

CIfA

Chartered
Institute for
Archaeologists

Annual Review 2017/2018

“Ethical competence is central to the development of Chartered Archaeologist and will continue to be a core part of our communications for the foreseeable future”

Vicky Hunns, ClfA Chair

ClfA

Message from the Chair

During the last twelve months we have continued to promote professionalism, focusing on collaboration and professional ethics.

Collaboration is an essential feature of our working lives – as part of large infrastructure projects; between professional archaeologists and community groups; and with other specialists within and outside our sector. ClfA2018 in Brighton provided a forum for us to share our experiences of collaboration and an opportunity for **collaboration in action**, with delegates developing action plans, testing apps and outlining new standards for the profession. Many of the topics covered in this annual review are projects where ClfA has collaborated with others to achieve significant developments for archaeology, through our advocacy work, career pathways and standards. These actions help bring **recognition and respect** to our profession.

Ethics are also a fundamental part of how we work: understanding our moral, social and professional responsibilities can help us in situations where, for example, we need to balance our obligations and values against client and contract expectations. **Ethical competence** is central to the development of Chartered Archaeologist and will continue to be core part of our communications for the foreseeable future. A working party of the Advisory Council helped to develop our new Professional Practice Paper *Introducing Professional Ethics*: it is an essential tool to prepare ClfA professionals to deal with ethical dilemmas, and ClfA 2018 included a thought-provoking session where delegates debated the ethical considerations of familiar and less-familiar scenarios. We hope to develop this type of interactive learning further in future years.

Our 20 Area and Special Interest Groups have played an active role in the development of the Institute in the past year, with each Group having a seat on the Advisory Council and offering **specialist advice** and input to the work we are undertaking. In particular this has included making sure that the ongoing development of Chartered Archaeologist is relevant to all areas of our work as professional archaeologists. Our Groups bring together professionals with specific historic environment interests and play an important role in the work of the Institute by providing a wide range of training opportunities and actively encouraging us to work to clearly defined standards.

We continue to cement and develop partnerships with other bodies, including IHBC and DGUF, and have been actively engaged in **sector-wide initiatives** including the Historic Environment Forum and Heritage 2020, using these collaborations to reinforce the need for clients to use professional archaeologists and the benefits and value that early engagement brings to projects. Working alone and with partners we have been proactive in addressing advocacy and policy issues that directly affect archaeology and professional archaeologists' work.

There is much more happening that is not reported in this review, and you can find out more about it in our magazine, *The Archaeologist*, through our regular eBulletins and on our website www.archaeologists.net, as well as speaking to staff or members involved in the Advisory Council or the Board of Directors.



Vicky Hunns ClfA Chair



What is the Chartered Institute for Archaeologists?

The Chartered Institute for Archaeologists (ClfA) is the leading professional body representing archaeologists working in the UK and overseas.

		
<p>A professional body</p> <ul style="list-style-type: none">• Protects the public• Regulates the profession• Publishes ethical codes and standards• Accredits individuals and organisations• Supports professional development	<p>A trade union</p> <ul style="list-style-type: none">• Represents employees• Negotiates pay and conditions• Offers advice to individuals• Provides representation on contractual issues	<p>A trade association</p> <ul style="list-style-type: none">• Represents employers and businesses• Provides advice and support to its organisational members• Encourages collaboration between companies within the sector



*Professions are disciplines whose members, whether paid or voluntary, agree to be bound by an **ethical code**, have demonstrated necessary technical and ethical competence, and are subject to the oversight of their peers.*



Professional institutes provide that code – our **Code of conduct** – and supporting regulations and standards. We promote high professional standards and strong ethics in archaeological practice through the education, guidance and regulation of professional members, to maximise the benefits that archaeologists bring to society. We assess the competence of individuals and organisations to ensure that accredited ClfA professionals are skilled in the study and care of the historic environment. Our **professional conduct process** and its sanctions provide the oversight that underpins an institute’s primary function of public and consumer protection, ensuring that clients and society in general receive the good service from professional archaeologists. These actions also serve the interests of, and benefit, ClfA professionals by supporting the importance of the role that archaeologists serve in society, thereby raising the status of archaeologists and the profession.

