are found to be in breach of Code of conduct and/or regulations are made public and are published in The Archaeologist magazine and on our website. This is to ensure that the profession can benefit from the lesson learned from each case.

### Complaint check list

- **Raise your concerns with the person or organisation before making a complaint: use any appropriate procedures**
- **Contact ClfA informally to ask advice**
- **Check your complaint relates to professional and ethical behaviour in relation to archaeological affairs and the study and care of the historic environment covered by the ClfA Code of conduct and/or regulations and standards**
- **Complete the relevant complaint form or supply the required information identifying the parts of the ClfA Code of conduct/standards/regulations your complaint relates to and provide evidence to support this**

Number of formal and informal complaints received in the last three years



#### Useful links

ClfA complaint procedures ([www.archaeologists.net/regulation/complaints/makingacomplaint](http://www.archaeologists.net/regulation/complaints/makingacomplaint))

ClfA Annual Review 2018 ([www.archaeologists.net/sites/default/files/ClfA%20Annual%20Review%202018%201308%20digital.pdf](http://www.archaeologists.net/sites/default/files/ClfA%20Annual%20Review%202018%201308%20digital.pdf))

ACAS ([www.acas.org.uk](http://www.acas.org.uk))

Protect ([www.archaeologists.net/protect](http://www.archaeologists.net/protect))



# Annual review of allegations of misconduct made against members



Alex Llewellyn MCIfA (4753), Head of Governance and Finance



All Registered Organisations and accredited members of ClfA have signed up to adhere to our Code of conduct and to carry out work in accordance with the regulations and Standards and guidance, and are accountable for their actions. Enquiries into a member’s actions or formal allegations of misconduct can be lodged with ClfA and we will investigate.



Between December 2017, when we last reported in *The Archaeologist*, and November 2018 the Institute has received

- two formal allegations against individual members of ClfA
- one formal complaint against Registered Organisations
- sixteen informal enquiries or pieces of correspondence

A total of 109 hours of staff time was invested in dealing with complaints, a total cost of £4,356. Fees from our legal advisors who assist with potential allegations of misconduct that go forward for further investigation after initial assessment amounted to £23,442.

In accordance with our regulations, a review of our systems for dealing with allegations and complaints was carried out by Michael Nelles, Membership Manager at Icon, in September 2018. Michael reviewed four cases

against individual members that had been completed between July 2016 and October 2017 when the last review was carried out.

The key points raised by the review in terms of where ClfA can make improvements are

- **timescales for action.** As identified in previous reviews, the current process is complex and time-consuming, which is unkind to protagonists and has caused reputational damage for ClfA.
- **documentation and record keeping.** The Institute does not store complete files in either hard copy or electronic form at the ClfA office, as they are managed and held by the legal advisors. As the review took place in the office not all papers were available to the reviewer.
- **number of individuals involved.** The regulations call for as many as 30 individuals to be involved in the process at various stages, which increases scheduling and resource challenges that hinder progress towards a conclusion.

The recommendations have been reported to the Board of Directors. The Board had already commissioned revised, streamlined regulations to address these issues: a draft has been prepared by staff and is being reviewed by the Institute’s legal advisors. It has also advised that the next review be conducted at the lawyers’ premises so that a complete set of records is available to the reviewer.

The Board would like to thank Michael for carrying out this review, which confirmed its analysis of pre-existing problems and lends support to the reforms presently in hand.

# British Army starts recruiting for revived MONUMENTS MEN

**O**n 11 October, *The Telegraph* reported that the British Army had begun recruitment to the newly created Cultural Property Protection Unit (CPPU). Taking inspiration from the Monuments, Fine Arts and Archives programme (MFAA – ‘Monuments (Wo)Men’) of the Second World War, creation of the CPPU received early sponsorship from Tracey Crouch, the former Minister for Sport, and follows the UK ratification of the 1954 Convention on the Protection of Cultural Property in the Event of Armed Conflict (the ‘Hague Convention’) in September 2017.

The creation of the Unit is a response, in part, to the targeted destruction of standing archaeological remains at places like the Mar Elian Monastery, Syria, and Nineveh, Iraq, as well as the frenzied and systematic iconoclasm and looting at Iraq’s Mosul Museum between 2014 and early 2018. However, the Unit’s establishment is also an

obligation under the Hague Convention, which requires States Parties to establish, within their armed forces, services or specialist personnel whose purpose will be to secure respect for cultural property and to cooperate with the civilian authorities responsible for safeguarding it – either at home or overseas.

