

## Statement of competence guidance and template

(Revised April 2022)

**BEFORE** you start this or the online form, please read the relevant application guidance and supporting performance criteria webpages to help complete it.

- [PCIfA application guidance](#)
  - [PCIfA performance criteria](#)
- [ACIfA application guidance](#)
  - [ACIfA performance criteria](#)
- [MCIfA application guidance](#)
  - [MCIfA performance criteria](#)

The statement of competence is the most important part of your application. It informs the Validation committee about how your skills and experience **demonstrate** the criteria in the [competence matrix](#) (PDF) for the grade you are applying for and helps them reach a decision. You can upload it to the online form.

Since April 2022 new requirements have been added to the application criteria. You may need to undertake some training in ethical competence before you apply to be able to **demonstrate** the perception of professional context part of the competence matrix. (See application guidance webpages above)

Remember the committee members do not know you or your work. Please take time to write it carefully and include all your roles and qualifications, where relevant, giving specific examples. You **MUST** include this information otherwise your application cannot be reviewed by the committee.

The template is on the second and third pages. Please refer to the competence matrix on the application guidance webpages above. For further information on how the competence categories apply in different areas of practice, please see our supporting [specialist competence matrices](#).

## Statement of competence template

**Name of applicant:**

Grade applied for: PCIfA  ACIfA  MCIfA

**Employed or voluntary work**

Please give **detailed** information about your role and responsibilities **for your current and most recent roles over the last two years**. Use each heading of the competence matrix (above) as a guide. You should cover how you **demonstrate** the four areas - knowledge, autonomy, coping with complexity and perception of professional context - using **specific** examples. You may find it easier to give an example of a project/s you have done from beginning to end.

For any roles you've undertaken **longer than two years ago**, please give a **brief description** of the responsibilities held.

If you have worked on several short-term projects within one company or more in the same role, you can group these together.

The boxes will expand as you type, and you can copy and paste to add more boxes as required. Please ensure you write in the first person (e.g. I carry out/I undertake).

Position held:	Archivist
Organisation name:	Company name
Dates position held:	June 2022 - present
Length of time in role:	3 months
<b>Description of role and responsibilities and how these demonstrate competence in the four areas, giving specific examples</b>	
<p><b>Knowledge</b></p> <p>The majority of my tasks involved training building on my basic knowledge and experience of archiving and post-excavation finds inventory.</p> <p>There is a standard procedure that applies for all archives, within which certain details will vary depending on which county it is being submitted to, therefore knowledge of these procedures and how to complete them is necessary. For example, a county archive I work very closely with is the company housed at a museum.</p> <p>An overview of the is as follows:</p> <ul style="list-style-type: none"> <li>- All pre- and post-excavation reports (such as historic environment assessments and risk assessments) must be collated and exist in both physical and digital formats. Digital files must be saved in PDF format (which not a non-editable format) to ensure that the final version cannot be changed.</li> <li>- A site location plan created using ArcGIS, and a trench location plan created using AutoCAD should be plotted to allow accurate location of the site on the OS grid.</li> <li>- A summary (as per the London Archaeology Journal publishing format), survey and levels data note (which includes the methodology of any survey undertaken and the measurement of levels for sections and locations of features), and deposit survival form, including a description of the archaeological periods present and their significance, must be completed to provide a brief overview of the site.</li> <li>- All trench, context and other recording sheets (e.g., timber and/or building structures depending on the type of site and work undertaken) must be checked for dates, initials and interpretations/descriptions; a context register or index of archaeological association must be present in both physical and digital formats, as well as registers for all plan and section drawings, and for timber and standing building drawings separately if the type of work requires it.</li> <li>- Where finds and/or samples are retained, these must be checked for object type and context number, compared to the finds inventory. All finds must then be ordered by type, with ceramic</li> </ul>	

pottery sherds first, followed by all other finds materials in alphabetical order, and ordered by context number within each type, with metal and environmental finds coming at the end as these need to be stored in different boxes to other finds. Accessioned or registered finds are ordered separately, and by accession/registered find number rather than by find type; all boxes are numbered in sequence from ceramic pottery bulk finds, to the final accessioned finds number.

- An image register should exist (and if not, one should be created); all photos must be captioned, and it must be mentioned which publications they appear in and what figure(s) they represent). This register must be present in physical and digital format as well as a 'contact sheet' with thumbnails of all photos taken.
- A bibliography, schedule detailing all external sources of figures used within reports, and metadata must be created to provide an overview of the data types included in the archive.
- Finally, printed versions of documentation, drawings and registers must be microfilmed.

