



Members eBulletin, October 2021

In this bulletin:

- CIfA news
- changes to the Code of conduct and the way we assess applications
- new member benefit offer
- understanding sexual harassment in archaeology elearning
- new professional practice paper: delivering public benefit
- CIfA Group news/events/training opportunities and other events

CIfA news

Changes to Code of conduct

Following the results of the voting from the Annual General Meeting (AGM), there have been several amendments to the Code of conduct which were detailed in the AGM notice. These include the introduction of two new rules:

1.2 A member shall be mindful of their duties to society, to those that could benefit from their work, to clients and commissioners, colleagues and helpers, to the profession and to themselves; when applying their judgement to balance differing demands they shall give due regard to their fundamental responsibility to the interests of the public.

And

5.9 A member shall not behave in a way, repeated over time, that is intended or likely to hurt an individual employee, colleague or helper, or group of employees, colleagues and helpers, physically or emotionally.

All members are advised to read the latest version of the Code which can be downloaded from the [website here](#).

The way we assess competence for CIfA applications is changing – what you need to know

In the last ebulletin, we told you about some important changes to the way we assess applications for CIfA accreditation which will be implemented next year. These include changes to the **criteria** we assess applications against for Practitioner, Associate and Member grades as well as the introduction of a **professional review** for Member applications.

To demonstrate competence against the new criteria, applicants will need to show that they understand and work in accordance with the Code of conduct and relevant CIfA Standards. Applicants for Practitioner and Associate will need to include this within their statements of competence, supported by evidence of ethical working in the examples of work they provide, in their CPD records (where applicable) and by their references. Applicants for Member grade will take part in a professional review interview, recognising the greater level of personal accountability required at this grade.

CIfA staff are working with the Advisory Council and Special Interest Groups to develop supporting guidance and resources to support the new process and we are planning a series of accreditation workshops for applicants in the New Year. If you're signed up to our **Professional Pathways** bulletins, you will be hearing a lot more about these and the resources available to support you with your application over the coming months. We're also working with the Validation committee and training panel members to undertake the professional reviews.

The target date for introducing the new criteria is **April 2022** but we recognise that more time may be necessary and there is scope to extend the timeframe if necessary. These are significant changes to the way we assess competence and will not come into effect until we have the support in place to help members and applicants demonstrate their ethical practice, regardless of career stage.

For a sneak preview of the new competence matrix, [please click here](#). If you're interested in getting involved in the process as a professional review panel member, please get in touch with Lianne at Lianne.Birney@archaeologists.net.

New member benefit – Dell technology

Dell UK is proud to partner with the Chartered Institute for Archaeologists to provide a range of discounts on selected IT and other benefits to members and small businesses (under 100 staff).



These include

- Up to 20% discount on laptops, desktops, servers, and accessories
- Access to our highly trained Small Business Technology Advisors to help members with free advice to grow their business.

There are different ranges depending on your personal or business needs and a **rugged range**, designed to survive the elements, which may be of interest to members.

Voucher codes can be requested from the voucher code generating mechanism located in the **Members area** (login required). Please visit our **Dell Technologies webpage** for more information.

Where can coupons be redeemed?

The 'always on' discounts cover the personal/home part of the webshop as well as the business/work part and have up to 20% off.

- For Personal/Home needs shop here
- For Work/Business needs shop here

There is also a **Black Friday in November - Early Offers** period, these are the pre-offers leading up to Black Friday on 26 November, during this period the offers will be more competitive than the usual discounts. **Sale dates for this 'Early Deals' period:** Starts on 8 November and ends 21 November.

Small businesses (under 100 staff) can use the **SB Programmes Deals pages**. Members can apply their usual voucher codes on top of the sale prices (on select products only).

Who can members contact for assistance?

Members can contact the team at **SBAUK@Dell.com** for assistance.

Cotswold Outdoor discount reminder



Don't forget CIfA members can get a 15% discount at Cotswold Outdoor on all their ranges, including Runners Need and Snow+Rock for the running and snowsports enthusiasts among you.

All you need to do is sign up to their **Explore More** free loyalty programme and use the **CIfA discount code** (website login required).

There are many other benefits you can receive as a CIfA member, including recognition as an accredited professional or non-accredited member. Please **click here** to see more.