Mark Dunkley, MCIfA (1263)

The CPPU will comprise a 15-strong deployable force tasked with protecting art and archaeology, investigating looting, bringing smuggling gangs to justice and informing allied forces about the location of cultural heritage sites. The new unit will initially draw on members of the Army, Navy, RAF and Royal Marines qualified in the fields of art, archaeology and art crime investigation; civilians who wish to join will have to enlist in the Army Reserves.

More information can be found on the British Army blog – search ‘Monuments Men: Part One’.



# New members



## Member (MCIfA)

10178 Richard Bennett  
6458 Loic Boscher  
10158 Marcus Brittain  
10281 Irene Garcia Rovira  
8112 Michael Glyde  
1155 Eoin Halpin  
4626 Natasha Hutcheson  
10274 Philip Karsgaard  
10181 Philip Luth  
10279 Ivan Reilly  
10182 John Roberts  
4710 Rebecca Roseff  
10278 Joakim Thomasson  
10280 Scott Williams

## Associate (ACIfA)

5017 Paul Bowen  
2189 Robert Burrows  
10275 Anthony Byledbal  
10282 Lyndsey Clark  
5284 Ruth Humphreys  
10199 Derek Hurst  
9854 Katie Lee-Smith  
10304 George Loffman  
1945 William Logan  
10179 Simon Maslin  
10224 Warren Muncaster  
9560 Leanne Swinbank  
8809 Anthony Taylor  
7342 Daria Tsybaeva  
10180 Helen Vernon  
10228 Philip Wright

## Practitioner (PCIfA)

9987 Graham Arnold  
10260 Tony Baker  
10205 Levente Bence Balazs  
10245 Tabatha Barton  
8074 Hannah Blannin  
10234 Ciara Butler  
8381 Sophie Carver  
10207 Leon Cauchois  
10277 Christoforos Christoforou  
9088 Emma Chubb  
10221 Eben Cooper

10255 James Danter  
10339 Emily Dennis  
10355 Jordan Dills  
10198 Cristo Manuel Gonzalez  
10173 Magdalena Gruszecka  
10268 Megan Healy  
10232 Samantha Hilton  
10172 Diana Holmes  
10210 Alison Jones  
9190 Michail-Athanasios Kaikas  
10174 Rachael Kershaw  
9652 Kristina Lee  
10159 Jennifer Loader  
9590 Anna Lound  
10258 Kieran Mason  
10206 Lynda McCormack  
10187 Roberto Montagnetti  
10175 Joseph Moran  
10208 Loretta Nikolic  
10209 Dora Olah  
7436 Sean O'Regan  
10170 David Parry  
7513 Nik Petek-Sargeant  
10259 Amanda Phillips  
10160 Stephanie Ralph  
10177 Adrian Robins  
10223 Chiara Sabato  
10256 David Sampson  
10176 Jazmin Sexton  
10171 Chloe Sinclair  
10219 Carl Thorpe  
10327 Fiona Vernon  
10225 Amedeo Viccari  
10235 April Williams

## Affiliate

10197 Hester Adams  
8589 Rebecca Bradford  
10298 Paul Branford  
9003 Bronte Charles  
10166 Ian Colson  
10185 Emma Cooper  
10312 Roger Doonan  
10321 Laura Johnson  
10195 Timothy Jones  
10286 Wojciech Krol  
10316 Katherine Longley  
10285 Sarah McGarrigle Guy

9045 Malcolm McLeod  
1486 Alison McQuitty  
10273 Chiara Nardese  
8597 James Notman  
10310 Brian O'Callaghan  
10189 Abigail Parslow  
10216 Gemma Pybus  
10155 Amy Eliza Rattenbury  
9618 Katrin Schreiner  
10300 Amie Smith  
10267 Emma Street  
10325 Eva Takac  
10218 Aline Tarmann  
10240 Jessica Taylor  
10322 Paris Towsey  
10156 Michael Troake  
10345 Stephen von Dadelszen  
5260 Camessa Wakeham  
10202 Opal Weston  
10261 Saskia Winslow