Microfilming is not required by all archives and the file format/type of file, and the preferred method of ordering finds will differ between specific archives. Each archive also has their own standard box shape and size, and method for bagging and labelling finds which must be used.

When preparing a site for archive, this procedure is followed as a basis. I will review specific county standards before starting to make sure that I am aware of file formats and finds preparation protocols as stated above. If I am unsure of the next step at any point, I refer to the Standard Operating Procedure manuals created and followed by staff, the county specific archive guidelines, ClfA guidelines for creation and preparation of archaeological archives, and ask my colleagues and supervisor for advice before proceeding.

When collating all site documentation and finds, any required information not present must either be created/obtained working with other relevant departments and members of staff or created by myself. The first approach is always to ask the supervisor or project manager to create the required information as they will be much more familiar with specific details of the project and may be privy to details and events on site that I may be unaware of. Documentation such as summaries, survey and levels data notes and deposit survival forms can be created by us as archivist's, however we try to ensure that this information is produced by someone who worked directly in the field.

As an archivist, I adhere to all codes of conduct and standards of archaeological best practice as set out by ClfA and other accrediting archaeological bodies. This includes but is not limited to, county specific archive standards, museum ethical, management and archival standards and procedures (including those of individual museums and larger bodies such as the Museums Association), ClfA guidance for the creation of archaeological archives, BABAO ethical and best practice guidelines for working with human remains, and internal standards and codes of conduct. The ClfA guidance for archives as mentioned above is a key piece of documentation to my work as it provides a comprehensive view of the recommended steps to taken and content to include in an archaeological archive prepared for deposition.

### **Autonomy**

Subsequent to my training, my role is largely conducted independently, but requires close collaboration with other archivists, county archive officers, and multiple other departments and specialists within the company. Assuming no assistance from other departments is required, I am able to complete the archive for a project ready to microfilm around 90% independently. This has increased during the three months I have currently been in my role where I began working on archives after my training about 50-60% independently, with assistance and guidance from colleagues in completing the other 40-50% of work. Some tasks are more complex, such as finds preparation and creating the AutoCAD trench location plans, so I have required assistance with these aspects for longer but have become more confident as my time has progressed.

At present, I am able to complete complex archives for multiple phase projects autonomously and have been given the responsibility of preparing and photographing finds for two major projects (a road project including human skeletal remains, and a large-scale infrastructure project). These tasks have made me more confident in my role and my abilities work independently on complex tasks, and on my ability to effectively communicate with other departments and organisations as needed.

### **Coping with complexity**

Problem solving is required on a daily basis in my role, from technical IT issues that I have to refer to another department (being that my role is so heavily computer based), to issues of missing documentation from site records. More complex problem solving arises in the case of the latter, particularly in cases where for example the supervisor or project manager is no longer with the company. Knowing who to contact and what specific information is needed is crucial, therefore. The first port of call will always be the project supervisor and project manager when there are issues pertaining to field work and associated documentation, and specific material and finds specialists and post-excavation project managers for any processing and analysis after the field phases are complete. All information of staff involved across all stages of the project will be detailed in our databases and internal communications, and in the final report for each phase of a project. Where the most informed individual is not available (as stated above), I will consult with my colleagues in my team and other members of the teams I need assistance from in order to successfully obtain the information I need.

Some tasks (such as those I have mentioned I am working on independently) are larger and require greater planning and time allocation than others. For such tasks, I make sure that I have as much information as possible from the person instructing me; for example, the end goal/product, the deadline for completion, who else is working on the project or more directly on the task alongside me, and where any relevant documentation is stored. Once this has been established, I will create a rough plan of how I feel it is best to proceed and have this checked by my supervisor and will figure out how best to work my time around the other tasks I currently have ongoing. This outline will be amended as I progress through the different stages of each task and regular updates will be provided to all relevant individuals and my supervisor to ensure that I remain on track in all aspects of my task.

### **Perception of professional context**

My current role has allowed me the greatest depth of understanding of the whole process of archaeological work, from excavation, through post-processing and publication, to archive and deposition with museums and county archives. This role has further highlighted to me my career aspirations and has helped me gain a better perspective of the value of detailed archaeological information for future generations for research and learning.