How do we deliver our aims?

CIfA champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge. We represent the contribution of the historic environment sector to governments, encourage Continuing Professional Development (CPD) to keep historic environment professionals up to date on developments in practice, improve individual career prospects, and provide a wide range of membership services.

We are the authoritative and effective voice for archaeologists, bringing **recognition and respect** to our profession.

Our 2010–20 Strategic Plan objectives are to

- 01** increase understanding of the role of archaeologists in society and improve our status
 - 02** inspire excellence in professional practice
 - 03** strengthen the relationships between archaeologists across the historic environment and other sectors
 - 04** make CIfA accreditation an essential demonstration of fitness to practice
 - 05** develop a stronger influence on historic environment policy
 - 06** give archaeologists a credible, effective and efficient professional institute
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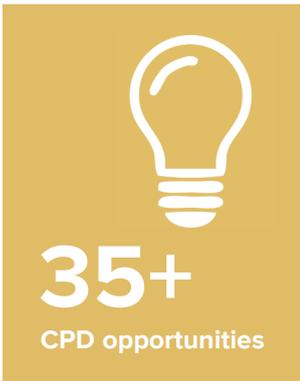


Highlights

Here are a few examples of work we have done in the last year.

Regulation

We have dealt with 15 complaints raised against individuals and organisations, six of which were formal allegations. Through the Registered Organisations inspection process, we have issued a total of 3 conditions of registration and 28 recommendations for improvement to the 28 organisations applying for the next registration period. One organisation has been removed from the register after receiving three conditions of registration within a three-year period, and one member has received a formal reprimand following a professional conduct investigation.



Professional practice

We have published three new professional practice papers on professional ethics, pottery drawing, and recording human remains. Our website has a new section dedicated to careers and professional development, providing guidance on Continuing Professional Development (CPD), NVQs, training opportunities and training plans, and we have approved twelve entry-level employer training schemes. ClfA2018 in Brighton included 15 sessions and 9 CPD workshops, and we have run 22 other events via our AGM, Groups and other specialist workshops. We have worked with key sector employers as part of the Historic Environment Trailblazer Apprenticeship group coordinated by Historic England, gaining approval for the first apprenticeship standard in archaeology.



Advocacy and influence

ClfA is a leader in advocacy among core archaeological bodies and a key partner within wider historic environment sector forums. We are the authoritative and effective voice for archaeologists. We have identified priority policy objectives, and work towards them proactively and through our responses to consultations: we have submitted 46 over the past twelve months. We work with sectoral forums and partnerships that help ClfA to advance its policy objectives and influence the wider sector and governments; those groupings include The Archaeology Forum, Heritage Alliance, Historic Environment Forum, Heritage 2020, Scotland's Archaeology Strategy, Built Environment Forum Scotland, and the Northern Ireland Department for Communities 'Way forward' groups for archaeology.



Professionalism

Our key objective is to demonstrate that archaeology adds value to business and society, and that using accredited archaeologists ensures that the work will meet the needs of clients and the public. In the past year the number of ClfA professionals has increased by 15 per cent, with 82 per cent of archaeological jobs advertised today* citing ClfA accreditation as a desirable.

**taken from adverts in JIST and on BAJR on 22 June 2018*

Policy, partnerships and collaborations

As part of ClfA's policy work, we work to exert influence over government and external organisations, collaborating with many informally or in partnership.

We have worked with external partners, for example holding workshops with the Royal Town Planning Institute (RPTI) and British Property Federation (BPF).

