



Chartered  
Institute for  
Archaeologists

# CIFA Approved Training & CPD



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A guide for providers of  
training and CPD courses



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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.

Many learning opportunities have already been approved, including CPD courses, field schools and excavation training, and the CPD elements of our own annual conference and ClfA Group events. Registered Organisations may also have had their in-house employee training programmes approved.

Any relevant learning opportunity can be approved, whether free or paid for, face-to-face or online as long as it meets our learning criteria.

This guide is for providers of training and CPD courses and similar learning opportunities. If you provide excavation training or run a field school, please see a guide specific to these learning opportunities.



## Benefits

Any relevant free or paid for, face-to-face or online learning opportunity can be approved.

Archaeologists and other historic environment professionals 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 (subject to our guidelines) on relevant marketing communications — on website pages where you provide information about the learning opportunity, for example, and on any specific learning material.

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

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 learning opportunity assessed, we ask the leader to submit written evidence to support an application to become ClfA Approved Training & CPD. This is appraised against a set of assessment criteria outlined on the following page.

Your learning opportunity 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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### Organisations with ClfA Approved Training & CPD

Any relevant free or paid for, face-to-face or online learning opportunity can be approved.

The following types of organisations have ClfA Approved Training & CPD.

- Private archaeology practices
- Universities and colleges
- Educational trusts
- ClfA Registered Organisations

### Assessment criteria for providers of training and CPD courses for archaeologists

Training or CPD courses being submitted for approval must demonstrate they have

- Appropriate and achievable learning outcomes
- Learning outcomes set out in terms of National Occupational Standards (NOS)
- Certification for the purposes of CPD, with reference to the ClfA CPD requirement
- Appropriate competence in trainers
- Appropriate delegate numbers and/or tutor-delegate ratios
- Attention to the specific learning needs of delegates and the ability to adapt if necessary
- Provision for ongoing evaluation of the course and a process for modification in the light of delegate feedback

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 assessment and approval of a single course is £150.

The above fee is discounted to £100 for ClfA Registered Organisations.

Each additional course, the fees for assessment and approval is £100.

The above fee is discounted to £75 for ClfA Registered Organisations.

