**Statement of competence guidance and template**

**(Revised March 2025**)

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

* [**PCIfA application guidance**](http://www.archaeologists.net/join/pcifa)
* [**ACIfA application guidance**](http://www.archaeologists.net/join/acifa)
* [**MCIfA application guidance**](http://www.archaeologists.net/join/mcifa)

The statement of competence is the most important part of your application as it tells the Validation committee how your skills and experience **demonstrate** the criteria in the [competence matrix](https://www.archaeologists.net/join/individuals/pathway/matrices) and helps them reach a decision.

You can use the Statement of competence template below to write your text and upload this to the online form or write directly into the boxes in the online form.

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, in the Statement section 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](http://www.archaeologists.net/matrices). You can use these alongside the main competence matrix to see how your work fits into the criteria and to help you write your statement of competence.

**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 as a guide. You need to explain how you **demonstrate** the four areas – knowledge, autonomy, coping with complexity and perception of professional context – giving specific work examples.

For any roles you’ve undertaken **more than two years ago**, please give a **brief description** of the responsibilities held, including any career breaks where relevant.
If you have worked on several short-term projects within one company or more in the same role, you can group these together.

You can approach your statement of competence in different ways, but we recommend that you use the four areas of the competence matrix as headings, write something for each and describe a specific example of where you applied this in your role.

The boxes will expand as you type, and you can copy and paste to add more boxes as required.

|  |  |
| --- | --- |
| Position held: |  |
| Organisation name: |  |
| Dates position held: |  |
| Length of time in role: |  |
| Description of role and responsibilities and how these **demonstrate** competence in the four areas, giving specific examples |

|  |  |
| --- | --- |
| Position held: |  |
| Organisation name: |  |
| Dates position held: |  |
| Length of time in role: |  |
| Description of role and responsibilities and how these **demonstrate** competence in the four areas, giving specific examples |

|  |  |
| --- | --- |
| Position held: |  |
| Organisation name: |  |
| Dates position held: |  |
| Length of time in role: |  |
| Description of role and responsibilities |

**Qualifications**

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

If you work in academia, please provide a more detailed outline of your qualifications.

If you do not hold any qualifications, you are still eligible to apply.

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

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

**Additional Relevant Information**

Please include any additional information that may be useful for the Validation committee to take into consideration when assessing your application. For example

* any additional volunteer work in the sector
* any societies or organisations you are involved with, including volunteering for CIfA
* if your experience has been gained outside the UK, please include some background information about how the profession operates in that country and how your role fits within the profession

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

Please list any relevant projects, publications or grey literature from your work **in the last two years**. Where work is co-authored or the authors are not defined, please indicate which part(s) you were responsible for.

If you do not have any publications, you are still eligible to apply.