ClfA's advocacy partnerships increase the **effectiveness of archaeological campaigning**. This year ClfA has led or assisted partners in sending joint responses to consultations with the Council for British Archaeology (CBA), Federation of Archaeological Managers and Employers (FAME), Association of Local Government Archaeological Officers (ALGAO), Built Environment Forum Scotland (BEFS) and Archaeology Scotland. ClfA also works in wider partnerships such as The Archaeology Forum (TAF), both to improve coordination of advocacy with groups such as Rescue: The British Archaeological Trust, and in response to external stimuli, like the 2016 British Academy *Reflections on Archaeology* report. TAF is discussing how it can help overcome some of the report's findings.

Advocacy has included reform of planning policy in England, Scotland and Wales, the 25-Year Environment Plan and a forthcoming Agriculture Bill, which will provide a new framework for agri-environment schemes post-Brexit, and the Government's Mendoza Review of Museums in England, which has led to a task-and-finish group to implement. On these issues ClfA has met with ministers and civil servants from three government departments in Westminster, has given evidence to a Welsh government committee, and has responded to more than 45 consultations.

ClfA has also been leading the sector in **seeking proactive change**. This has included holding with Historic England six workshops on *21st Century Challenges for Archaeology*. We will now draw up detailed proposals for how the sector might implement the recommendations of the project's final report.

In May, ClfA signed a new memorandum of understanding with the Deutsche Gesellschaft für Ur- und Frühgeschichte e.V. (DGUF) in order to foster the development of ClfA Deutschland. We also signed a memorandum of understanding with the Register of Professional Archaeologists (RPA) in August 2017. This agreement led to the creation of a **new professional ethics database**, which was jointly launched in June this year. ClfA has also continued to meet regularly with its other MoU partners, including the Institute of Historic Buildings Conservation.

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“Working with others helps us to more effectively communicate the work of the Institute and its members, and to benefit from sharing ideas with other professionals”

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ClfA continues to chair the English Client Demand Task Group (CDTG) which seeks to encourage clients to use heritage specialists with accredited skills.

Finally, we wish to record our thanks to Tim Howard, who retired from ClfA this July after leading ClfA’s advocacy for the past ten years. Tim has been a tremendous asset to ClfA and to the archaeology sector and has greatly enhanced ClfA’s reputation with peers and with Government for reliable, professional advice on issues affecting the archaeology sector. He will be sorely missed and we wish him and his family all the best for the future.

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Our advocacy and policy priorities are regularly reviewed and discussed with the Advisory Council and details of our current priorities are on the ClfA website at www.archaeologists.net/advocacy

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Professional development

Over the past twelve months there has been a significant increase in the archaeological workforce and our focus on professional development has been on attracting a wider and more diverse range of people to consider a career in archaeology, strengthening both traditional and non-traditional entry routes and ensuring that professional archaeologists have access to the necessary training to develop their skills.

The **dedicated careers section** on our website provides information for those looking to start a career in archaeology, for individuals wanting to build on their professional development through training and CPD, and for employers wanting to know more about how to provide professional development training for their staff. In 2017 we introduced a CfA approval scheme for employers' training schemes, fieldschools and workshops that demonstrate their learning outcomes link with National Occupational Standards. We have awarded twelve Registered Organisations with this accreditation. We are members of the Steering Group for the Trailblazer apprenticeship scheme to develop apprenticeships in archaeology, conservation and historic environment advice at levels ranging from 3 to 7 – equating to academic qualifications from A-level to postgraduate level – and we chair the Archaeology working group. The Archaeological Technician Level 3 apprenticeship has now been approved for delivery by the Institute for Apprenticeships and, through the Trailblazer Group, we are working with employers to ensure that the first apprentices can start in the autumn.