## Student

10272 Anna Allison  
10213 Sophia Andrews  
10262 Alexander Andrews  
10342 Erin Ashby  
10217 Araceli Barrera Cruz  
10354 Lauren Basnett  
10200 Edward Bates  
10343 Asa Beeby  
10191 Myfy Berry  
10169 Matthew Bland  
10284 Eric Brown  
10241 Thomas Bull  
10301 Christian Burgess  
10190 Olivia Cashmere  
10237 Juliette Caverly  
10151 Emilie Charron  
10295 Robin Chu  
10309 Miles Clifford  
9754 Vivienne Cooling  
10153 Deidre Crouch  
10152 Andrew Davies  
10239 Samantha De Simone  
10231 Gavin Duffy  
10238 Joshua Ede  
10344 Maeya Ember  
10193 Matthew Finlayson

10212 Kailey Firmin  
10271 Evan Fray  
10270 Frances Garnett  
10230 Hannah May Gibbs  
10157 Alexandra Hale  
10215 Samuel Hirst  
10194 Talei Holm  
10265 Carrie-Anne Johncock  
10311 Maxwell Joyner  
10308 Jeni Kearney  
10154 Natalia Klimasovska  
10348 Catherine Knowles  
10188 Brittany Lancey  
10150 Roxanne Lyons  
10168 Joanna Mackintosh  
10164 Catriona MacLennan  
10334 Anna Martelli  
10257 Lauren Mason  
10351 Amy McDaid  
10264 Gemma McDermott  
10266 Rufus McNiven  
10352 Lorraine McVinnie  
10291 Jonathan Mosca  
10305 Erik Niskanen  
10349 Yefren Nye  
10292 Emily Ogden  
10346 Tatiana Oleynik  
10263 Brett Ostrum  
10313 Valentina Perrone  
10229 Tanja Peter  
10214 Elanor Pitt  
10149 Tracy Platts  
10196 Richard Pougher  
10347 Elin Price  
10289 Marion Ratier  
10162 Sarah Saunderson  
10294 Emma Smith  
10254 Elizabeth Summers  
10186 Victoria Szafara  
10337 Carley Tatlow  
10183 Ana Catarina Vital  
10335 Peter Walker  
10341 Kelley Walker  
10167 Kimberley Withers  
10299 Rory Wolstenholme  
10184 Finlay Wood



# Upgraded members

## MCIfA Upgrade

7575 Emma Anderson  
1513 Stephen Dean  
8148 Alexandra Egginton  
2298 Giles Emery  
8931 Scott Lomax  
2291 Simon McCudden  
5395 Kevin Paton  
1312 Tom Vaughan

## ACIfA Upgrade

9946 Stephen Gray  
8809 Anthony Taylor  
7342 Daria Tsybaeva

## PCIfA Upgrade

9153 Edward Burton  
9494 Christian Day  
7693 Nick Hannon  
9490 Susan Walker

## Member news

### Dr John P Salvatore MCIfA (76)

President of the Devon Archaeological Society 2018

It was an honour earlier this year to be inaugurated as the President of the Devon Archaeological Society (DAS) as 2018 coincides with the 90th anniversary of the organisation, which held its formative meeting in Exeter in December 1928. Indeed, a number of events and talks are being held to mark the occasion and in particular the contribution of the DAS and its members over the past decades in advancing knowledge of the archaeology and built heritage of all periods within the county. This has been achieved through the publication of the Society's annual proceedings and its wholehearted support for excavation, research and educational projects. The Society is one of the largest in the country – as befits a county which possesses such a rich variety of archaeological monuments and buildings – and it has for a number of years run seminars and classes for its members not only at its Exeter premises but further afield within Devon. A series of regular winter talks and summer field visits also take place.

I was perhaps asked to take the role of President of the DAS as I have been lucky enough to have spent the majority of my working life in Devon, initially as an excavator on the Roman military bath-house at Exeter directed by Paul Bidwell and then as a site supervisor at the major Guildhall Shopping Centre scheme under the tutelage of the late Chris Henderson, who was instrumental in teasing out the plan of the legionary



fortress at Exeter from the various excavations that took place across the city during the 1970s and early 1980s. Full publication of the fortress is still awaited, but the DAS and Exeter City Council have supported the forthcoming publication of the 1970s excavation of the Roman military compounds outside the fortress and a report on what is believed to be a Roman military supply base on the Topsham Road to the south of Exeter city centre, discovered in 2010.

