

## About CIfA



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## What ClfA does

ClfA regulates and champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge. Our *Code of conduct*, standards and guidance define ethical behaviour. Professionals and organisations accredited by ClfA have demonstrated competence, and are bound to the Code and standards by professional conduct procedures. We help support ClfA professionals through their development and career progression.

ClfA is the authoritative voice for archaeologists, bringing recognition and respect to our profession. We promote professionalism in archaeology to policy and decision makers, and to those who commission archaeological work, to ensure that archaeology creates value to business and society.

## Our values and strategy

ClfA is incorporated by Royal Charter. This shows that we work for the public good, and is a mark of assurance of our institutional values of reliability, integrity, resourcefulness, teamwork, and trust.

We are a democratic organisation. Our elected Board governs the Chartered Institute's activity; its Advisory Council comprises elected representatives of the membership, special interest and area groups, and is the workshop for our policies and priorities.

Our aims as a professional organisation are

- to develop archaeology as a career, attracting diverse talent, and reflecting our discipline and the work of all archaeologists better
- to strengthen the relationships between archaeologists and other sectors, extending our reach, by promoting our ethical code and standards to archaeologists wherever they work
- to be more inclusive by creating a more diverse and equal discipline
- to strengthen our institute by encouraging more archaeologists to become involved in ClfA's work, and fostering a sense of shared responsibility and ownership in our institute
- to protect archaeology through advocacy, and provide leadership and an authoritative voice for the profession.

# Professionalism and self-regulation

Archaeologists study and care for the historic environment. Professional archaeologists are those who have demonstrated their competence and have committed to maintain it, who are ethical, competent and work in the public interest, and have agreed to be answerable to the *Code of conduct*.

Approaches to the regulation of archaeology vary around the world: laws and the policy of governments may be weak or strong, but universally archaeologists who are professional subscribe to higher technical and ethical standards than the law – or the market – demand. They have agreed to regulate themselves.

ClfA provides archaeologists with the organisation, structures and mechanisms for self-regulation. This means that as a profession, we take responsibility for the assurance of the quality of our work, monitor it, and hold ClfA-accredited archaeologists to account. We do this ourselves, without direct regulation by government.

# Professional conduct

ClfA professionals are bound by the *Code of conduct*, and are subject to the oversight of peers.

ClfA's professional conduct investigations and sanctions provide that oversight, underpinning the Institute's primary function of public and consumer protection, ensuring that clients and society receive a good service from the profession. In fulfilling this role, the Institute also protects the reputation of professional archaeologists.

In this way ClfA makes sure that only ethical and competent professionals are accredited to undertake archaeological work, and help recognised professionals get the trust, respect and rewards they deserve.

# Standards

ClfA develops and updates its *Code of conduct*, standards and guidance. These define and advise on good, ethical practice. ClfA's practice standards include

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



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# Accreditation of individuals

ClfA accreditation demonstrates professionalism in archaeology.

ClfA has three grades of professional accreditation. They cover all roles, including advisors, contractors, consultants, academics, and volunteers. Accreditation is available for any area of archaeological practice, for example archives, buildings, education, excavation, environmental, finds, forensics, geophysics, graphics, marine, museums and community archaeology.

**Practitioner (PCIfA)** is open to those who have undertaken skilled tasks within the historic environment sector under the guidance of others, and have carried out responsible work under a level of supervision.

**Associate (ACIfA)** is open to those who have carried out, delegated or concluded pieces of work within the historic environment sector, with some autonomy but without holding ultimate responsibility.

**Member (MCIfA)** is open to those with the greatest level of responsibility and competence within the historic environment sector with sole responsibility to initiate, negotiate, carry out and/or delegate, and conclude pieces of work. Members organise and run large, complex projects from beginning to end, or engage in highly skilled, specialist work.

You can use your ClfA designation after your name to indicate that your achievements have been assessed by ClfA, and that you will comply with our *Code of conduct* and standards.

If you are interested in professional archaeology or want to support our work, join us as a **Student** or **Affiliate** for access to support, information, ClfA networks and pathways to accreditation.



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# Accreditation of organisations

ClfA's Registered Organisation scheme is a unique quality assurance scheme. It is a badge of commitment to professional standards and competence.

Registered Organisations are led by MCIfAs and have demonstrated the ability

- to provide informed and reliable advice
- to execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost
- to act ethically and comply with professional standards

Registration is for a finite period, after which organisations must re-apply. The process involves assessment and rigorous peer review through inspection. This allows review of practices and procedures. Registered Organisations are accountable under ClfA's *Code of conduct* and can receive sanctions if they fail to comply.



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# CifA benefits

## Stay connected

Being a part of CifA provides opportunities for networking with other professional archaeologists and for developing our career or business. We can

- network with professionals who share our passion for archaeology at our events
- receive the latest news and debate through CifA's e-bulletin, magazines, journal and newsletters
- attend the annual conference and other training events at discounted rates
- receive the weekly information on jobs and training free of charge
- receive copies of all CifA's professional practice papers and other guidance

## Receive recognition

The technical and ethical competence of CifA professionals is recognised by clients and employers. They know that using accredited archaeologists means that the work will meet their needs and is carried out in the public interest. It also assures them that contractors or employees can be trusted. We can

- gain professional accreditation through defined pathways
- use post-nominals to display our credentials to clients, employers, and colleagues
- take control of our professional development with CPD opportunities, advice, and careers support



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## Get involved

Being part of CifA allows us to take an active role in supporting and shaping the profession. We draw on the expertise and knowledge of CifA professionals in all our work. The best way to influence is to get involved.