We have continued to provide a range of relevant and quality **CPD training opportunities** for members to support individuals in gaining the skills they need to become accredited. Our e-learning portal includes short courses introducing professionalism in historic environment practice and making sense of the planning system. In the last year through our Annual Conference, AGM, Groups and other activities we have provided over 40 CPD events. These have included *Archaeological Building Recording; Archaeology and the planning system; Introduction to Photogrammetry and RTI; Standard & guidance for briefs, specs and WSIs; and Data management.*

As lead body for the delivery of Aim Five of Scotland's Archaeology Strategy – Innovation and Skills – we have undertaken research into **skills needs and training provision** in Scotland, which has identified opportunities for further collaboration with employers and training providers, particularly around the development of Modern Apprenticeships and other alternative entry routes into archaeology. This work will be continued in 2018–19 in collaboration with employers and sector partners, focusing on apprenticeship development.

This year we also celebrated ten years of the Level 3 NVQ in Archaeological Practice. Since its introduction in 2008, the NVQ has set the bar for skills and knowledge required at entry level to the profession against a nationally recognised **framework of competence** – the National Occupational Standards. The NVQ helps to broaden the sector's capacity by providing an alternative qualification for those without a degree, and is ideal for ambitious school leavers, for career changers, and for those with specialist skills acquired on the job but no formal qualification to show employers. It also offers a means for graduates and postgraduates to distinguish their CVs from others in the job market. *The Archaeologist* 103 shares the experiences of some of the candidates and assessors who have taken part in the NVQ programme over this time.

Chartered Archaeologist

#ChartArch

Overarching all these initiatives is our longer-term aim of introducing a new Chartered Archaeologist grade of accreditation, supporting our first strategic objective – to increase understanding of the role of archaeologists in society and improve our status.

At the launch of ClfA in 2014 we announced our intention to start consulting members and the sector on an amendment to the Charter **to allow us to confer chartered status on individual members**. On the advice of the Privy Council Office, this has been taken forward as a two-stage process, with the development of individual chartered status following on from chartering the Institute.



“By encouraging me to partake in CPD events, my employer has helped me to develop my career as a recent graduate. CPD events allow me to improve my skills, network and get an understanding of industry and the support my employer has shown me has helped me thrive in my role within their business.”



Building on feedback from a series of workshops, conference sessions and preliminary consultations we have started work on the outline framework for the new accreditation, and sought to establish what we think chartered status is (and what it's not) and why the profession and the public it serves will benefit from the creation of a new 'Chartered' grade. Through this work, we have established that chartered status is the most rigorously tested level of accreditation any professional body can award its members. It is a formal, **internationally recognised and externally verified** benchmark of professionalism. It is not given automatically, and it is not an honorific title given in recognition of length of service or high standing in a profession, nor is it necessarily a measure of seniority.

In proposing to develop a Chartered Archaeologist grade, ClfA is sending a strong signal on behalf of members that the profession of archaeology is working for public benefit. As a brand, we believe it will provide greater recognition for the profession of archaeology, parity of respect with other chartered professions and will inspire greater client and public confidence in our members' work. It will also strengthen accreditation processes and the value of ClfA membership, make the profession of archaeology more attractive as a career and promote career pathways.

We have undertaken research into the mechanisms for awarding chartered status in other professions and have found that there are a variety of approaches. However, most have the following aspects in common

- assessment of a high level of technical competence, demonstrated through relevant qualifications and/or work experience
- assessment of professional and ethical knowledge and skills and their application to real-world situations
- a commitment to individual professional development and to the development of the profession/discipline

The outline framework was presented to members at the 2017 AGM and was approved by those present for further development. A number of issues were raised as part of the AGM discussion about the mechanisms for members to engage with and influence the development process and to vote on the final proposal and these have been taken on board as work progresses to develop the detail of assessment criteria and methodology in 2018–19. To ensure as wide an input as possible into the development of this grade, we have been sending out regular eBulletins and surveys to all members, as well as debating and refining each stage of this process with our Advisory Council.



For more information about professional development and training opportunities visit www.archaeologists.net/careers

and for information about Chartered Archaeologist www.archaeologists.net/charter/chartered_archaeologists.

Members can provide comments and feedback at any stage by emailing chartered@archaeologists.net or by using the **#ChartArch** hashtag.