Understanding sexual harassment in archaeology elearning

This short course has been designed as an introduction to tackling sexual harassment in the workplace, tailored specifically to those employed or otherwise engaged in the archaeology sector. Produced by BAJR RESPECT, with support from Cifa and Prospect Archaeologists Branch, it brings together current legislation and recent sector research, to provide an online CPD resource accompanying the [RESPECT Acting against harassment in archaeology guide](#).



It has been designed as an introduction to the key issues surrounding sexual harassment in the workplace, although it is not intended to replace union or legal advice: a downloadable resource list which signposts to other organisations and further support is also included. A Cifa CPD certificate is available on completion.

New Professional Practice Paper: delivering public benefit



This Professional Practice Paper has been developed in collaboration with colleagues at HS2 and Sadie Watson MCifa. It is our shared view that archaeological work should deliver real, engaging and innovative public benefit.

The Professional Practice Paper sets out the rationale for putting public benefit at the heart of all archaeological work. This is based on recent and emerging research and grounded in our ethical obligations as professional archaeologists.

- [Delivering public benefit practice paper](#)

Using a range of case studies, it also provides practical advice and suggestions for doing so. These range from high-profile public projects to small-scale, privately funded developments. Further case studies can also be found on the Cifa website [Delivering public benefit from archaeology](#).

Registered Organisation news

Congratulations to the following organisations who have been successfully registered this year following their inspections:

Archaeological Research Services Ltd
HCUK (formally Archaeology Collective)
Archaeology South-East
Cotswold Archaeology
Gwynedd Archaeological Trust Ltd
Highland Archaeology Services Ltd
Magnitude Surveys Ltd
SUMO Geophysics Limited
MOLA (Museum of London Archaeology)

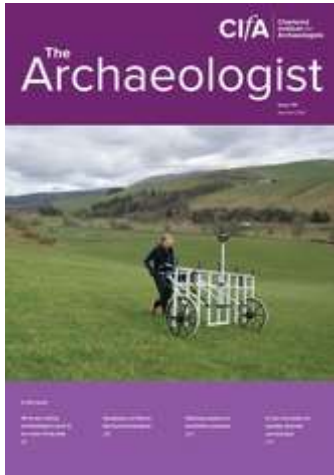


We are also pleased to welcome a new organisation to the scheme, Mott Macdonald, who recently became a Registered Organisation following a successful inspection.

To find out more about the Registered Organisation scheme [click here](#) and to see our full register please [click here](#)

It is the opinion of the Registration Committee (Organisations) that Registered Organisations (ROs) should be supporting and promoting individual accreditation as part of their duties under 1.14 and 5.8 of the Code of conduct and that individual accreditation is an assurance that staff are competent and committed to maintaining their CPD. We have provided [recruitment resources](#) to help ROs achieve this. Information about these resources have now all been gathered into one place and can be found in the [members area](#).

[The Archaeologist: call for articles](#)



The next edition of The Archaeologist (due out in February 2022) will look at the contribution archaeology and archaeologists can make to climate change responses. We are interested in articles that, for example, focus on how understanding how environments have evolved in the past can help us respond to change in the future and how archaeology can inform and add value to climate adaptation projects such as peatland restoration, woodland (re)creation, wetland reinstatement or building modification.

If you've got an article you'd like us to include please

email alex.llewellyn@archaeologists.net

Deadline: 1 December 2021

Don't forget, you can access past copies of The Archaeologist on the [website here](#)

CSCS PQP card and CIfA professional accreditation

If you are an accredited member of CIfA you can use your membership to apply for a Professionally Qualified Person (PQP) CSCS card. The card lasts for five years, although because its validity is reliant on your professional accreditation, it is important to ensure that your CIfA membership remains current so that you are entitled to hold the PQP card if you have used your CIfA accreditation to obtain it. If you need a CSCS to access sites you will need to apply to CSCS for a different type of card. You can find information about different types of card on the [CSCS website](#) (type archaeologist into the Card Finder) and there is more [CSCS information and FAQs](#) on our website.

You can download a PDF of your membership card by logging into [your dashboard](#). If you need further proof of your accredited membership of CIfA please contact us at admin@archaeologists.net

Consultation invitation: archaeological archives from sterile projects

Do you work with archaeological archives? Please look at our latest consultation on archives from sterile projects and submit your feedback by **Friday 26 November**.