During the coming year I will be directing much of my attention to ensuring that the Devon Archaeological Society celebrates its 90th anniversary in style and I am particularly looking forward to next September, when the Society is planning a two-day Roman-themed event in the city with guided walks of the Roman walls by members of the Society and displays by the local Isca Romano living history group.

## Obituary

### Henry Cleere Hon. MCIfA (6)

We were sad to hear that Henry Cleere passed away in August 2018. Henry was a founder member of the IfA and lifetime Hon. MCIfA. He was a visionary individual, whose contribution to archaeology and the profession has been singular.

You can read the obituary by the EAA at [https://www.e-a-a.org/EAA/Navigation\\_News/Henry\\_Cleere.aspx](https://www.e-a-a.org/EAA/Navigation_News/Henry_Cleere.aspx)

# NOTICEBOARD

## CIfA2019

### Archaeology: values, benefits and legacies

24–26 April 2019, Royal Armouries Museum in Leeds

Sponsored by Towergate Insurance

Preparations for CIfA2019 are well underway. Our three-day programme includes papers, seminars and activities providing a forum for delegates to discuss and explore ideas around social value, public benefit, and the creation of knowledge. It offers the opportunity to think about legacy and how the work we undertake now will impact on future generations – from inspiring careers to learning lessons from our failures. We also want to consider how a multitude of stakeholders – archaeologists, policy makers, clients, the public – value our discipline: financially, politically and intellectually, and to think about how effective we are in communicating that value through the stories we tell.

There will also be [CPD workshops](#) covering photography and its applications in cultural heritage, professional ethics and CIfA Standards and guidance.

[Social events](#) will include a wine reception and networking dinner at Trinity Kitchen, a buffet at Lambert's Yard, and Hippocampus (aka John Schofield) will be back to DJ the disco.

[Booking information](#), news and a full timetable of sessions can be found on our conference website:  
[www.archaeologists.net/conference/2019](http://www.archaeologists.net/conference/2019)

#### Special offers

To help Registered Organisations support staff to attend the conference we are offering a 10 per cent discount on the registration fee. Please contact us if you haven't received your discount code.

#### Conference bursaries

Delegates can apply for two different conference bursaries. The Hal Dalwood Bursary covers the cost of conference attendance, travel and accommodation to enable an early-career archaeologist of any age to attend the CIfA conference. There is also a general CIfA bursary pot to assist delegates with the cost of attending the conference. Find out how to apply for a bursary at [www.archaeologists.net/conference/2019](http://www.archaeologists.net/conference/2019)



### Selection Toolkit for archaeological archives coming soon

The aim of the archaeological selection process is to ensure that the elements retained from the working project archive for inclusion in the preserved archive are appropriate to establish the significance of the archaeological project and support future research, outreach, engagement, display and learning activities. However, the application of such a process is neither universal nor consistent.

The Archaeological Archives Group are in the final phase of a project funded by Historic England to create a nationally recognised Selection Toolkit to aid the formulation of selection strategies for archaeological archives.

The Selection Toolkit will be available online via the CIfA website and will be launched at the Archaeological Archive Group's annual day conference and AGM on 20 March in Birmingham. Workshops on how to use the Selection Toolkit will be held across the country during the summer of 2019.



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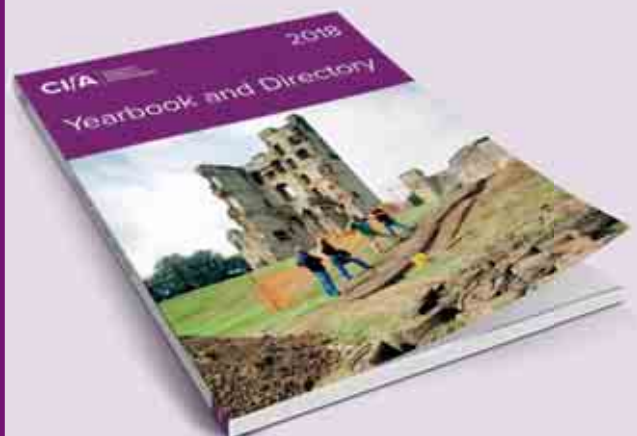
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