Professional standards

Defining and promoting professional standards of practice is a core objective of the Institute and it is important to remember that archaeology is not regulated by government. ClfA therefore provides a mechanism for our profession to be self-regulated by setting standards of practice. Under the *Code of conduct* all accredited professionals have an obligation not only to comply themselves but also promote adherence to standards.



Over the past year, we have released **three new publications** from our Professional Practice Paper series: *An introduction to professional ethics* was developed by a working party of the Advisory Council and provides a starting point to help archaeologists develop awareness of ethical issues in the profession. *An introduction to drawing archaeological pottery* updates the original 2012 publication and the advances in digital and computer technology and describes how traditional methods of producing pottery drawings can be integrated with and enhanced by digital technology. The jointly published *Updated guidelines to the standards for recording human remains* with the British Association for Biological Anthropology and Osteoarchaeology (BABAO) is primarily targeted towards the needs of osteoarchaeologists in Britain, but is also of use to those excavating and analysing human skeletal remains across the world. Professional Practice Papers offer in-depth guidance on specific areas to support ClfA's *Code of conduct* and *Standards and guidance*.

To support members in the use of our *Standards and guidance* documents we have introduced a series of **spotlight articles** through *The Archaeologist*. These focus on the key requirements of the standards, and elements of the guidance that help members to meet their professional obligations. To further support compliance with the Standards, we ran a workshop in Edinburgh focusing on the revised guidance on briefs, specifications and WSIs, which addresses the need for all archaeological work to deliver public benefit. This followed on from a similar series of workshops held in England in 2016. The Registered Organisations scheme allows us to monitor the use of our *Standards and guidance*, and through the recommendations and conditions issued by the Registration Committee (Organisations) ensure that organisations in the scheme are adhering to them.



“ClfA champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge”



Responding to recommendations from a number of projects and discussion fora, we have successfully bid for funding to support a post focusing specifically on our *Standards and guidance*. As part of this work, we will consider mechanisms for more **effective promotion and enforcement** of the standards, as well as ensuring they are kept up to date and reflect current good practice.



For more information about professional standards in archaeology visit the ClfA website at www.archaeologists.net/codes/cifa