As is detailed in the ClfA guidance for creating and depositing archaeological archives, the longevity and accessibility of heritage and its artefacts is of great importance. The more detailed and thorough that I am able to put into creating a comprehensive archive for deposition with a museum or county archive, the more valuable such information can be to learning and research in the future. I have been able to understand how even smaller sites can inform the wider archaeological context of an area and a period of time. I have also gained a greater knowledge of how best to conserve and store artefacts to ensure they still exist in the future. I am increasingly aware of my role in checking the condition of finds that have sometimes been sitting in storage for a few years to make sure they are correctly conserved and are housed in the correct conditions. Working with different departments and specialists within the company, and organisations externally has provided me with valuable insight into how all the different strands of archaeological work, research and analysis link together to create archive which are presentable to the public in museums and can be used for independent and academic research. While archiving is the last stage of a project within the remit of the company's work, there is far more that goes on once a site has been deposited. I am proud to be an integral step in the process of preserving heritage.

Position held:	Post-excavation technician/site assistant
Organisation name:	Company name
Dates position held:	October 2021 – June 2022
Length of time in role:	8 months
<b>Description of role and responsibilities and how these demonstrate competence in the four areas, giving specific examples</b>	
I was trained in multiple areas of commercial archaeological post-excavation assessment, where I was able to build on my fieldwork experience and knowledge of different time periods seen in the south of Britain. In this role I was responsible for environmental processing of samples, sorting dry residues from flotation,	

finds washing including human skeletal remains and animal bone, finds bagging, specialist preparation tasks, preparation for archive and other inventory and cataloguing tasks. These were all completed largely independently but following instruction from superior members of staff, and sometimes in collaboration with other technicians.

Activities such as finds bagging and specialist prep involved a certain amount of problem solving, for example correcting context numbers and reassociating finds with the correct contexts. Inventory of incoming finds and samples, as well as finds that had been processed required constant checking against original site records, and further independent thinking and problem solving to overcome any issues or mislabelling that had occurred.

Having previously worked in the field, with only brief experience of post-excavation tasks as part of my university studies, I was able to connect my previous experiences with these new tasks and further see how this would lead to more documentation and storage of finds and site data which will allow sites to be studied in the future.

Position held:	Collections review volunteer (Archaeology)
Organisation name:	Company name
Dates position held:	October 2019 – October 2021
Length of time in role:	c. 2 years
Description of role and responsibilities	
<p>My role at the archive centre of this company, involved going through inventories of deaccessioned collections specifically relating to previous work in the 1970s and 80s on prehistoric log boats, and ascertaining which (if any) other institutions could make better use of the documentation and finds relating to specific sites.</p> <p>This was my first experience working directly with a museum and seeing the process that goes on behind the collections on display. While working under stricter supervision as only working in a voluntary capacity, I was able to exercise my own judgement when searching through each archive to find the area where each site was and subsequently researching and contacting which institutions nearby would be best placed to hold this information for the future. Some level of problem solving was required when contacting institutions and figuring out who best to contact initially, and then who to contact in the event that the original institution did not accept the archive.</p> <p>I received training in different museum databases which gave me a good understanding of information is cross-referenced and used by different departments within museums even pertaining to items not on display. I was also able to put into practice my learning (independent and university taught) of museum practices and ethics and see how integral they are to the everyday running of these institutions.</p>	

### Qualifications

Please list any relevant qualifications, including title, University and date of completion and a brief outline of the areas covered. The boxes will expand as you type.

Qualification, title, University & date completed	Brief outline
MSc Bioarchaeological and Forensic Anthropology, A University, October 2021	This master's course over 12 months provided intensive and detailed teaching of human skeletal and dental anatomy and identification, pathology and trauma, forensic identification of cause, manner and time of death in various scenarios. Archaeological survey and search and rescue methods and their real-world applications were also covered. A 15,000-word independent dissertation research project was completed as the final assignment.

Qualification title, University & date completed	Brief outline
--	---------------

BSc Archaeology, A University, July 2019	This undergraduate degree programme over three years covered the principles of archaeological theory and practice and introduced students to archaeological time periods from prehistory to historical archaeology. In order to obtain a BSc, 6 scientific archaeological based modules had to be completed; these included statistics, osteology and comparative anatomy, and molecular archaeology. A 10,000-word independent dissertation research project was completed as the final assignment.
--	--

### **Additional Relevant Information**

Include any further information that may be useful for the Validation committee to take into consideration when assessing your application. A CV can be uploaded to the application form for supporting information and copies of your job description(s).

If your experience has been gained outside of the UK, please provide some background information on how the profession operates in that country, how it is legislated and monitored, and how your work fits into this to assist the Validation committee.

### **List of projects/publications/grey literature**

If you have published papers or articles, authored grey literature or internal reports or delivered presentations about your work **in the last 2 years**, please list them below. Where work is co-authored or the authors not defined, please indicate which part(s) you were responsible for.

You can also highlight those you are including as your examples of work.