



Chartered  
Institute for  
Archaeologists

# CIFA Approved Training & CPD



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A guide for archaeological  
organisation employer  
training schemes



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## Overview

ClfA Approved Training & CPD is our quality mark for training, Continuing Professional Development (CPD) and similar learning opportunities that have been assessed against our set of archaeology learning criteria.

Only providers of ClfA Approved Training & CPD can carry this logo.

This guide is for archaeological organisations running an employer training scheme and want it to be approved by ClfA. If you provide other training or CPD, please see a guide specific to your learning opportunity.



## Benefits

Archaeologists choose ClfA Approved Training & CPD learning opportunities because they meet a set of criteria ensuring high quality.

You can use the ClfA Approved Training & CPD logo on relevant marketing communications – on website pages where you provide information about the learning opportunity, for example, and on any specific learning material. Once your learning opportunity has been assessed and approved, we will send you written guidelines for the logo usage together with a suite of logo files.

A summary of your learning opportunity will appear on the ClfA website.

**[www.archaeologists.net/development/training](http://www.archaeologists.net/development/training)**

## Assessment process

Employer archaeologist training posts are a valuable way for archaeologists to gain skills and experience in real work situations. They must be structured, supervised and promote high standards of ethical and responsible behaviour.

Practitioner accreditation (PCIfA) represents the minimum level of competence of a practicing archaeologist. In order for your employer archaeologist training post to receive the ClfA Approved Training & CPD mark, you must be able to demonstrate that it's goal is to equip your employee with PCIfA-level competence.

ClfA Registered Organisations should have this type of training plan in place.

To get things started we recommend you contact Anna Welch at ClfA via **[anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net)** for an informal discussion.

Once you are ready to get your employer training post assessed, we ask you to submit written evidence to support an application for it to become ClfA Approved Training & CPD. This is appraised against the assessment criteria outlined below.

Your employer archaeologist training post is then approved, or we give you feedback and you can resubmit.

Any ClfA Approved Training & CPD learning opportunity may be randomly selected for reassessment at any time.



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### Assessment criteria for archaeologist training posts

Employer training schemes being submitted for approval must demonstrate they have

- Appropriate and achievable learning outcomes
- Learning outcomes set out in terms of National Occupational Standards (NOS).  
Learning outcomes include understanding of relevant ethical issues
- Learning outcomes that will meet the criteria for ClfA accreditation
- Active encouragement of a CPD culture
- Supervision/tuition that is undertaken by appropriately competent and accredited organisations and individuals

We can provide support in meeting the criteria, for example in linking learning outcomes to NOS. Additional fees apply. Please contact us for details.

### Fees for assessment and approval

The fee for a single employer training scheme is £335.

Please note there is no assessment and approval fee for employer training scheme provided by ClfA Registered Organisations.