This consultation stems from a Historic England funded project and is focused on the production of a sector-wide agreed definition and creation/deposition requirements for archaeological archives from sterile projects. For further details [see this link](#)

Having problems logging in to our website?

Certain areas of the website require members to log in, including the [members' area](#). If you are having problems logging in, please see our [CIfA website password instructions](#).

Wondering where your membership card is?

Once you have logged in to the members' area you can [access your dashboard](#) and download your most recent membership card from a PC or smart phone/tablet.

If you require a hard copy of your member card, please let us know.

Book reviews



You can find our full list of books available for review [here](#).

If you are interested in sending in a publication to be included in our reviews please send an email to admin@archaeologists.net

If you need any further information please see our [book review guidance](#)

CIfA Group news/events/training opportunities

Lunch & learn: Heritage in major development masterplanning 3 November 2021

Contributing to the creation of sustainable places where people want to live and work is one of the public benefits that archaeology can deliver. In this webinar, Quinton Carroll, Head of Natural and Historic Environment Service at Cambridgeshire County Council will illustrate how early engagement and collaborative working between multiple stakeholders can put archaeology and heritage at the heart of major development masterplanning.

[REGISTER](#)

Morning tea chat 4 November 2021

Grab a cuppa and join our virtual morning tea break for a chat with other members and colleagues across the sector. With COP26 commencing at the end of October, we'll be discussing climate change and for Young Workers Month, we'll also be exploring career development for early career archaeologists. We'd also love to hear your suggestions, thoughts or ideas for topics that you think would make interesting discussions for future tea or lunch breaks. [Please click here to send us your ideas!](#)

[REGISTER](#)

ACIfA and MCIfA accreditation: a step-by-step guide 5 November 2021

We want to encourage every archaeologist to submit successful applications for professional accreditation. But how do you know which grade to apply for with your experience and how do you ensure you have included everything in your application so it is more likely to be successful? If you're thinking of applying or upgrading to ACIfA or MCIfA, join Lianne for this review of the accreditation process.

[REGISTER](#)

CIfA Cymru Wales group AGM and geophysical survey workshop 5 November 2021

Join the CIfA Cymru Wales group as they go over this year's successes and layout our plans for the next. A workshop will follow the AGM which will be an introduction to geophysical survey with an emphasis on Wales. Lucy Parker (GeoSIG) will be presenting an introduction to the range of different geophysical survey techniques and their application within Wales, Tim Young will be sharing the results of landscape survey around Roman sites in South East Wales and Ian Brooks will be presenting on the application of geophysical survey in metalworking sites.

[**REGISTER**](#)

**Community archaeology catch up with the Voluntary & Community Archaeology Group
8 November 2021**

Join our VCSIG for their next community archaeology catchup on the topic of Maximising impact: improving our understanding of archaeology's audiences. Join this tea break to find out more about the Archaeology Audience Network, meet some of the partners involved and share your thoughts about the audiences reached by public and community archaeology with other practitioners.

[**REGISTER**](#)

**CIfA Finds group: AGM, finds toolkits and resources workshop
10 November 2021**

Join the Finds group for a day of exploring a range of new and important toolkits, standards and other resources relevant to finds research. The day will entail a series of short presentations about each resource and guidance on its use and practical application. We hope the event will be of particular interest to early career finds archaeologists or those looking to progress within this specialist area - but all who want to find out more are most welcome!

[**REGISTER**](#)

For a complete list of all upcoming events, [please visit our event page](#)

Other news and events

Prospect in archaeology - A talk on 'recognition' in the workplace and what it means for you. Thursday 4 November 2021 at 6:30pm. You can [join the talk here](#).

Planning for historic renewal event - Wednesday 3 November 2021 from 10am to 3.30pm at Hillsborough Castle - [Book here](#).

Chartered Institute for Archaeologists

Power Steele Building, Wessex Hall, Whiteknights Road

Reading RG6 6DE

0118 966 2841 admin@archaeologists.net

*Image copyright Bing online and CIfA

Chartered Institute for Archaeologists
Power Steele Building, Wessex Hall
Whiteknights Road, Earley,
Reading, Berkshire RG6 6DE
United Kingdom