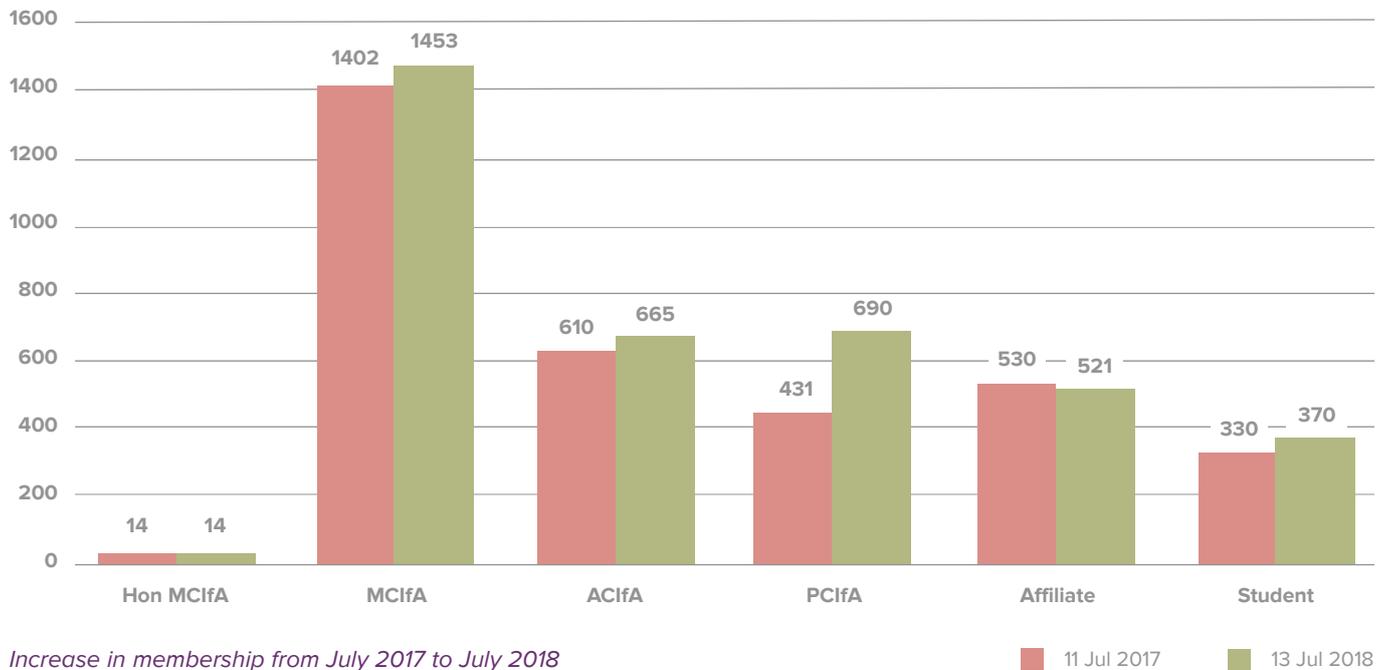


Accreditation and registration

Membership of ClfA has continued to grow and now stands at 3713 (13 July 2018). Of these members, 2822 are accredited professionals (Member, Associate and Practitioner) who have demonstrated their technical competence and ethical suitability – including the professional skills relevant to their grade of membership – to the Validation committee.

Accreditation levels have increased by 15 per cent in the past twelve months. We continually promote the benefits of professional recognition and the competence of our accredited ClfA professionals. Chartered status gives us a means to push this message further, securing reference to the use of accredited professionals in national guidance, and we are noticing an increase in requests from clients for archaeologists to demonstrate their skills and ethics through accreditation.

Our **championing of professional competence** is influencing others. The Construction Skills Certification Scheme (CSCS) uses professional accreditation to ensure that individuals working on construction sites have the required training and qualifications for the type of work they carry out. Employers also recognise professional



accreditation as part of their recruitments processes, with over 80 per cent of archaeological job adverts citing ClfA membership as a desirable qualification for applicants.

The **increased awareness of professional accreditation and recognition** has raised the profile of ClfA outside of the UK, and in February this year we established a new Area Group – ClfA Deutschland – to support interest in Germany. We have been supported by the Deutsche Gesellschaft für Ur- und Frühgeschichte e.V (DGUF) who, as part of the MoU, have agreed to promote ClfA as a professional association in Germany via ClfA Deutschland.

These initiatives have had a positive impact on the numbers of applications for accreditation at all grades, and to support applicants we have made the process clearer and enabled online submission of applications and supporting information. Our Special Interest Groups have developed specialist competence matrices that identify what applicants need to provide in support of an application.

We have strong support from our non-accredited membership grades (Affiliate and Student). These grades are not assessed for technical competence or ethical suitability: members in these grades agree to support the Institute’s *Code of conduct* but are not accountable under it. Many individuals are in a transitional period of their careers, gaining the relevant skills before upgrading their membership to an accredited level, while others do not work in archaeology, have left the profession or have retired, so have joined to support ClfA and the work we do.

The number of Registered Organisations in the RO scheme now stands at 80. They include most of the large organisations in the UK, with a growing number of smaller and more specialist practices, and curatorial organisations. The scheme provides a unique, quality-assured register, demonstrating that the organisation can



“Accreditation is by peer review and it is a way of ensuring... clients can have confidence in my abilities.”



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“ClfA accretitation should not be regarded as a passive membership – you have to get involved if you want your profession to evolve”

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work to all relevant ClfA standards; the benefits of working with Registered Organisations is promoted through our Client Guide, Yearbook, website and other ClfA material, as well as through our policy and advocacy work.