In CifA we are part of an active community which promotes high professional standards and strong ethics in archaeological practice, and which tries to make archaeology beneficial to all. We can

- connect with special interest and area groups to shape policy and practice in our specialism or geographical area, and to stay up to date
- join the committees that accredit individuals and organisations and be part of peer review and self-regulation processes
- get elected to Advisory Council and guide future policy and priorities, or to the Board of Directors to lead the Chartered Institute

## Give something back

Being part of a professional body is not just about products, discounts and services. It is a way to demonstrate our commitment to our work, to improving ourselves and our profession, and to giving the public the best from archaeology.

There are many benefits to being part of CifA, but the biggest is seeing the effect we can have on our profession. The more people who support CifA, the stronger the profession becomes, and the more impact we have. It helps us

- improve the quality of archaeology through standards and training
- be the authoritative and effective voice influencing policy and decision-makers
- gain recognition, respect and reward for professional archaeologists

# Contact us

For more information about ClfA, contact us on

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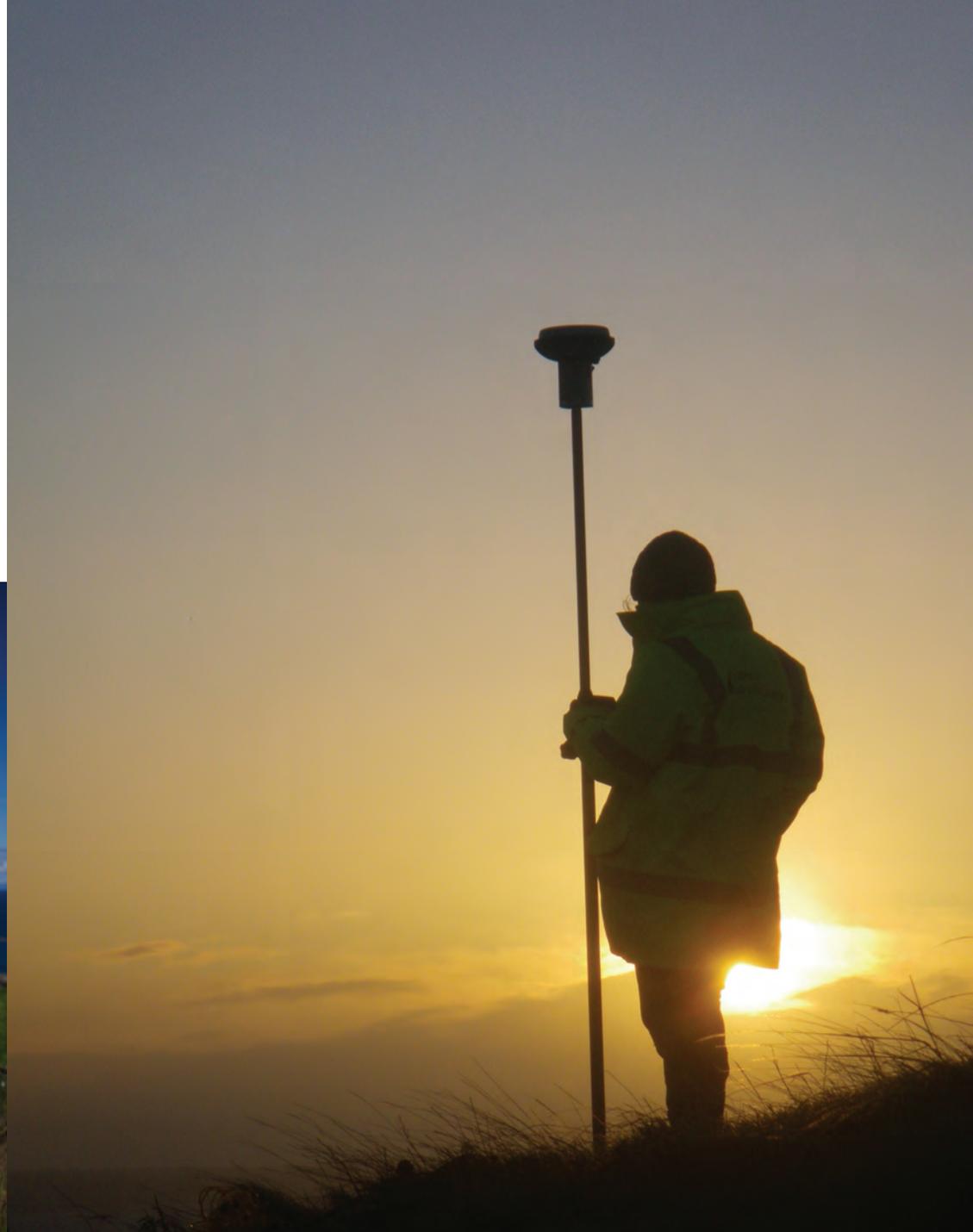
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