Registration of an organisation lasts for three years, although the Registration Committee (Organisations) can, and does, offer a shortened registration period if an organisation needs to be reviewed earlier. Before registration each organisation completes a detailed application form covering all the aspects of their archaeological work. This is followed by an office and site visit (if appropriate) from a panel of individuals with the relevant expertise to review the organisation’s practice. Panel reports are considered by the Registration Committee (Organisations) when determining an application: success frequently comes with recommendations for improvement.

Over the past year ClfA has carried out 28 inspections of organisations. This resulted in 3 conditions of registration to be implemented within a given time frame, 28 recommendations for changes within a suggested time frame, and 34 general recommendations for improvement. The conditions primarily focus on the development and implementation of organisation-wide training plans, developing an archive backlog strategy for deposition, and health and safety. The recommendations included developing standard descriptions of expected competencies and responsibilities for staff grades and/or job roles, for WSIs to be compliant with our standards and guidance, and to produce and implement policies on ethical business practice and conflicts of interest. Over the past year, seven conditions of registration imposed upon organisations were reviewed and discharged by the Registration Committee (Organisations). As part of this inspection and improvement programme, one organisation received three conditions of registration within a three-year period, resulting in its immediate removal from the register.

Our accredited individuals and Registered Organisations both agree to abide by the Institute’s *Code of conduct* and can therefore be held to account by their peers if their professional standards are in question. Over the last twelve months we have responded to 15 complaints and allegations made against Registered Organisations or ClfA professionals. Details of completed cases are published in *The Archaeologist* when relevant.

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For more information about professional accreditation and registration visit the ClfA website at www.archaeologists.net/join

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Celebrating our volunteers

Although the Chartered Institute has paid staff (11 FTE), an enormous amount of work would not be achieved without the support and commitment from members who volunteer to help with our activities. Without volunteers joining our Board, Advisory Council and committees, and supporting our advocacy, the Institute would not be able to function as it does. Our governance structure and the mechanisms to determine applications for accreditation would simply not exist.

Volunteering for ClfA committees and groups provides a variety of CPD benefits for individuals, from being involved at the forefront of discussion about developments to the profession, to networking with colleagues and benefiting from sharing advice and experiences.

Of our 2822 accredited professionals, 90 currently volunteer on the Board of Directors, Advisory Council, Validation and Registration committees. They dedicate a huge amount of time and effort in assisting staff to meet our objectives and providing expert advice. In addition, a further 79 members (from all grades) are involved in Area and Special Interest Group committees, providing important networks for members to access, CPD opportunities, and expert advice. Other volunteers offer their time by assisting with professional conduct panels and inspections panels, with advocacy, or through running or speaking at conferences and other events. Our volunteers come from a variety of backgrounds – such as fieldwork, finds, academia, and museums – and may be self-employed, retired or in full-time employment, working at all levels of responsibility.



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We would like to take this opportunity formally to thank all those involved now and in the past for their contribution to the Institute. We would also like to thank the organisations and employers who allow their staff the time to commit to the Institute.

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For more information about getting involved with ClfA visit our website at www.archaeologists.net/organisation/council or email us at admin@archaeologists.net

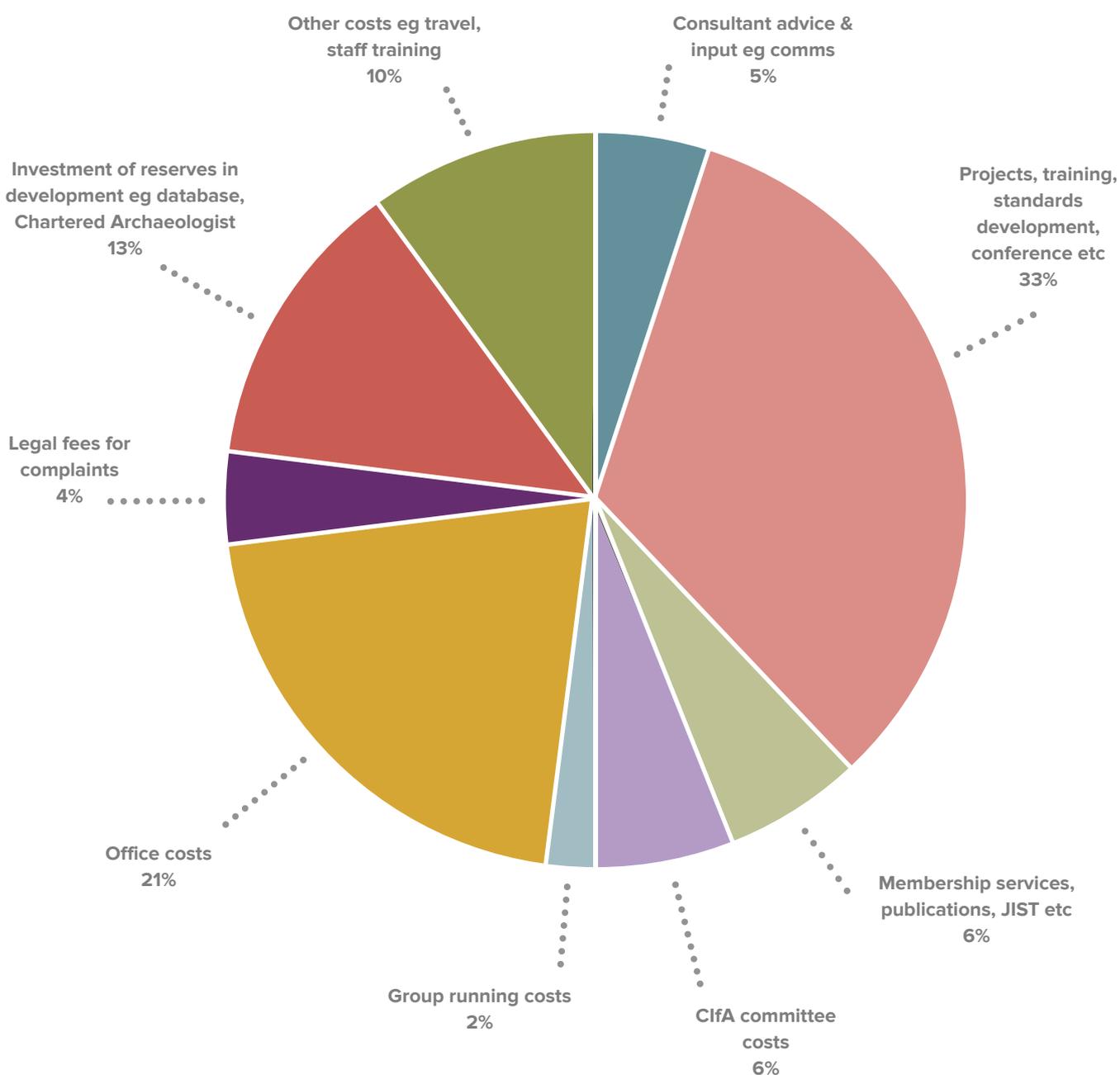
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Accounts from 1 April 2017 to 31 March 2018

CIfA's accounts have been audited by Haines and Co Chartered Accountants. Under our Charter, the Institute is required to provide details of its income and expenditure to members for consideration at the AGM. Although not specified in the Charter, the Board has agreed to have these prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Detailed income and expenditure accounts and financial statements are available on the CIfA website at www.archaeologists.net/about.

In addition to the costs of employing staff to run the Institute and deliver the work highlighted in this review to meet the objectives for the Strategic Plan, your subscription fees, along with external project funding and event fees, have been invested in the following areas:



CIfA expenditure April 2017 to March 2018

***“ClfA is the authoritative
and effective voice for
archaeologists, bringing
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ClfA